

Wizard Operation Manual

September 2, 2024

Introduction

■ Year-end adjustment

The year-end adjustment is the process of adjusting the excess or insufficient income tax by re-calculating the salary, bonuses, benefits, etc. that a company, etc. paid to a salaried employee in one year (January to December) and the withholding for income tax on the last payment day of December in principle. The salary calculation system enables you to calculate the year-end adjustment and refund amounts, create withholding slips, register the payroll and perform other year-end adjustment tasks.

■ eNEN

eNEN is an information collection system that enables you to collect information online to perform year-end adjustments, to link the collected information to the salary calculation system and to calculate the income tax using the salary calculation system.

Use the salary calculation system to calculate the withholding and refund amounts of income tax at the year-end adjustment.

■ Wizard Year-End Adjustment

Enables you to complete your declaration by filling in the Application for (Change in) Exemption for Dependents of Employment Income Earner; Application for Basic Exemption of Employment Income Earner, Exemption for Spouse of Employment Income Earner and Exemption of Amount of Income Adjustment; Application for Deduction for Insurance Premiums for Employment Income Earner; and Application for Special Credit for Loans, etc. related to a dwelling (specific additions or improvement, etc.) forms necessary for year-end adjustment.

■ Usable terminals

[Computer]

OS	Windows 10 or above * Until the end of support by Microsoft
Browser	Edge, Chrome

[Smartphones/Tablets]

OS	iOS 15 or above, Android 10 or above
Browser	Safari, Chrome

Contents

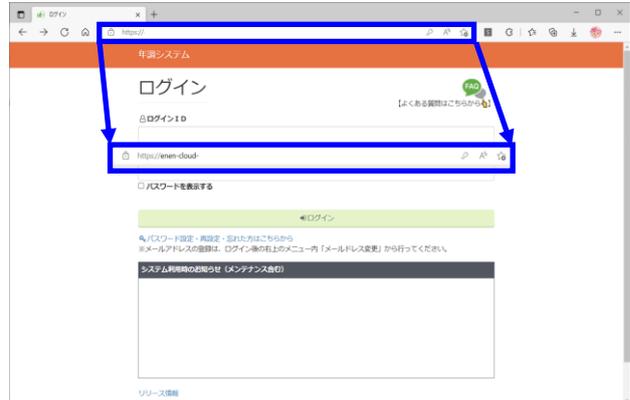
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Logging In (When using eNEN for the first time)

■ Logging In(When using eNEN for the first time)

- ① Start the specified browser, enter the URL provided by your company and then start the system.

- 📝 If you do not know the URL, contact your management division.
- 📝 Enter the URL in the search box at the top of the browser.

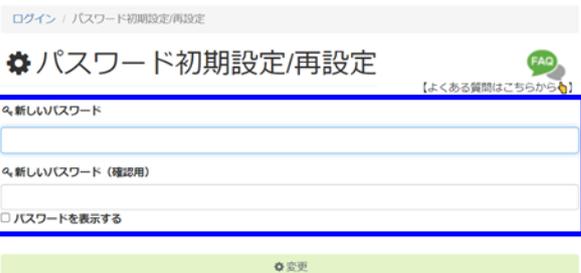
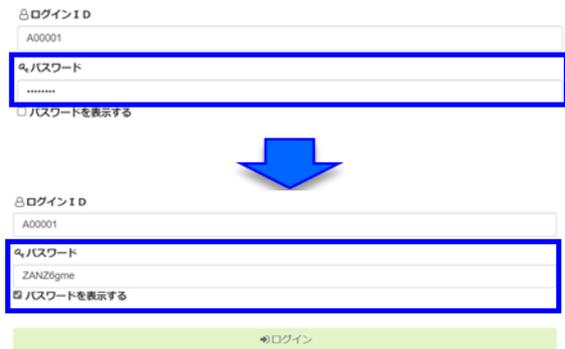


- ② Enter the Login ID and Password notified by your company, and then click the Login button.



- ③ Confirm that the entered password is correct. You can check the entered password by checking Display Password under the password entry box.

Example: Switch display from “●●●●●●” to “Abcdef123.”



- ④ The password provided by the company is temporary. Change it to one you can remember. It will be required when you log in to eNEN from the next time.

- 📝 Set your password to be at least ten characters and a combination of three types: uppercase letters, lowercase letters, numbers, and symbols.
Example: 1273TN2a

- ⑤ Change it to one you can remember on the Password Change screen. It will be required when you log in to eNEN from the next time.

 Set your password to be at least ten characters and a combination of three types: uppercase letters, lowercase letters, numbers, and symbols.
Example: 1273TN2a



ログイン / パスワード初期設定/再設定

パスワード初期設定/再設定 FAQ 

【よくある質問はこちらから】

新しいパスワード

新しいパスワード (確認用)

パスワードを表示する

変更

■ If you forget the password

1. If no email address is registered

- ① Ask your management department to initialize the password.
- ② If you log in with an initialized password, you will be prompted to change your password.

 For how to change the password, see ③ in “Logging In (When you use eNEN for the first time).”

 Change it to one you can remember.

 Set your password to be at least ten characters and a combination of three types: uppercase letters, lowercase letters, numbers, and symbols.
Example: 1273TN2a

2. If an email address is registered

- ① See “If an email address is registered (No password guidance is provided).”

■ In case you cannot log in

1. In case of a locked password

- ① If the password is incorrectly entered [five times](#), it will be locked.
- ② If your password is locked, please wait [thirty minutes](#) before logging in again.
- ③ If your account is locked, even if you initialize your password, please wait [thirty minutes](#) before logging in.

2. If an email address is registered

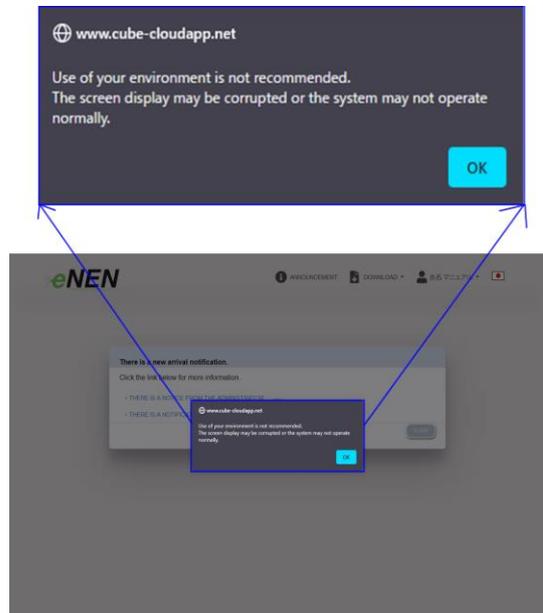
- ① See “If an email address is registered (No password guidance is provided)” and send an email to reset your password.

✍ If the account has been locked, you will need to wait [thirty minutes](#) to login again. Please note that [the login will be denied if thirty minutes have not yet passed](#) since the account has been locked.

3. If a message is displayed after logging in

- ① If you are using a computer or smartphone other than those listed in Usable Terminals on page 2, the message “Your ...” will be displayed. Please make sure that your terminal is a recommended version.

⚠ If you register the report for the declaration forms in eNEN after the message has been displayed, the entered information may not be updated. Be sure to check that you are using the recommended environment.



Preparation and authentication settings

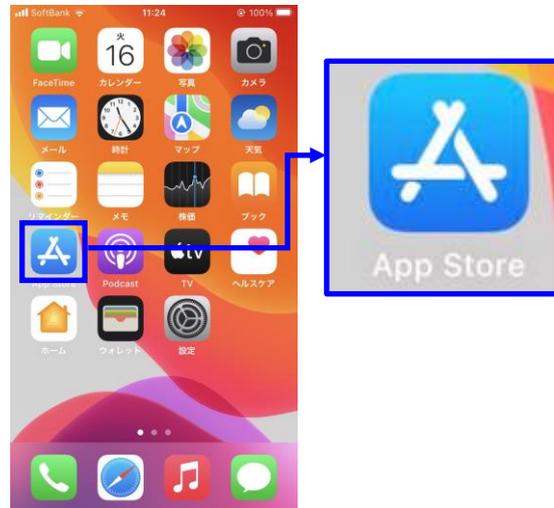
■ Preparation for Authenticator authentication



How to install the Authenticator App (for iPhone)

- ① Start "App Store".

(Screens may vary depending on the model and settings.)

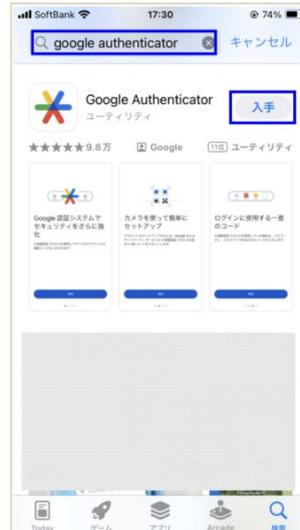


If you do not see "App Store" in the menu, select "Settings" on the screen and look for "App Store" in the list of programs.

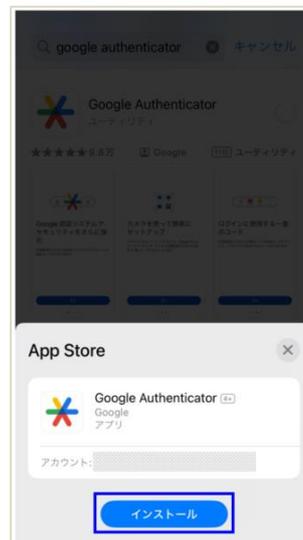
- * Scroll the screen and look for "App Store".



- ② Enter "google authenticator" in the search bar for search. If "Google Authenticator" appears in the search results, select "Get it".



- ③ Select "Install".



- ④ When installation is complete, "Open" will be displayed. Please select it.



- ⑤ When the "Further enhance security with Google Authentication System" screen appears, the installation is complete.



- ⑥ When the installation ⑤ is completed, the "Authenticator" icon will appear on the home screen.

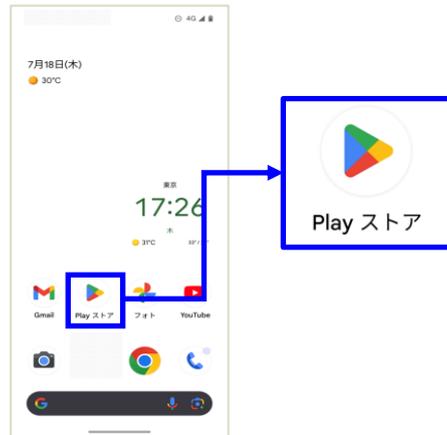
(Screens may vary depending on the model and settings.)



 **How to install the Authenticator App (for Android)**

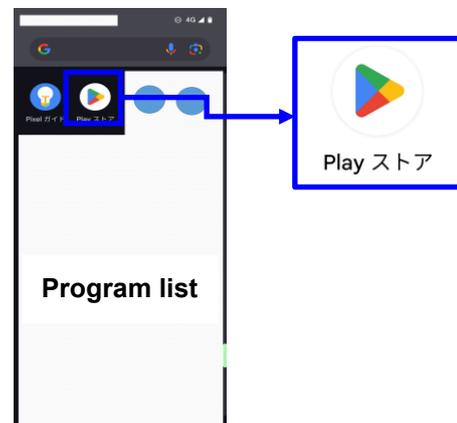
- ① Start "Play Store".

(Screens may vary depending on the model and settings.)



If you do not see "Play Store" in the menu, place your finger on the bottom of the screen and move the screen up to find "Play Store" in the list of programs. Find "Play Store" in the list of programs.

