

To all the staff it may concern

May,2024

Nihon Workplace Co., LTD

## Regarding submission of declaration for fixed amount tax reduction

From 2024,june for fixed amount of tax reduction for income tax will be implemented  
Please verify if your family member eligible for tax reduction .※Please refer back sheet.

Please check the necessary information and submit the enclosed form by May,31th .

**※Please make sure to meet a deadline※**

Please use return envelope as it must be postmark valid on May 31th.

※No stamps are required so make sure to seal the envelope and please drop it into mailbox.

**【Attention】Request after a deadline will not be accepted.**

If it has passed ,have to do tax return by yourself .

Please understand in advance.

**【Document enclosed】**

- ① Regarding submission (double-sided) 1 sheet
- ② Declaration form (1sheet)
- ③ Return envelope

Please scan the QR code at the top right of tax return and confirm if you don't know how to write.

**【Attention】**

※Please fill in with an indelible pen. (Erasable pen and pencil is not allowed)

**【points to check】**

**【1】Name (in japanese) •Please check if the address is correct.**

**【2】Lower parts (Please check Name of Spouse and dependent family member if correct or not)**

※If have any changes or correction please write them at space provided or draw a double line.

**【Contact information】Main office▶03-6430-9001**

Contact person▶Staff administration department.general affairs department

Mon~Thurs (excluding the end of month) 9:00~18:00

Fri•End of every month 9:00~17:30

If the person in charge is not available or non-business hours, we will be call you back.

It will be smoother if you let us know「Your name•staff number (6 digits) •Dispatch company name•A person in charge•Phone number•Time etc.」

Information for those who has already submitted tax return deductions for dependent etc.

From June,2024 fixed amount of tax reduction for resident tax and income tax will be implemented!

### ① Let's verify if your family member※1 eligible for tax reduction

Family with ✓ in both of the following item are eligible for tax reduction

Have been living in Japan for over a year.

Annual income is less than 1,030,000yen※2

※1 Eligible for family member you support, family member supported by other people are not eligible.

※2 If you have other income beside of salary,the total income calculated from salary is 480,000yen or less.

The number of family member eligible for tax reduction
<input type="text" value="A"/> Person

### ② Your tax reduction

The tax reductions will be calculated based on the number of family member eligible for tax reduction adding your share.

Income tax 30000yen ×  Person = Amount of tax reduction  Yen

Resident tax 10000yen ×  Person = Amount of tax reduction  Yen

### Important!

Spouse who are not required to file tax return during year-end tax adjustment may also be eligible for fixed tax reduction. So as to accurately calculate the amount of tax reduction ,you will be asked to declare who is eligible for fixed amount of tax reduction during this year's year-end adjustment.Furthermore,by submitting a return for a fixed amount of tax reduction related to withholding tax you can receive a tax reduction from June.