

School Expenses Assistance Form (front)

FY2024 Application for School Expenses Assistance Payment and Bank Transfer Request Form

Circle one of the following.

New change (Moving Change of address Change of household Other)

Child / Student	Minato Municipal ()	Furigana	* Please write with a ballpoint pen inside the box.		
	Elementary / Junior High School year Class	Name	Date: (year/month/day)		
		Date of birth (Y/M/D)	Y	M	D

To: Minato City Mayor
Minato City Board of Education

I wish to receive assistance with school expenses, so I am applying with the necessary documents attached and agree to the following:

- 1 I agree to the use of information held by Minato City pertaining to family members' residence registration, tax and payments received such as public welfare assistance and child-rearing allowance in the course of the approval process.
- 2 I agree to the school expenses assistance payments being deposited into my account below.
- 3 I agree to the school principal being notified of this application and its approval.
- 4 I agree to the school principal being asked to check the attendance status of my child as required for payment of school expenses assistance.
- 5 If I fail to pay my school fees and the Board of Education deems it necessary, I grant the school principal full authority to receive the school expenses assistance and process it in accordance with this purpose.
- 6 If any refunds of the school expenses assistance are required, I agree to refund the amount promptly via the method designated by the Board of Education.
- 7 In the event of relocation, I agree to share the necessary information with the other municipality regarding my receipt of school expenses assistance.
- 8 When using such city programs, I agree to share information as necessary with Minato City departments about my receipt of school expenses assistance payments.

Applicant (parent/guardian)	Furigana	Marital Status	Relationship to child	Bank account for deposit transfers	Bank Credit union Credit cooperative branch					
	Name	Married/ Single	Father Mother Other ()		Financial institution code		Branch code			
	Address	MINATO CITY			General	Account No.				
	Resident registration location as of January 1, 2024 (enter only if different from current address)									
	Home phone number ()					Name of account holder				
	Mobile phone number ()					(must be applicant)				
Circle the following if applicable.										
	1 Receiving public welfare assistance (Date received . .)									
	2 Receiving a child-rearing allowance (Certificate number)									

Family status (please also enter the name of applicant and child)

All family members and relatives living with you in the same household	No.	Name	Relationship to applicant	Date of birth (Y/M/D)	Age	Occupation (or school)	2023 income	Relationship in terms of living expenses	Residence
	1		Self (applicant)	/ /			Yes / No	/	/
	2			/ /		(School year)	Yes / No	Shared / Separate	Shared / Separate
	3			/ /		(School year)	Yes / No	Shared / Separate	Shared / Separate
	4			/ /		(School year)	Yes / No	Shared / Separate	Shared / Separate
	5			/ /		(School year)	Yes / No	Shared / Separate	Shared / Separate
	6			/ /		(School year)	Yes / No	Shared / Separate	Shared / Separate
	7			/ /		(School year)	Yes / No	Shared / Separate	Shared / Separate
	8			/ /		(School year)	Yes / No	Shared / Separate	Shared / Separate

Notes (Please note any reasons here as required, such as "living separately due to posting")

Please check overleaf

School Expenses Assistance Form (back)

Board of Education section	School verification section	Administrative section	Payment check	Student . Infant	Confirmed									
			Approval category	Required Probable No Hold	Household									
			Month approved		Document checklist									
			Notes		<input type="checkbox"/> Final return <input type="checkbox"/> Certificate of imposition of residence tax <input type="checkbox"/> Other ()									

Notes for completing the form

- Applications are for this fiscal year. If you have received assistance in the previous fiscal year, please apply again.
Even if you have applied for the new school supplies subsidy before your child enrolled in elementary school, be sure to apply if you wish to continue to receive assistance with school expenses during the year.
- Do not use an erasable ballpoint pen or pencil to fill in the form.
- The applicant (parent/guardian) box must be signed.
- Write in the address that you are registered for (if the address on your residence registration is different from your current address, please write your current address.)
- In the Family status box, write the names of all family members and relatives living with you in the same household as of April 1, 2024. Include anyone living alone for work or spouse living separately who shares household expenses with you.
- You will be notified by post of the results of the review, but please keep a copy of your application.
- As cash payments are not possible, please provide your bank account for transfer. Correctly write the name of the account. Take care, as any mistake in the account details may result in late payments.
- If you wish to designate a Japan Post Bank account, check the dedicated branch, branch number and account number for transfers, found in the bank use only box at the bottom of your passbook page. Visit a Japan Post bank branch for further details.

Required documents

- If you were not a registered resident of Minato City on January 1, 2024, please submit one of the following documents (a copy is acceptable):
 - (1) A copy of your final return for 2023 (the document should bear a stamp of receipt from a tax office or have a notification of receipt for electronic filing attached)
 - (2) A certificate of imposition of residence tax for FY2024 (noting dependents, gross income, etc.) Issued from around June by the municipality you lived in as of January 1, 2024 (please submit soon this via the online form). A FY2023 certificate issued before May is not valid for review.
Note: This certificate is not issued if you have not declared residence tax. You must submit a declaration even if you have no income.
 - (3) If you were working overseas during 2023 and are therefore not obliged to file a declaration, yet meet the above criteria, separate documents are required. Please contact Minato City using the details below.

* For those needing to submit additional documents

If you are unable to submit your income documentation at the time of applying or if you have other necessary documents, please submit them using the QR code on the right. If you cannot apply online, you can also send your application by post or bring it in person.



- If the family structure described in your application differs from that of your residence registration, we may need to verify your household status. In this case, we may ask you to write a statement or submit extra verification documents as required.

Enquiries and submissions to:
School Affairs Section, School Administration Support
Subsection, Secretariat of the Board of Education
 7F, Minato City Hall, 1-5-25 Shibakoen, Minato 105-8511
 TEL: 03 (3578) 2731