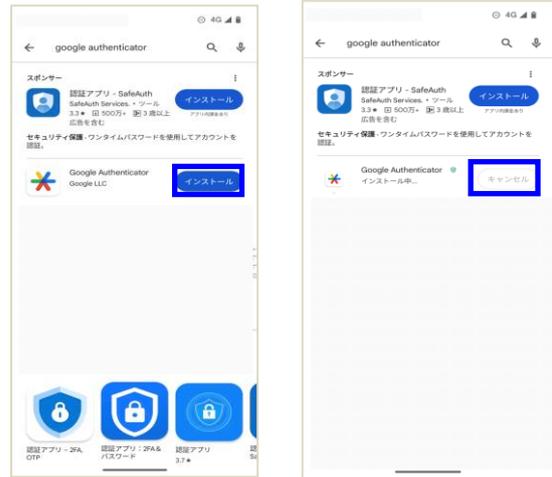
(Screens may vary depending on the model.)



- ② Enter "google authenticator" in the search bar for search.



③ Select "Install".



④ When installation is complete, "Open" will be displayed. Please select it.

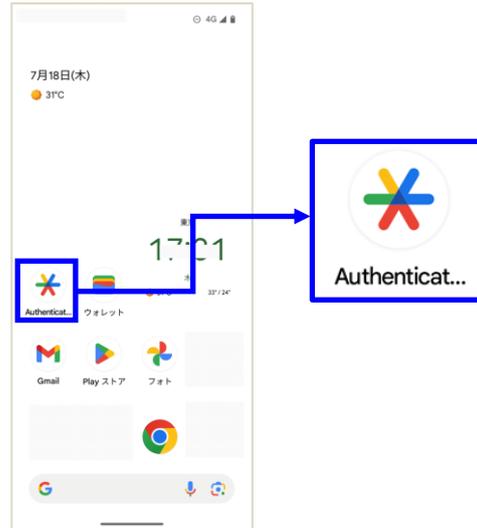


⑤ When the "Further enhance security with Google Authentication System" screen appears, the installation is complete.



- ⑥ When the installation ⑤ is completed, the "Authenticator" icon will appear on the home screen.

(Screens may vary depending on the model and settings.)



■ Authenticator authentication settings

Authenticator authentication How to log in for the first time

- ① Enter your "Login ID" and "Password" to login.



- ② The authentication setting screen appears. A QR code or secret key for setting up authentication for app authentication will appear on the screen.



- ③ Start the authentication app "Authenticator" installed on your smartphone.

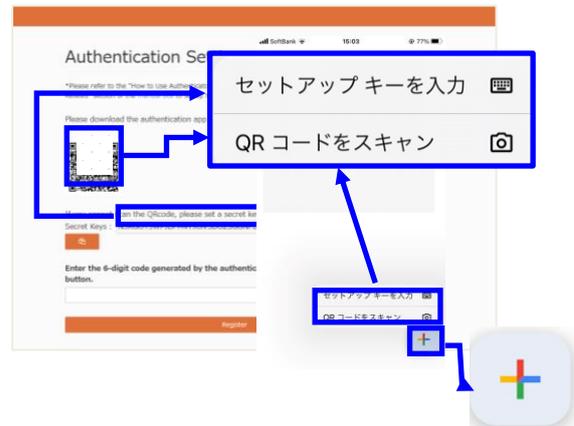
(Screens may vary depending on the model and settings.)



- ④ Select either "Scan the QR code" or "Enter setup key" displayed in "Authenticator" to use "Authenticator authentication".

Select the "+" button in the lower right corner to display.

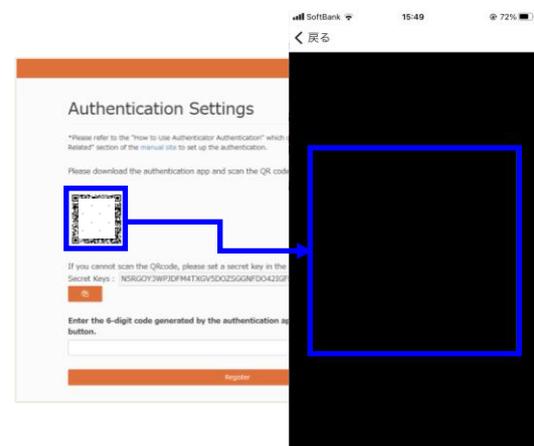
- Scan the QR code
- Enter the setup key (secret key)



□ When selecting "Scan the QR code"

Read the QR code displayed on the screen with the camera.

(Place the camera on the QR code to read it.)



□ When selecting "Enter the setup key"

Enter the secret key shown on the screen in the "Key" field.

Account name: **eNEN**

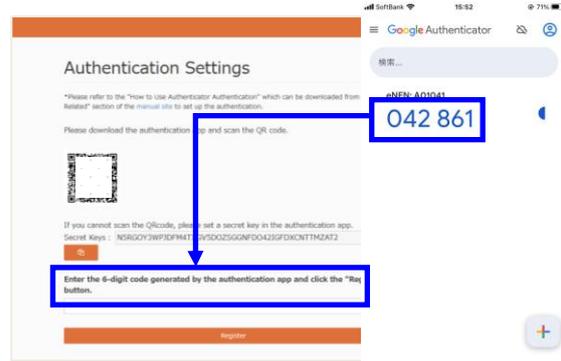
Key: **Secret Key**

Key type: **Time-based**

Enter the above, and then select "Add" button.



- ⑤ A 6-digit authentication code will be generated in the "Authenticator" of your smart phone. Enter the generated authentication code into the authentication settings screen and click the "Register" button.



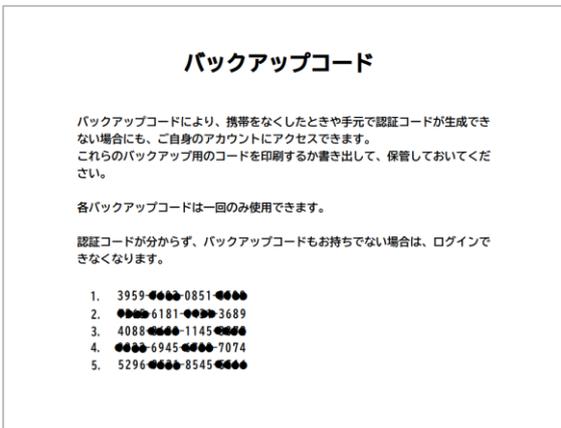
- ⑥ A backup code will be issued and displayed. After keeping the backup code, click the "Next Page" button.

- 📄 If you do not have the smart phone with the authentication app set up at hand, you can use the backup code to log in.
- 🖨️ Click on the "Printer" button to output the backup code to a PDF file.

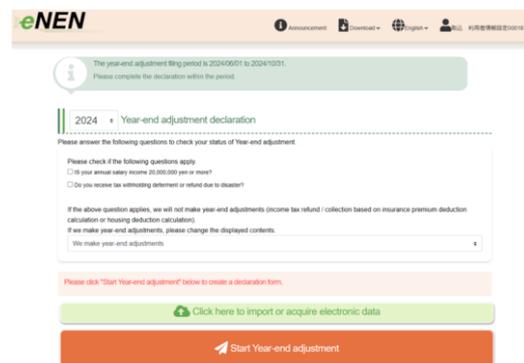


Print the PDF file

You can print out the contents displayed in ⑥ in PDF format. Please keep it in a safe place.



- ⑦ The home screen for filling an income tax return is displayed when the authentication code is matched.



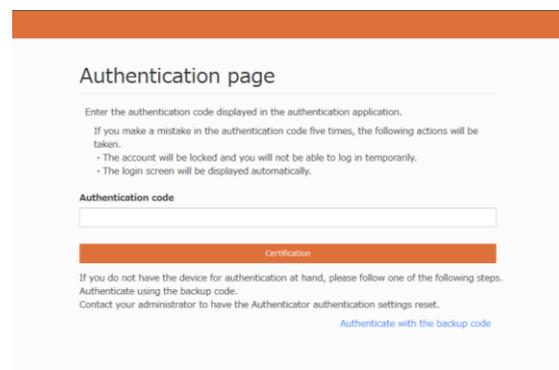
Performing Authenticator authentication

Authenticator authentication How to log in

- ① Enter your "Login ID" and "Password" to login.



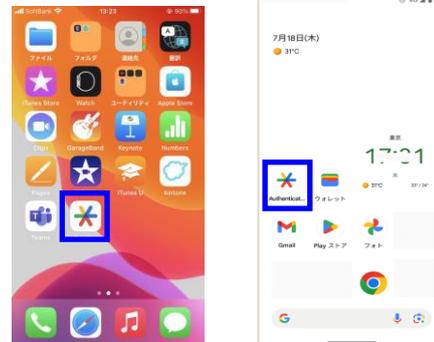
- ② The Authenticator authentication screen appears.



- ③ Start "Authenticator".

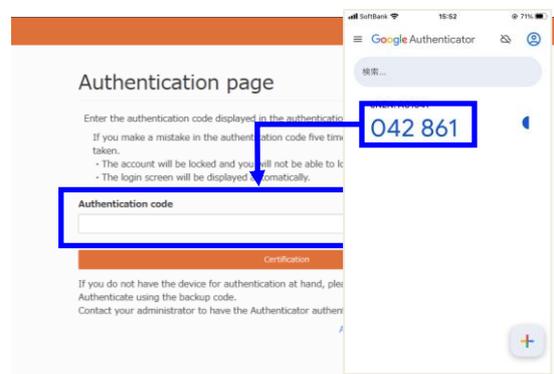
(Screens may vary depending on the model and settings.)

 Whenever you authenticate with Authenticator, you will need the "Authentication code generated by the Authenticator on your smart phone in ③". Please do not forget to activate it.

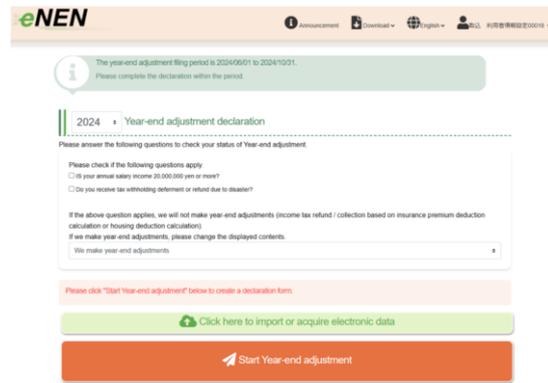


- ④ Enter the authentication code generated by the "Authenticator" and click the "Certification" button.

⚠ If you make a mistake in entering the authentication code five times, you will not be able to log in. Please wait 30 minutes and try it again, starting from the input of "Login ID" and "Password".



- ⑤ The home screen for filling an income tax return is displayed when the authentication code is matched.

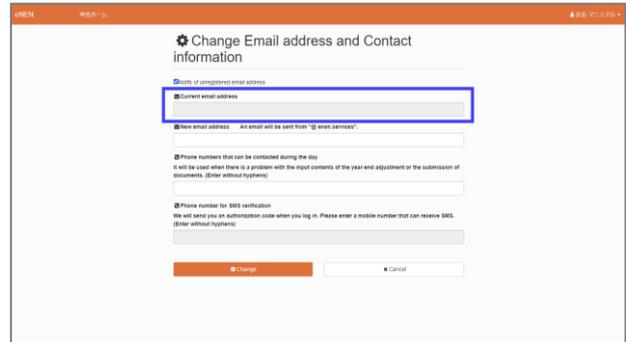


Registering an email address

■ Registering an email address

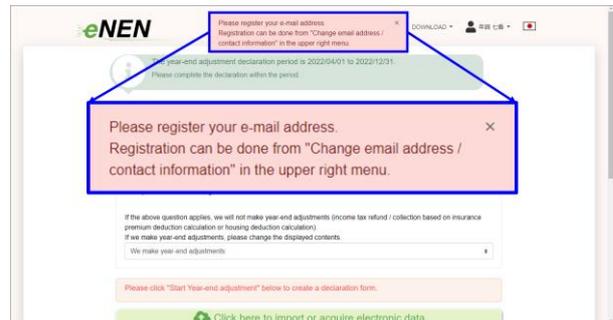
1. If you need to change your registered email address, or if no email address is registered, register your email address.
If you register your email address, you will not need to contact the administrator if you forget your password; you will be able to change your password by yourself.

