

Filling out the Annual Income Declaration

Resident tax information is required for user adjustment meetings and determination of childcare fees. Those who do not have a resident registration in Japan, those who have moved from abroad, embassy staff and those who have income overseas are requested to submit the Annual Income Declaration.

If you have income, medical expenses, social insurance premiums or life insurance premiums, then please attach the documents that proves the amounts (hereinafter referred to as "document proving income, etc").

*If you cannot attach document proving your income, etc., due to unavoidable reasons, then please note the reason on the bottom of the back side of this form.

Please fill out the <Annual Income Declaration> on the back side based on the documents proving your income, etc., while referring to the entry instructions below.

<Entry instructions>

"Spouse Deduction"

Please circle "Yes" or "No" depending on whether or not a spouse is qualified for deductions.

"Dependent Relative"

Excluding your spouse, enter the names, relationships and dates of birth of your dependents.

"Total Employment Income"

Note that it is not your net income. Commuting allowance is not applicable.

"Payment of Medical Expenses"

If your medical expenses paid during the year exceeded 100,000 yen (or 5% of your total income, if your total income for the year is less than 2 million yen), please enter the amount of medical expenses paid.

"Social Insurance Premium"

Enter the social insurance premiums (health insurance premiums, national health insurance, employee pension insurance, national pension insurance, etc.) that you paid during the year.

"Life Insurance Premium"

Contracts with domestic life insurance companies are eligible. Enter the premiums you paid during the year.

Calculation formula for the amount of deductions differs between insurance premiums related to insurance contracts concluded on or after January 1, 2012 (New) and insurance premiums related to insurance contracts concluded on or before December 31, 2011 (Old).

If you are uncertain about the amount of payment, such as whether it corresponds to the old or new life insurance payment amount, or if you are subscribed to both, then refer to the life insurance premium deduction certificate issued by the insurance company or contact the insurance company.

"Other"

If you have non-salary income, such as real estate income, then enter it. If you have any other deductions, such as a widow deduction or disability deduction, then enter them.

*Separate tax deductions, dividend deductions, special tax deductions for housing loans, etc., and charitable contribution tax credits are not used in the calculation of childcare fees.

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Annual Income Declaration

Year

Month

Day

To: Director of the Minato City Public Welfare Office

Declarant Address

Name

Applicable child Name

Date of Birth

I declare that my annual income is as follows.

	Spouse Deduction	Dependent Relative: Name (Relationship/Date of Birth) *Excluding spouse		
One Year Prior ()	Yes/No	Relationship () Date of Birth:	Relationship () Date of Birth:	Relationship () Date of Birth:
Two Years Prior ()	Yes/No	Relationship () Date of Birth:	Relationship () Date of Birth:	Relationship () Date of Birth:

Employment Income				
Item Year	One Year Prior ()	Two Years Prior ()		
Name of Company				
Period	MM~ MM	MM~ MM		
Total Employment Income				
Medical Expenses				
Social Insurance Premiums				
Life Insurance Premiums	Old			
	New			
	()			
Other	()			

Business Income				
Item Year	One Year Prior ()	Two Years Prior ()		
Type of Business				
Period	MM~ MM	MM~ MM		
(a) Total Business Income				
(b) Necessary Expenses				
(a) - (b) Total Net Income				
Medical Expenses				
Social Insurance Premiums				
Life Insurance Premiums	Old			
	New			
	()			
Other	()			

*Please fill in the currency unit from when the income was generated.

*Please fill out this form based on the document proving your income, etc.

If you have income, medical expenses, social insurance premiums or life insurance premiums, you must attach the documents that prove the amounts (hereinafter referred to as "document proving income, etc.").

«If you cannot attach a document proving your income, etc., please write down the reason.»

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