- ✎ If you have registered an email address for an old style Japanese cell phone, you will not be able to change your password even if you receive an email. Please register your email address for your computer or a smartphone.
- ✎ If your e-mail address is registered, you can set your password and receive information in case you forget your password. We recommend you to register your email address.

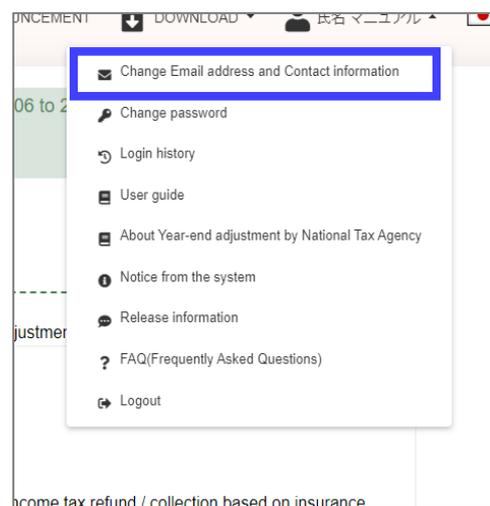


- ① If no email address is registered, the “Please register your email address” message is displayed after you log in. The message is not displayed if an email is registered.

- ✎ You cannot register an email address until you log in. You need to obtain a temporary password beforehand.

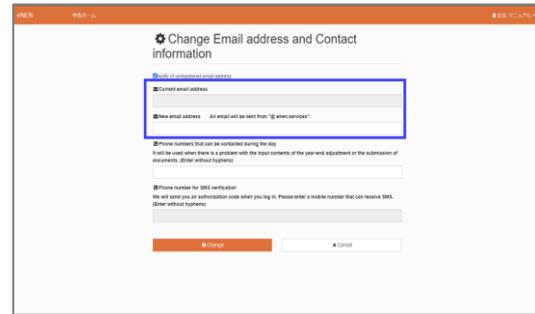


- ② The login user’s name is displayed on the upper right of the menu screen. Click ▼ next to the name, and then click Change Email address.

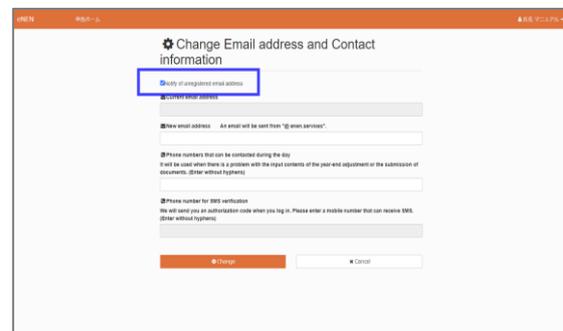


- ③ The Change Email Address/Contacts screen appears. Enter an email address, and then click Change. By clicking Change, the email address is changed and an email will be sent to the new email address for confirmation.

- ✎ When you register an email address for the first time, also use the Change Email Address screen.
- ✎ If an email address is registered, the email address is displayed. Check it.
- ✎ If the email address is incorrect, the email will not be sent. Check the email address again.
- ✎ Registration of email address is optional.



- ④ To prevent the Register Email Address message from appearing, uncheck Unregister notification. The message will not appear when Unregister notification is unchecked even if your email address is not registered.



■ Registering a contact phone number

1. By registering your phone number, you can prevent situations such as late notifications or responses that would have resulted in some deductions being excluded from the year-end adjustment.

- ✎ This can prevent situations such as late notification or responses that would have resulted in some deductions being excluded from the year-end adjustment.
- ✎ When registering a phone number, the "-" hyphen is not needed.
- ✎ Be sure to register a contact phone number that you can be contacted at during the day. (Cell phone number, etc.)

The screenshot shows a web form titled "Change Email address and Contact information". It includes fields for "Verify of unregistered email address", "Current email address", and "New email address". A blue box highlights the "Phone numbers that can be contacted during the day" field, which has a note: "It will be used when there is a problem with the input contents of the year-end adjustment or the submission of documents. (Enter without hyphens)". Below it is a field for "Phone number for SMS verification" with a note: "We will send you an authorization code when you log in. Please enter a mobile number that can receive SMS. (Enter without hyphens)". At the bottom are "Change" and "Cancel" buttons.

■ Registering a phone number for SMS verification

- ① A login using "Verification code" which enhances the security is available. There are three types of verification methods: sending an SMS verification code to your cell phone, sending a verification code to your email address, and using a verification code generated by a verification application. When sending a "Verification code" via SMS, your cell phone number is required. Please register your cell phone number exclusively for SMS.

This screenshot is identical to the one above, showing the "Change Email address and Contact information" form. In this instance, a blue box highlights the "Phone number for SMS verification" field, which includes the instruction: "We will send you an authorization code when you log in. Please enter a mobile number that can receive SMS. (Enter without hyphens)".

- ✎ When using a "Verification code" for enhanced security, "Two-step verification", "SMS verification", or "Authenticator verification" will be listed in the "Verification method" field at the bottom of the "Change e-mail address/contact information" screen. If this is not applicable, the "Verification method" field will be hidden.

- ⚠ For "Send a verification code to an SMS" or "Send a verification code to an email address", registration of contact information for receiving verification codes is a "requisite".
- ⚠ If you use the same phone number for both the contact phone number and the cell phone number for SMS verification, register the same phone number in both.
- ⚠ Only when "SMS verification" is used, the "SMS verification phone number" registration field will appear on the screen. If this is not applicable, the field will be hidden.

Authenticate with backup code

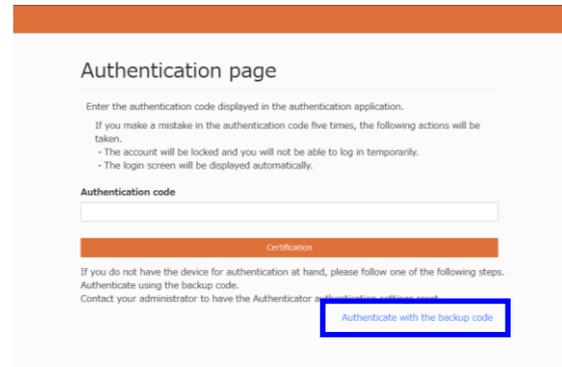
Even if you do not have the smart phone with the authentication app set up at hand, you can use the backup code to log in.

Login procedure with backup code

① Enter your "Login ID" and "Password" to login.



② The Authenticator authentication screen appears. Click on "Authenticate with the backup code" at the bottom of the screen.

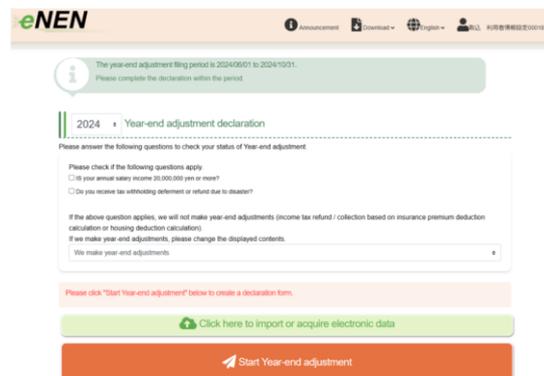


③ A dialog box for entering a backup code will appear. Enter the kept backup code and click the "Certification" button.

⚠ The same backup code cannot be used twice.



④ The home screen for filling an income tax return is displayed when the backup code is matched.

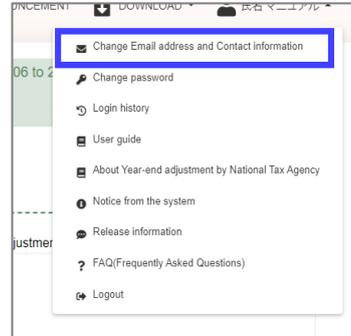


Authentication settings by changing email address and contact information

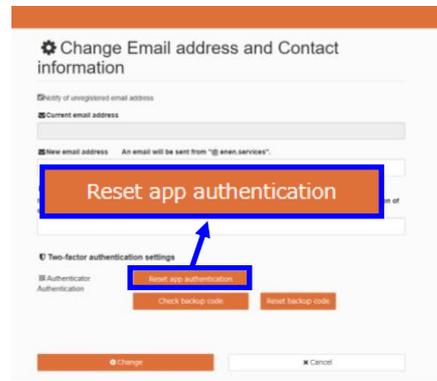
■ Reset authentication setting for the Authenticator authentication app

If you renew a smart phone that has been used for Authenticator authentication, the authentication settings must be reset and reconfigured again.

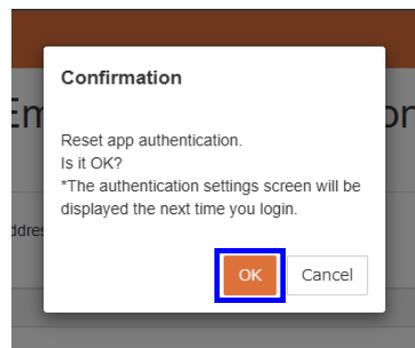
- ① After logging in, display the "Change Email address and Contact information" screen.



- ② Click the "Reset app authentication" button.

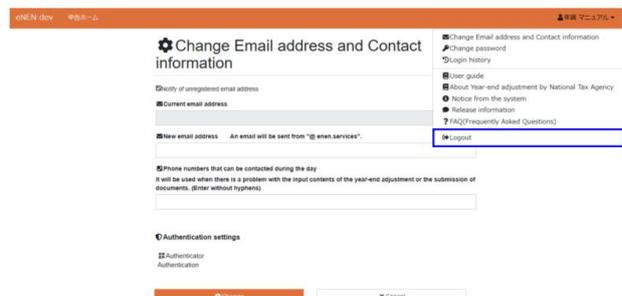


- ③ A "Confirm" dialog box will appear. Click "OK" to reset the authentication setting.



- ④ After logout, please login again to display the authentication setting screen appears.

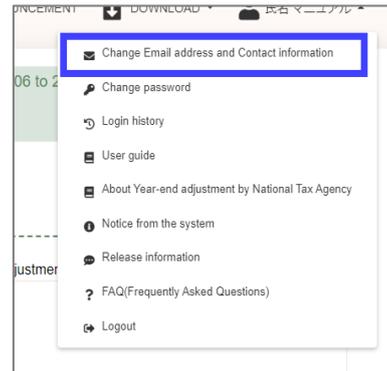
Refer to "Authentication settings of the Authenticator How to log in for the first time" to perform the authentication settings of the "Authenticator" again.



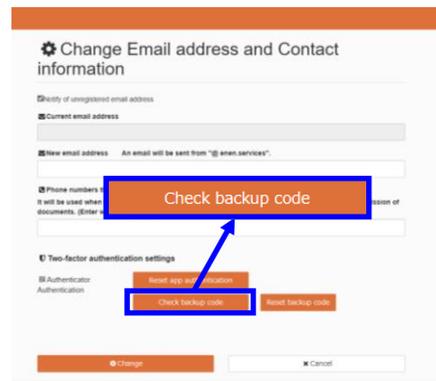
■ Check the backup code of the Authenticator authentication

You can check the usage status of the backup code.

- ① After logging in, display the "Change Email address and Contact information" screen.



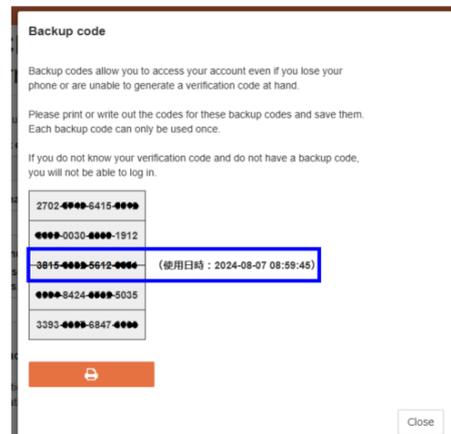
- ② Click the "Check backup code" button.



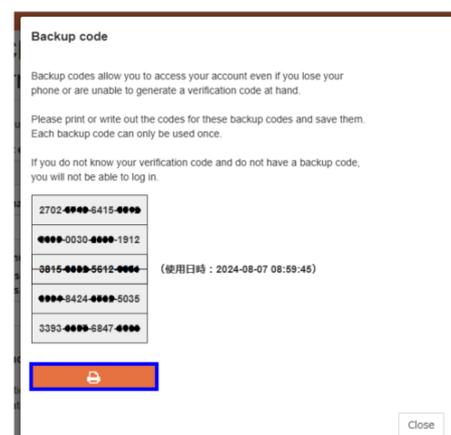
- ③ The currently issued backup code will be displayed.

Used backup codes are marked with a cancellation line and the date and time of use.

-  Use the backup code you are keeping.
-  The used backup code cannot be used again.
-  Backup codes shall be used in cases where an authentication code cannot be generated, such as when the user forgets to have his/her smart phone.



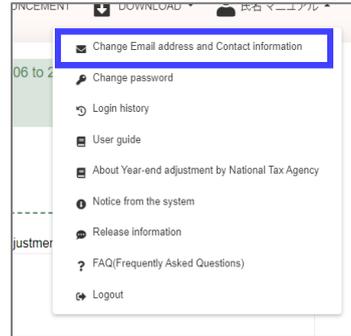
- ④ To keep the up-to-date backup code, click on the "Printer" button to save the file in PDF format.



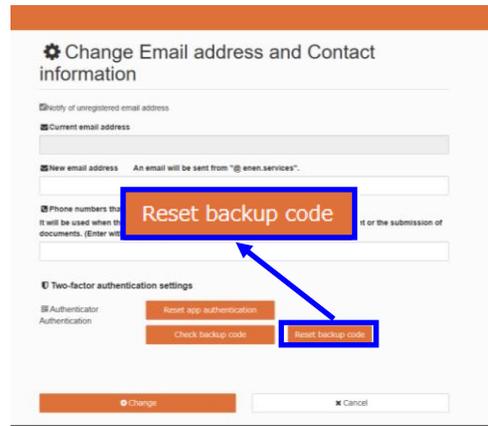
■ **Reset the backup code of the Authenticator authentication**

In the event that "you have used up your backup code" or "lost the PDF document containing your backup code", you can reset a backup code.

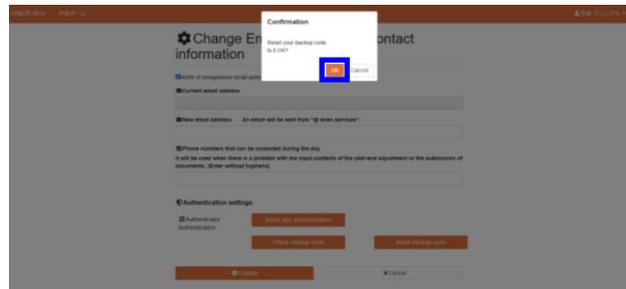
- ① After logging in, display the "Change Email address and Contact information" screen.



- ② Click the "Reset backup code" button.

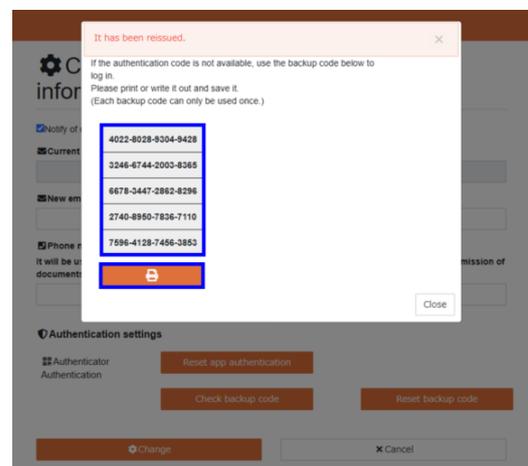


- ③ By clicking "OK" in the confirmation dialog, the backup code will be reset.



- ④ A new backup code will be issued.

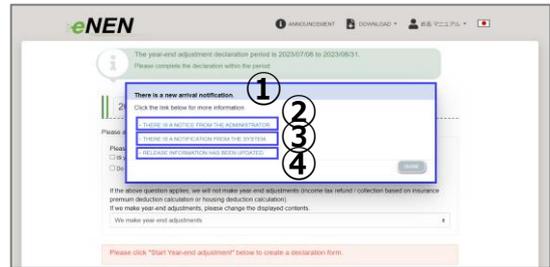
⚠ If a new backup code is issued, the former backup code cannot be used.



Menu

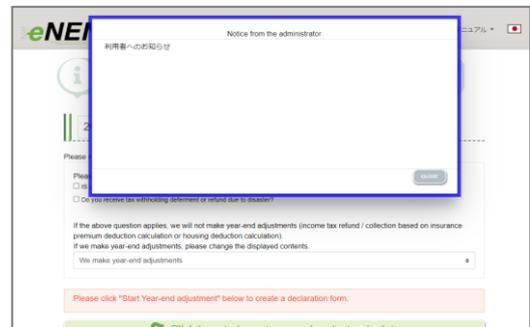
■ Menu screen

- ① If there is a "Notification from the management department" or "Notification from a system administrator", or "Notification of release information updates", the notification screen is displayed after you log in.



✎ There may be some cases where "Notifications from the system administrator" or "Notifications of release information updates" are not displayed. (They may not be displayed due to the settings made by the management department.)

- ② Click the notification link from the administrator to display the notification screen from the administrator.



- ③ Click the notification link from the administrator to display the notification screen from the administrator.



- ④ Click the update notification link of release information to display the release information screen.

✎ If you click Close without referring to the notification from the administrator/system administrator or the notification of release information update, the notifications will be displayed during future logins. Check it. (By checking it, (1) will be hidden on the display)



- ⑤ After referring to the notification, click Close on the notification screen to display the declaration home for starting the year-end tax adjustment.

✍ If there is no notification, the home screen is displayed.

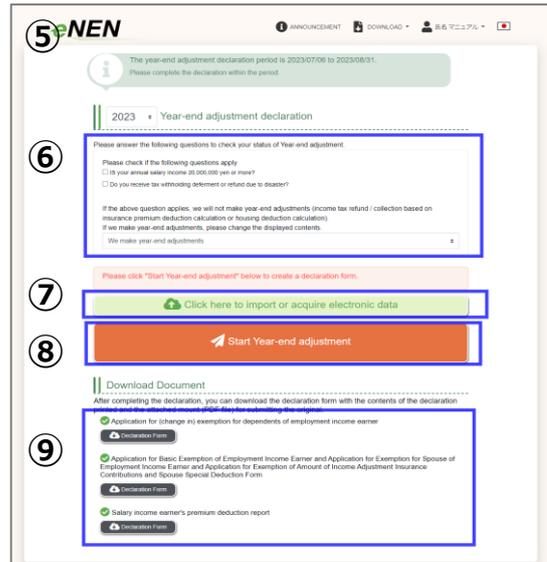
- ⑥ Answer the question of if you handle your own year-end adjustment at your company. If you check the corresponding item, we will not handle your year-end adjustment. Submit the Application for (Change in) Exemption for Dependents.

You need to file a tax return for earners if any of the following apply to you:

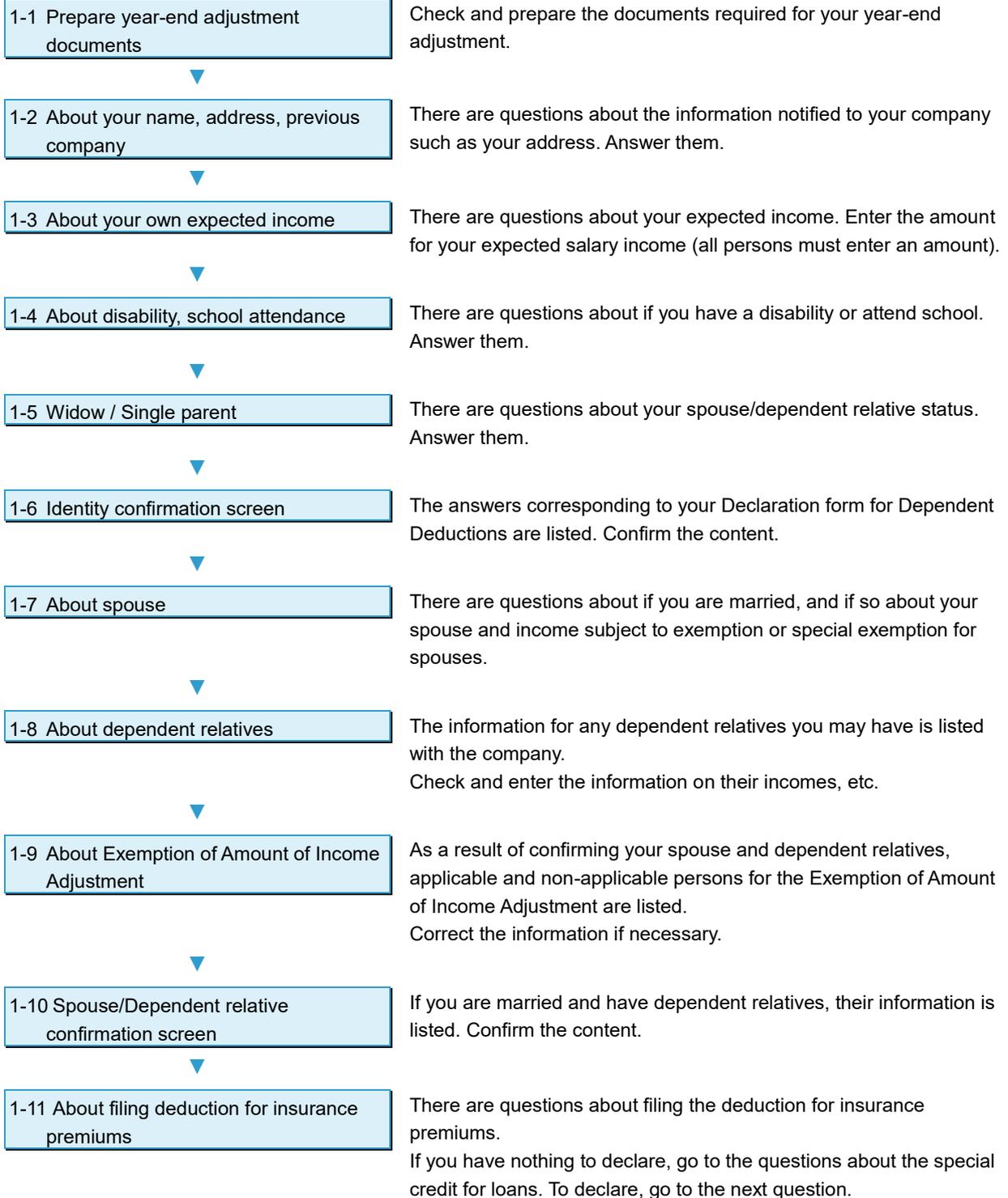
- Your primary salary income exceeds 20 million yen
- You received a deferment or refund of withholding income tax on your salary for the year under the Disaster Exemption Law

- ⑦ To import electronic data for your premium deduction or special credit for loans, prepare an XML file or use the API link from Mynportal.
- ⑧ Click the “Start Year-end adjustment” button on the menu and answer the year-end adjustment questions.

- ⑨ To check the content of the declaration forms and print out the declaration forms before your declaration, click the Declaration Form button to print out the completed forms.



■ Flow from Start Year-end adjustment



1-12 About life insurance payment

The content of any group life insurance you have at your company and any information on the life insurance you had in the previous year are listed. Update the information if necessary.

- ⚠ **These are questions about life insurance, nursing-care insurance and personal pension insurance.**
- ⚠ **The life insurance and personal pension insurance are categorized into new and old depending on the year if and when you took out the insurance. Note that the deductible varies depending on the New-Old category.**
- ⚠ **There is an upper limit for the insurance deductible amount. Deductions cannot exceed the upper limit.**
- ⚠ **No group life insurance certificate needs to be submitted. (Once you have submitted this declaration, this cannot be changed.)**
- ⚠ **If Mynportal or the electronic data for the insurance was imported, no certificate needs to be submitted. (Once you have submitted this declaration, this cannot be changed.)**



1-13 About earthquake insurance payment

The content of the group earthquake insurance or former group long-term casualty insurance you may have or had at your company and the information on the earthquake insurance or former long-term casualty insurance you may have or had in the previous year are listed. Update the information if necessary.

- ⚠ **If the certificate numbers of the earthquake insurance and former long-term casualty insurance are the same, enter the larger deductible amount.**
- ⚠ **There is an upper limit for the insurance deductible amount. Deductions cannot exceed the upper limit.**
- ⚠ **No group casualty insurance certificate needs to be submitted. (Once you have submitted this declaration, this cannot be changed.)**
- ⚠ **If Mynportal or the electronic data for the insurance was imported, no certificate needs to be submitted. (This cannot be corrected.)**



1-14 Social insurance premiums
About small business mutual aid contributions

If you have paid social insurance premiums (National Health Insurance, National Pension, etc.) for any dependent relatives or joined defined contribution pensions such as iDeCo, enter the paid insurance premium.

- ⚠ **For the National Health Insurance, no certificates need to be submitted.**



1-15 Premium deduction registration screen

The details of all premium deductions you registered and the premiums of any group insurance you have at your company are listed. Confirm the content.



1-16 About filing special deductions for housing loans

There are questions about filing the special deduction for housing loans. Answer them.



1-17 About filing special credit for loans

Confirm the housing loan amount at the time of purchase, etc. Also enter this when declaring online for the first time. The information is required to calculate the deductible amount.



1-18 About the loan information

Enter the year-end balance for this year. The deductible amount is calculated.

⚠ The deductible amount is calculated based on the year-end balance of the year subject to year-end adjustment.



1-19 Special credit for loans, etc. related to a dwelling screen

The statements of the special credit for loans, etc. related to a dwelling are listed. Confirm the content.



1-20 Year-end adjustment completed

Your year-end adjustment declaration is completed. If certificates need to be submitted, print out the mount for attachments, which is your check sheet, check the certificates and then submit them with the mount for attachments.

⚠ If the Mount for attachments button is not displayed at completion, nothing needs to be submitted.

Prepare Year-End Adjustment Documents

Some documents are required for year-end adjustment. Check and prepare them.

1-1 Who needs withholding slips?

- ① A new employee who received salaries from other companies by working part-time, etc. before joining the company
- ② A mid-career recruited employee who received a salary from their previous company



- ⚠ **Make sure that the year of issuance of the withholding slip is the one when the year-end adjustment is done. The old withholding slips that are of years before the year when year-end adjustment is done are not applicable.**
- ⚠ **If you do not have your withholding slip on hand, please contact your former employer to obtain it. If you do not have your withholding slip, you cannot calculate the year-end adjustment including the previous job salary, etc. In such cases, you will need to file a tax return.**

1-2 Who needs a disability certificate?

- ① A person who has a disability certificate
- ② A person whose spouse or dependents have a disability certificate

- ⚠ **Prepare disability certificates for your spouse who receives a spousal exemption and tax dependent relatives. Disability certificates are not needed for dependent relatives who are not dependent subject to the Exemption of Amount of Income Adjustment.**



1-3 Who needs Student IDs?

- ① A person who is a student

[Requirement to be recognized as a working student]
You must be enrolled at one of the following institutions:

- High schools, colleges/universities, technical schools, etc. stipulated by the School Education Act
- Specialized training colleges and other schools established by the country, local governments, private schools, etc. where students need to take a specified curriculum
- Vocational training corporations giving certified vocational training stipulated by the Human Resources Development Promotion Act where students need to take a specified curriculum including skills required for jobs]

- ⚠ **If you are unsure if your school meets the requirement, check with the school.**

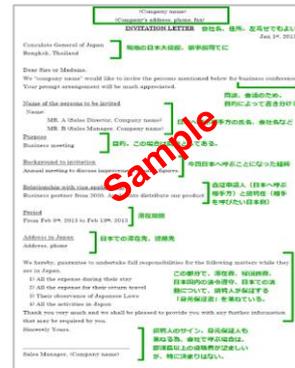


1-4 Who needs a relative certificate?

- ① A person whose dependent relatives live abroad
 - * If your multiple dependent relatives are living abroad, you need a certificate for each of them.

⚠ Clarify the relationship on the relative certificate by circling the relationship description. If you can translate the relationship description, it would be appreciated. However, this is not required.

⚠ Relative certificates vary by country. Obtain the certificate(s) in your own country.



1-5 Who needs a remittance certificate?

- ① A person whose dependent relatives in Section 1-1-4 live abroad
 - * You need a certificate showing that you sent money to each of them.
(Certificate of remittance by money order or by credit card)

⚠ No problem to submit copies of the remittance certificate.



1-6 Who needs a certificate of remittance of 380,000 yen?

A person who sent more than 380,000 yen for coverage of “living expenses” or “educational expenses” to a dependent relative living abroad who is not less than 30 years old and not more than 70 years old and also does not have a disability and is not an international student.

- ① Attach a copy of the detailed statement issued by the financial institution used for remittance to the target person.
- ② Attach a copy of the detailed statement issued by the credit card company who issued the credit card to the target person.

- 📄 If the remittance certificate is not in Japanese, a Japanese translation must be added.
- 📄 When there are multiple remittance transactions in the year, the remittance certificates of these multiple remittance transactions proving that the remittance of more than 380,000 yen was made are required.

⚠ If the total amount proved by the submitted certificates is less than 380,000 yen, you will not be eligible for deduction.

⚠ Add up the amount of remittance in Japanese yen with the exchange rate of that time.



1-7 Who needs a certificate of study abroad program?

A person whose dependent relative does not have an address or residence in Japan due to participation in study abroad programs.

- ① Attach a copy of the visa for a foreign country or any similar document.
 - ② Attach a copy of the target person's foreigner registration card for a foreign country or any similar document.
- * A certificate of eligibility for studying abroad issued by a foreign government or foreign municipality must be submitted.



1-8 Who needs an insurance premium payment certificate?

- ① A person who pays premiums in person
- ② A person who pays premiums for dependent relatives

- ⚠ You need to submit the original certificates. The copies of the deduction certificates or premium payment notices are not available. Remember to submit the original deduction certificates.
- ⚠ Confirm that these are the deduction certificates for the year.
- ⚠ If Mynportal or the electronic data (XML) was imported, no premium deduction certificates need to be submitted.



1-9 Who needs an Application for Special Credit for Loans, etc. related to a dwelling?

- ① A person who starts living in a purchased house or on purchased land
- ② A person who filed a tax return and has kept the declaration form after purchasing a house
 - * If you purchased a house, you need to file a tax return to take a deduction.
After filing a tax return, you will receive the Application for Special Credit for Loans, etc. related to a dwelling (specific additions or improvement, etc.) of Employment Income Earner forms from the tax office.
 - * The forms are prepared for the necessary years (excluding the first year). Be sure to keep them safe. (If you have lost them, contact the relevant tax office.)
 - * Any joint obligor will also receive the declaration form. Prepare your own declaration form.



- ⚠ To receive the special credit for loans, etc. related to a dwelling, you need to file a tax return after purchasing your house.
- ⚠ Submit the original Application for Special Credit for Loans, etc. related to a dwelling (specific additions or improvement, etc.) of the Employment Income Earner. (Copies are not acceptable.)
- ⚠ If Mynportal or the electronic data (XML) was imported, no premium deduction certificates need to be submitted.

1-10 Who needs a balance statement?

- ① A person who takes the housing deduction in Section 1-7
 - * You will receive the balance statement from your financial institution around every October.
If you are borrowing from several financial institutions, you need a balance statement from each financial institution.
 - * Any joint obligor will also receive the balance statement.
Prepare your own balance statement.



- ⚠ You need a balance statement for the year.
- ⚠ Submit the original balance statement; copies are not acceptable. (Copies are not acceptable.)
- ⚠ If Mynportal or the electronic data (XML) was imported, no balance statements from financial institutions need to be submitted.

1-1 Electronic Deduction Certificate

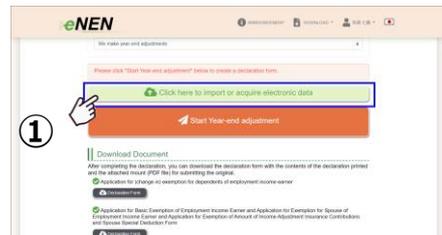
1. To take the deductions using the premium deduction certificate, special credit for loans or balance statements from financial institutions, you can download the certificate from the portal site of your insurance company, local tax office or financial institution and import it to eNEN. The file is downloaded in XML format. So upload it as is. The uploaded file is displayed on the Application for Deduction for Insurance Premiums screen and Application for Special Credit for Loans, etc. related to a dwelling screen respectively. The displayed file cannot be corrected. If an incorrect file was uploaded, delete it.

2. Using the My-Number card, you can link to the Mynportal to obtain data for premium deduction certificate, special credit for loans, or balance statements from financial institutions, and link them to eNEN. The linked data are displayed on the Application for Deduction for Insurance Premiums screen and Application for Special Credit for Loans etc. related to a dwelling screen respectively. The displayed file cannot be corrected. If an incorrect file was uploaded, delete it.

- ⚠ To link data using your My-Number card or import XML data, you need to go to each insurance company, financial institution or local tax office to handle the procedures yourself. Please note that the company cannot handle the procedures.**
- ⚠ If you linked to Mynportal and imported XML data, no deduction certificate needs to be submitted.**
- ⚠ The linked or imported data of premium deduction can only be deleted.**
- ⚠ For certificate of deduction on housing loan and balance certificate of the financial institution, update them by importing their data again to the latest. If the deduction is not necessary, change to NO and apply.**

Step 1: Upload electronic deduction certificate

① After logging in, click the Upload Electronic Deduction Certificate (XML) icon (📄) on the upper part of the declaration page.



② The options Import Electronic Certificate and Link to Mynportal will be displayed.

- 📄 When importing an "XML" file, use Import Electronic Certificate.
- 📄 Use Link to Mynportal to link data with your My-Number card.

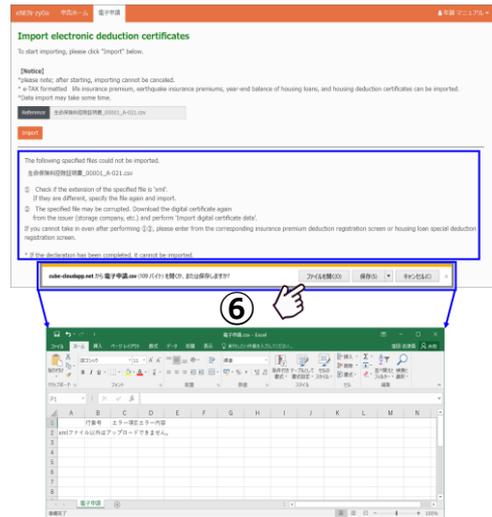


- ⑥ If there are any errors in importing XML data, an error log will be downloaded along with an error message.
Display the downloaded file to confirm the error contents. Check with your insurance company or financial institution; then import it again.

⚠ When multiple premium deduction certificates are imported, perform the error checking to prevent the same certificates from being imported multiple times.

⚠ When the data to be imported is changed, perform the error checking to prevent the data to be imported from being falsified.

⚠ When importing data, be sure to check if the same data is not imported multiple times.



- ⑦ If Link to Mynaportal is selected, click Go to the Digital Agency Mynaportal site.
The confirmation screen to go to the Digital Agency Mynaportal will be displayed.



- ⑧ Click Go to the Digital Agency Mynaportal site again in the confirmation screen. The Digital Agency Mynaportal screen will be displayed.

⚠ If there is duplicate data in the insurance premium deduction certificate for insurance deduction when linking with Mynaportal, an error message will be displayed and import will not be possible.

⚠ If there is duplicate data in the deduction certificate for housing deduction when linking with Mynaportal, an error message will be displayed and import will not be possible.

⚠ If there is duplicate data in the housing deduction balance certificate when linking with Mynaportal, the imported information will be overwritten.



- ⑨ Follow the instructions on the Digital Agency Mynaportal screen to link the deduction certificate data.

- * For the premium deduction certificate, contact your insurance company and follow the procedure to be able to link using Mynaportal.
- * For the application for special credit for loans, etc. related to a dwelling, contact your local tax office and follow the link procedures on Mynaportal.
- * For the balance certificate of the financial institution, contact the financial institution that you are borrowing from and follow the procedure to be able to link using Mynaportal.



1-2 About Your Name, Address, Previous Company

Questions are displayed about you in the Application for (Change in) Exemption for Dependents of Employment Income Earner form. Your name, address, etc. notified to your company are displayed. Update the information if necessary.

令和3年分 給与所得者の扶養控除等（異動）申告書

所納税務署長等	給与の支払者の名称（氏名）		(フリガナ) あなたの氏名	あなたの生年月日	年 月 日	異なる給与についての扶養控除 申告書の提出 確認していただくこと には、ご留意の うえください。
税務署長	給与の支払者の法人(個人)番号	※この申告書の提出と同時に法人番号の届出をされている場合は、	あなたの個人番号	勤務上の氏名		
市区町村長	給与の支払者の所在地(住所)		あなたの住所 又は 居所 (郵便番号 -)	あなたとの関係	配偶者の有無 有・無	

Step 1: Check the initial display

Your name, address, etc. notified to your company are displayed. Confirm the information.

- * The notified information is displayed. If the necessary information is not displayed, update it below.

Name, address and previous job

Your personal information notified to the company is displayed. Are there any changes?

Personal information

Date of change: 2022/06/21
 Reason for change: [None]
 Reason (remarks):
 Full name with registered certificate: 大塚 大樹
 Full name in Kana: オオツカ タキ
 Date of birth: 1990/06/21
 Gender: 男性

Address

Date of change: 2022/06/21
 Reason for change: 住所変更
 Reason and others:
 Address with residence certificate: 大塚 大樹 東京都中央区三田4-10-20
 Address with residence certificate kana: オオツカ タキ 東京都中央区三田4-10-20
 City: 大塚
 Head of household: 配偶者
 Relationship: 夫

Previous job

Did you change jobs to our company this year, received the salary of your previous job after January this year, and issued a withholding slip? NO

* If the required information is missing or there is a connection from the pre-registration contents, enter the required part and click the "Save and Next" button to proceed to the next step.

Step 2: Correct the basic information

- To correct your basic information (name, address, etc.), select Reason for change.
- Check the displayed Personal information. If information is missing or incorrect, correct it.
- If missing or incorrect, enter the Date of change.
 - * Items indicated with * are required. Confirm that you have entered all the required items.
 - * If you are unsure of the change date, enter the filing date.

[Reasons for change of Personal information]
 Select Marriage, Divorce, Adoption, Date of birth correction, Gender correction or Other.

Personal information

* Date of change: 2022/06/21
 Please register the date of change (the date of moving, the date of failure, the date of starting support, etc.).
 If you are unsure, please register the date of filing.

* Reason for change: None
 Reason (remarks):

* Full name with registered certificate: 大塚 大樹
 Please put a space between "Last Name" and "First Name".

Full name in Kana: オオツカ タキ

* Date of birth: 1990 (H2) year 06 month 21 day

* Gender: Female



Step 3: Correct the address

- ① To correct your address, select Reason for change.
- ② If the address is corrected, enter the Date of change.
- ③ Search by your postal code without a hyphen.
 - * Items indicated with * are required. Confirm that you have entered all the required items.
 - * If you are unsure of the change date, enter the filing date.

[Reasons for change of Address]

Select Moving, Address display change, Single assignment, Transfer, Marriage, Divorce, Kana correction, Change head of household or Other.



Step 4: Correct your previous job salary

If you received payment from other companies by working full- or part-time, you need to submit a withholding slip for the year.

- ① If you have not received payment from other companies, select No. Then click Save and Next to go to the next question.
- ② If you received payment from other companies, select Yes. Then click Add Withholding tax slip (Gensenchoshu-hyo).
- ③ Check the withholding slip; then enter the previous company, salary amount, etc. If you have multiple withholding slips, click Add Withholding tax slip (Gensenchoshu-hyo) and then enter for the next company. Repeat as needed.

⚠ Make sure that the year of issuance of the withholding slip is this year. (If it is not for this year, it cannot be used.)

- ④ Check "whether or not" you have the withholding slip on hand. Basically the answer is "Yes, I have the withholding slip on hand". If you have not received the withholding slip yet, change the answer to "No".

⚠ If the answer "Yes, I have the withholding slip on hand" is changed to "No", enter only the "② Company name of previous employer".

- ⑤ Upload the entered withholding slip.

⚠ If you have already submitted the withholding slip to your company, you do not need to upload it.
⚠ If you uploaded it, contact the management division if you need to submit the original sheet.

- ⑥ After the withholding slip was registered, click Save and Next to go to the next question.

令和 年分 給与所得の源泉徴収票

(a) 支払元名義 (会社名)

(b) 支払金額 (給与総額)

(c) 源泉徴収税額 (所得税)

(d) 社会保険料等の金額 (社会保険料)

(e) 中途退社日 (退職日)

(f) 控除対象給与 (控除対象給与)

④ Did you change jobs to our company this year, received the salary of your previous job after January this year, and issued a withholding slip? (Select "Yes" even if you were paid by a part-time job before joining the company)

⑤ I don't have a withholding slip

(a) Name of salary payer: zenshokukyuuyoshiharakaishame

(b) Address of salary payer: zenshokukyuuyoshiharakaishayUUSHO

(c) Income amount at the previous job: 1,000,000 yen

(d) Total tax amount at previous job: 66,866 yen

(e) Total amount of Social insurance premium at the previous job: 45,980 yen

(f) Resignation date

Amount of social insurance premiums (within): yen

⑥ Save and Next

[How to view the withholding slip]

- (a) Name and address of the company that issued the withholding slip.
- (b) Amount of salaries during your tenure. (Salary income)
- (c) Amount of income taxes you paid during your tenure.
- (d) Amount of social insurance premiums, etc. you paid during your tenure.
- (e) Your last day at the company that issued the withholding slip.
- (f) The amount of deduction for the small business mutual aid contributions included in the amount of the social insurance premiums is described.

⚠ Make sure that the year of issuance of the withholding slip is the one when year-end adjustment is done.

1-3 About Your Expected Income

Report your expected income. Enter the total amount of your **expected** salary income without deducting the insurance premiums or income tax. The income amount is automatically calculated. Your basic exemption amount is calculated based on the income amount.

令和2年分 給与所得者の基礎控除申告書 給与所得者の配偶者控除申告書 所得金額調整控除申告書



Create applications for income basic exemption of “Application for Basic Exemption of Employment Income Earner, Application for Exemption for Spouse of Employment Income Earner, Application for Flat-amount Cut of Personal Income Tax in Year-end Adjustment and Application for Exemption of Amount of Income Adjustment”.

Step 1: Check the initial display

Your salary income is displayed. Check the “not entered” field or the “salary income” field. (The income may have been set by an administrator in advance. If it is not set, enter the expected amount.)

- ① If your salary income has been set up in advance, the expected income amount will be displayed.

Even if your income amount is not entered, the "Income Amount" is calculated based on the income amount indicated in the withholding slip(s) from his/her previous job. The amount of income calculated from the income amount of the previous job is displayed.

- ② If you have entered withholding slip from a previous job, the amount will be displayed in "Information on the withholding slip(s) from previous job (with the status of a tax return filed)" in advance.

The result shows the income amount that has been calculated from salary of previous job.
If the salary income has been registered in advance, the amount including a salary income will be displayed.

- ③ Please enter each item of your salary income and side business income (if any). The amount entered will be used to calculate your salary income.
- ④ If you have income other than salary income, please answer "Yes" to the question "Do you have income other than salary income (pension income, real estate income, etc.)?" and enter the relevant income.
- ⑤ Confirm your amount and click “Save and Next”.

To reenter or correct the information, click "Yes" for changes to the question to display the entry screen.

ご自身の所得見込について

今年1～12月のご自身の所得見込額（当社給与所得以外も含む）についてお伺いします。
給与所得見込みを表示しております。変更はありませんか？
0円が表示されている、当社の給与所得以外に収入がある、給与以外の収入がある場合は収入見込み額を入力してください。

給与所得	他社からの給与収入の控除金額（国民年金・厚生年金控除金額）	1,200,000 円
	所得金額	650,000 円

①

②

③

④

⑤

保存して次へ

 **Step 2: Enter and Correct your income**

① Enter your **expected** salary income.

⚠ The salary income is the total salary paid from January to December of the year when year-end adjustment is done, without deducting the income tax, social insurance premiums, etc.

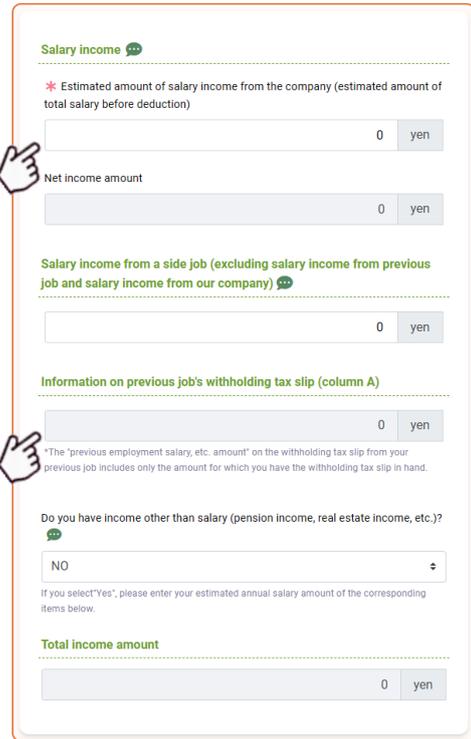
⚠ When you enter your salary, the income is calculated (No calculation is needed).

⚠ Enter your **expected salary income. (If you do not know your salary amount, enter the approximate amount by referring to the previous year.)**

② If you have income other than your salary, enter the income amount in the Secondary Income box.

⚠ Your income amount will be calculated by including your secondary income, if you have income from other companies.

③ If you enter the salary income of the previous job with the withholding slip(s) in hand, your entry will be reflected in the "Information on the withholding slip(s) from previous job (with the status of a tax return filed)".



Salary income ⓘ

* Estimated amount of salary income from the company (estimated amount of total salary before deduction)

yen

Net income amount

yen

Salary income from a side job (excluding salary income from previous job and salary income from our company) ⓘ

yen

Information on previous job's withholding tax slip (column A)

yen

*The "previous employment salary, etc. amount" on the withholding tax slip from your previous job includes only the amount for which you have the withholding tax slip in hand.

Do you have income other than salary (pension income, real estate income, etc.)? ⓘ

NO

If you select "Yes", please enter your estimated annual salary amount of the corresponding items below.

Total income amount

yen



- ④ If you have income other than your salary, select YES, and then enter the **expected** income amount for the year.

⚠ The total amount of your incomes is the net income amount for the year.

[Income types]

- 1) Miscellaneous income: Interest from non-operating assets, etc.
- 2) Dividend income: Income that shareholders or investors receive from corporations
- 3) Real estate income: Profit earned by renting out an apartment or land

[How to calculate the income]

Income – Required expenses = Net income amount

Calculate the incomes of all types and then total them up; this will be the net income amount.

[Automatically calculated income]

- 1) Salary income
- 2) Pension income (miscellaneous income)
- 3) Retirement income

- ⑤ Confirm the entered information and then click “Save and Next”.

The screenshot shows a multi-step form for entering income. The top section is titled 'Pension income over 65 years old' and includes a dropdown menu set to 'YES', a text input for 'The amount of expected income' (0 yen), and a text input for 'Net income amount' (0 yen). The bottom section is titled 'Other income' and includes a text input for 'The amount of expected income' (0 yen), a text input for 'Necessary expenses' (0 yen), and a text input for 'Net income amount' (0 yen). At the very bottom, a 'Total income amount' is shown as 7,080,000 yen. A 'Save and Next' button is located at the bottom of the form.

[Calculation support tool for Retirement income]

The following types of retirement income exist:

- Short-term retirement allowance
- Retirement allowance
- Specified officer retirement allowance

- ① In case of short-term retirement allowance and retirement allowance, the income amount is automatically calculated by entering the years of service and the expected income amount.
- ② To calculate and enter the retirement income, click the Enter income amount manually button to enter the expected income amount and necessary expenses.
- ③ If you received more than one retirement income in the same year, click Here and use the calculation tool to calculate the amount of your retirement income.

The screenshot shows the 'Retirement income' calculation tool. It features a blue box around the 'Length of Service' and 'The amount of expected income' fields. A 'Manually enter income' button is highlighted with a red box. Below these are fields for 'Necessary expenses' and 'Net income amount'. A 'Here' link is also visible at the top of the tool.

Calculation support tool for Retirement income

- ④ The income amount is calculated based on the information entered. Click the "Reflect" button to list the calculation results.
- ⑤ To add retirement income, click "Add retirement allowance" and enter retirement income information as in "④". Click the "Manually enter income" button in the field for entering retirement income and enter the results of the tool.

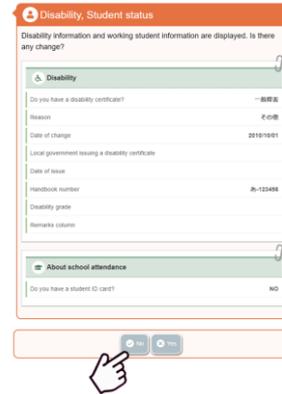
⚠ The calculation results of the tool will not be automatically reflected in the field for entering the retirement income.

1-4 If You Have a Disability Certificate or Student ID card

Step 1: Check the initial display

Check if you have a disability certificate or student ID card.

- ① If the information is correct, click NO to go to the next question.
- ② To correct the information, click YES and then enter the correct information.



Step 2: Corrections concerning disabilities certificates and student IDs

- ① If you have a disability certificate, see it to select the disability type.

[Do you have a disability certificate?]

Select NO, General disability or Special disability.

⚠ If you have multiple disabilities, register the most severe one. Enter any other disabilities in Remarks.

- ② If you have a student ID card, enter the Name of school and Date of admission.

⚠ Check your disability certificate or student ID card and then enter the information.

[Requirement to be recognized as a working student]

You must be enrolled at one of the following institutions:

- High schools, colleges/universities, technical schools, etc. stipulated by the School Education Act
- Specialized training colleges and other schools established by the country, local governments, private schools, etc. where students need to take a specified curriculum
- Vocational training corporations giving certified vocational training stipulated by the Human Resources Development Promotion Act where students need to take a specified curriculum including skills required for jobs

⚠ If you are unsure if your school meets the requirement, check with the school.



1-5 Widow / Single parent

Step 1: Check the initial display

Confirm whether you are a Widow, Single parent or this is Not applicable.

- ① If the information is correct, click NO to go to the next question.



- ② To correct the information, click YES and then enter the correct information.



About the situation of widows and single parents

Information on widows and single parents is displayed. Is there any change?

Widow / single-parent judgment なし

Remarks

NO
 YES

Step 2: Correct your spousal status

- ① Your income is determined by the amount you have registered yourself. To correct the information, go to the income entry screen.
- ② Your Widow or Single parent status is determined by answering questions at any time, such as your own marital status.

[Requirements for widow/single-parent]

Common: The total amount of income is not more than 5,000,000 yen

[Requirements for widow]

- 1) You have not married after your husband's death (including a missing husband)
- 2) You have not married after your divorce, and you have a dependent relative (total annual income is 480,000 yen or less)

Either 1) or 2) above must apply.

[Requirements for single-parent]

- 1) You are single (including divorce, death, missing spouse)
- 2) You have a child living in the same household whose total income is 480,000 yen or less
- 3) You have not been in a de facto marital relationship with anyone

All of the above 1), 2) and 3) must apply.

*** Is your income less than 5 million?**

It is less than 5 million yen

Is your income less than 5 million?

*** Are you married?**

I am NOT married

*** Is it perceived that the situation is virtually the same as that of a marriage?**

Not a common-law marriage

*** Do you have any dependents? (Children with total income of 480,000 yen or less)**

Have kids

Widow / single-parent judgment

Single parent

1-6 Identity Confirmation

Step 1: Confirm your identity

The answers to the questions about you are displayed. Confirm the content.

- To correct the information, click Edit to display the entry screen. Check the content and enter the correct information.
- If the information is correct, click Save and Next; then answer the questions about your spouse if you are married.

⚠ You have filled in the red box in the Application for (Change in) Exemption for Dependents of Employment Income Earner, Basic Exemption of Employment Income Earner, Exemption for Spouse of Employment Income Earner and Exemption of Amount of Income Adjustment.

Go to the next question

1-7 About Your Marital Status

There are questions about your spouse if you are married. Confirm your spouse, address, etc.

The [Application for Basic Exemption of Employment Income Earner and Application for Exemption for Spouse of Employment Income Earner and Application for Exemption of Amount of Income Adjustment] is created. Determine whether or not a spouse is qualified for a withholding deduction on the Application for (Change in) Exemption for Dependents and prepare a declaration form.



Step 1: Check the initial display

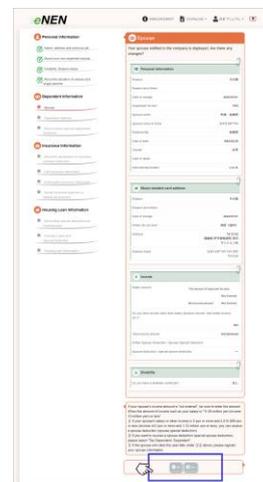
- 1 If the information is correct, click NO to go to the next question.



- 2 To correct the information, click YES and then enter the correct information.



⚠ Enter your spouse's income.
⚠ Not entered is displayed for income.



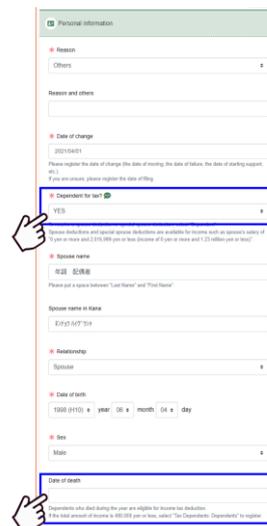
Step 2: Correct your spouse information

- 1 To take the exemption or special exemption for your spouse, please check and enter the Basic Information about your spouse.

[Dependents for tax]

Select YES (including special exemption for spouse) or NO in Tax dependent.

⚠ If you have a Tax dependent (including special exemption for spouse) who died in the current year, you may be eligible for an exemption or special exemption for your deceased spouse. Be sure to check your income and register it.



Step 3: Correct your spouse's address

- ① Check your spouse's address and correct the information if necessary.
 - ② Search by the postal code without a hyphen. Check the search result; then enter the address details.
 - ③ If the address is corrected, enter the Date of change.
- * If you are unsure of the change date, enter the filing date.

[Residence confirmation]

- Living together: You do not need to enter the address.
- Separated (Domestic): Enter your spouse's address.
- Separated (Abroad): Enter the country name in the Prefecture box, and the detailed address in the Municipality box.

The screenshot shows a web form titled "Address". It contains several input fields and dropdown menus. A hand icon points to a button labeled "Search for an address by zip code" which is highlighted with a blue box. The form fields include:

- Reason:** A dropdown menu with "Others" selected.
- Reason and others:** A text input field.
- Date of change:** A date input field with "2022/04/02" entered.
- Where do you live?:** A dropdown menu with "Separated (Overseas)" selected.
- Postal code:** A text input field with "7912125" entered.
- Prefecture (country name if overseas):** A dropdown menu with "愛媛県" selected.
- Prefecture Kana (country name Kana if overseas):** A text input field with "エフ" entered.
- Municipality (Details of address if overseas):** A text input field with "伊予郡砥部町" entered.
- Municipality Kana (Detailed address Kana if overseas):** A text input field with "イサノ郡ノリベ町" entered.
- Address:** A text input field with "七折" entered.
- Address Kana:** A text input field with "ナナヅ" entered.
- Name of building and room number:** An empty text input field.
- Name of building and room number Kana:** An empty text input field.
- Amount of remittance:** A text input field with "2,500,000" and a "yen" unit selector.

Below the form, there are two document upload areas. The first is labeled "documents related to relatives" and contains a scanned document image with a "Delete" button below it. The second is labeled "documents remittance-related" and contains another scanned document image with a "Delete" button below it.

Step 4: Correct your spouse's income

- ① Enter your spouse's income.
- ② Check the expected employment income. Enter your spouse's expected employment income to be paid from January to December, and the income amount is automatically calculated.
- ③ If your spouse has income other than employment income, select Yes; then enter the income and expenses in the applicable items. The Spouse deduction, Spouse special deduction or Spouse subject to withholding tax is automatically determined and displayed.
- ④ If the address is corrected, enter the Date of change.
 - * If you are unsure of the change date, enter the filing date.

⚠ If the calculated income is 1,330,001 yen or more, you will not be eligible for the spousal deduction. (The salary income is 2,016,000 yen or more.)

⚠ The employment income, pension income for 65 years of age or older and pension income for under 65 years of age are automatically calculated by the equation for year-end adjustment.

Step 5: Correct your spouse's disability

- ① Check your spouse's disability and correct the information if necessary.
- ② If the address is corrected, enter the Date of change.
 - * If you are unsure of the change date, enter the filing date.

[Do you have a disability certificate?]
 Select NO, General disability or Special disability.

⚠ If the dependent relative has multiple disabilities, register the most severe one. Enter any other disabilities in Remarks.

1-8 About Your Dependent Relatives

Questions are displayed about your dependent relatives notified to the company. Check the information such as their incomes.

Thanks to the law amended in 2020, you are eligible for the Exemption of Amount of Income Adjustment if your income is 8,500,001 yen or more without deducting the premiums and income tax and if you meet the following conditions. (You are eligible for the deduction even if you do not provide support.)

- 1) If you have a dependent relative under 23 years of age
- 2) If you have a spouse with the same livelihood, who is specially disabled
- 3) If you have a dependent relative who is specially disabled

* In all cases 1) through 3), the total amount of income of the dependent relatives or your spouse must be 480,000 yen or less.



[Application for (Change in) Exemption for Dependents]

[Application for Exemption of Amount of Income Adjustment]

Step 1: Check the initial display

- ① If the information is correct, click NO to go to the next question.



- ② To correct the information, click YES and then enter the correct information.



Dependent relatives

Your dependent relatives notified to the company are displayed. Are there any changes?

Name	Reside	Date of birth (onship)	Reside notice	Disability	Net income amount	Tax dependent
車塚 美希	妻	1995/06/18	妻	(注)	Not Entered	NO
車塚 美空	長女	1999/09/25	長女	(注)	Not Entered	NO
車塚 二女	二女	2002/04/23	長女	(注)	Not Entered	NO
車塚 母	母	1939/10/01	母	(注)	Not Entered	YES

If you are a dependent relative who is "not tax dependent", you may be able to receive a deduction in the following cases, so please register.
If your salary income exceeds 8.5 million yen.
① Those who have dependents under the age of 23
② Those who have dependent relatives who are specially disabled
In either case, the amount of income of dependent relatives is 480,000 yen or less.

Step 2: Check your dependent relatives

- ① Your registered dependent relatives are listed.
- ② Be sure to enter the income amount.

⚠ Enter your dependent relative's income. Not entered is displayed for income.

- ③ To correct the information, click YES and then enter the correct information.



- ④ To add a dependent relative, click the Add dependent relatives button.



Step 3: Correct your dependent relative information

- ① Check the registered dependent relatives and select YES or NO.

- ⚠ If your employment income is over 8.5 million yen, you are eligible for a deduction even if you have dependent relatives whom you do not support. Also register relatives whom you do not support.**
- ⚠ Confirm that the dependent relative's income is 480,000 yen or less.**

[Dependent(s) for tax]

Select Yes or No

- ⚠ If a dependent relative (tax dependent) who died in the current year had an income of 480,000 yen or less, they are eligible for the deduction, so please do not select "Delete" or "Do not support" them.**
- ⚠ By registering the date of death, the system will automatically process that the dependent relative is not eligible from the following year.**
- ⚠ If a dependent relative gets a job, or is no longer a dependent due to marriage or other reasons, change your answer to the question "Do you provide them with taxable support?"**
- ⚠ Deletions should be done only when you have made a registration mistake or registered as a test.**

The screenshot shows a web form titled "Child" with the name "年調 長男" (Yearly Adjusted Eldest Son). The form is divided into sections: "Personal information", "Reason", "Date of change", "Dependent for tax?", "Dependent relative name", "Relationship", "Date of birth", "Gender", and "Date of death". A blue box highlights the "Delete Relatives?" button at the top right. Another blue box highlights the "Dependent for tax?" dropdown menu, which is currently set to "NO".

- ② When your dependent relative is living abroad (Residence Category: Separated (Abroad)), check and register if he/she is living abroad for participation in study abroad programs.

- ⚠ **Select "No" when your dependent relative is living abroad for the purpose other than participating in study abroad programs.**
- ⚠ **Select "No". when your dependent relative is living in Japan.**

[Requirements for dependent relatives live abroad]

When a dependent relative living abroad who is not less than 30 years old and not more than 70 years old and also eligible for deduction, it is necessary to satisfy any of the following requirements.

- 1) A person who is an international student
 - * Submit the international student visa or the foreigner registration card.
- 2) A person who has a disability
 - * Submit documents identifying as a person with disability.
- 3) A person who sent more than 380,000 yen
 - * Submit all the remittance certificates proving that the total amount of the remittance is more than 380,000 yen.

Example: In the following case, submit the certificates of the total remittance of more than 380.000 yen.

- 2/1: 100,000 yen
- 4/1: 140,000 yen
- 6/30: 320,000 yen

The screenshot shows a digital form for registering a dependent relative. At the top, it identifies the relative as a 'Child' (年調 長男). The form is divided into sections: Personal Information, Reason, Date of change, Dependent for tax?, Dependent relative name, Relationship, Date of birth, Gender, Date of death, and International student. The 'International student' field at the bottom is highlighted with a blue border and contains the value 'NO'. A note at the bottom states: 'Dependents who died during the year are eligible for income tax deduction. If the total amount of income is 400,000 yen or less, select "Tax Dependents, Dependents" to register.'



Step 4: Correct your dependent relative's address

- ① Check the target dependent relative's address and correct the information if necessary.
- ② In the case of living together, you do not need to register the address details. If it is other than living together, enter the address details.
- ③ Search by the postal code without a hyphen. Check the search results, and then enter the address details.

[Residence confirmation]

- Living together: You do not need to enter the address.
- Separated (Domestic): Enter your dependent relative's address.
- Separated (Abroad): Enter the country name in the Prefecture box, and the detailed address in the Municipality box.

The screenshot shows a web form titled "Address" with the following fields and options:

- Reason:** A dropdown menu currently showing "Others".
- Reason and others:** A text input field.
- Date of change:** A date input field showing "2022/04/06". Below it is a note: "Please register the date of change (the date of moving, the date of failure, the date of starting support, etc.). If you are unsure, please register the date of filing."
- Where do you live?:** A dropdown menu with "Separated (Domestic)" selected. A hand cursor is pointing to this field.
- Postal code:** A text input field containing "7912126". Below it is a button that says "Search for an address by zip code".
- Prefecture (country name if overseas):** A dropdown menu showing "愛媛県" (Ehime Prefecture).
- Prefecture Kana (country name Kana if overseas):** A text input field containing "エヒメケン".
- Municipality (Details of address if overseas):** A dropdown menu showing "伊予郡砥部町" (Idzumi Town, Iyo District).
- Municipality Kana (Detailed address Kana if overseas):** A text input field containing "イヅミチウチノチヨ".
- Address:** A text input field containing "大角屋".
- Address Kana:** A text input field containing "オホツノヤ".
- Name of building and room number:** A text input field.
- Name of building and room number Kana:** A text input field.

 **Step 5: Correct your dependent relative's income**

① Enter your target dependent relative's income.

⚠ If the list shows Not entered, enter the expected income amount.

② Check the **expected** employment income. Enter your dependent relative's expected employment income to be paid from January to December, and the income amount is automatically calculated.

③ If your spouse has income other than employment income, enter the income and expenses in the applicable items.

⚠ If the calculated salary-only income is 1,030,001 yen or more, you will not be eligible for the dependent deduction. (If the net income amount is over 480,000 yen.)

⚠ The employment income, pension income for 65 years of age or older, pension income for under 65 years of age and retirement income are automatically calculated by the equation for year-end adjustment.

⚠ If you have income other than salary income, you need to file a tax return. Check with your local tax office.

④ How to calculate the income
Enter the income of the dependent relatives who are not tax dependents. Depending on the amount of income, it may be excluded from the Exemption of Amount of Income Adjustment.
If you have received retirement benefits, you can also enter the amount of retirement income.

⚠ If the total amount of income is 480,000 yen or less, it is eligible for the Exemption of Amount of Income Adjustment. If the total amount of income is 480,001 yen or more, it is not eligible for the deduction; so please check.

Step 6: Correct your dependent relative's disability

- ① Check your dependent relative's disability and correct the information if necessary.

[Do you have a disability certificate?]
 Select NO, General disability or Special disability.

⚠ If the dependent relative has multiple disabilities, register the most severe one. Enter any other disabilities in Remarks.

The screenshot shows a form titled 'Disability'. It contains several fields:

- A dropdown menu for 'Special disability' (highlighted with a blue box and a hand icon).
- A 'Reason' section with a dropdown for 'Onset of disability'.
- A 'Date of change' field with the value '2022/06/23'.
- Fields for 'Local government issuing a disability certificate', 'Date of issue', and 'Handbook number'.
- A 'Disability grade' field with an example: 'Example) Hearing impaired grade 6'.
- A 'Remarks column' text area (highlighted with a blue box and a hand icon).
- An 'Upload Certificate' button at the bottom.

Step 7: Add a dependent relative

- ① To add a dependent relative, click the Add dependent relatives button.

For the dependent relative to be added, enter the following:

- [Personal information]
- [Address]
- [Income]
- [Disability]

If you have more than one dependent relative, enter the above information for each relative.

The screenshot shows a button labeled 'Add dependent relatives' (highlighted with a blue box and a hand icon) located above a larger orange button labeled 'Save and Next'.

1-9 About Exemption of Amount of Income Adjustment

If your employment income is over 8.5 million yen, you may be eligible for the Exemption of Amount of Income Adjustment for tax dependents of other income earners if the following applies to them:

The dependent relatives whom you do not support are under the age of 23

The dependent relatives whom you do not support have special disabilities

The dependent relatives whom you do not support have incomes of 480,000 yen or less

The dependent relatives whom you support are also displayed if the above applies.



Step 1: Spouse/Dependent relative confirmation screen

- ① By answering the About Your Marital Status and About Dependent Relatives questions, the relatives who are eligible for the Exemption of Amount of Income Adjustment will be displayed.
- ② To correct the information about your spouse/dependent relatives shown, click the Edit button and make the changes from the About Your Marital Status screen and the About Dependent Relatives screen.

⚠ If you meet the conditions, you are eligible for a deduction even if you have dependent relatives whom you do not support.

1-10 Spouse/Dependent Relative Confirmation

The answers to the questions about your spouse/dependent relatives are displayed. Confirm the content.

Step 1: Spouse/Dependent relative confirmation screen

- ① To correct the information, click Edit to display the entry screen. Check the content and enter the correct information.
- ② If the content is correct, click Save and Next and then answer the questions for the premium deduction.

⚠ The number of persons applicable to the Exemption of Amount of Income Adjustment and the total amount of deductions in the About Your Expected Income.

⚠ You have answered the questions in the red box about your spouse/dependent relatives in the Application for (Change in) Exemption for Dependents of Employment Income Earner; and Application for Basic Exemption of Employment Income Earner and Application for Exemption for Spouse of Employment Income Earner and Application for Exemption of Amount of Income Adjustment.



📝 The Application for (Change in) Exemption for Dependents of Employment Income Earner; and Application for Basic Exemption of Employment Income Earner and Application for Exemption for Spouse of Employment Income Earner and Application for Exemption of Amount of Income Adjustment have been completed.

Spouse [Edit]

Personal information

- Reason: その他
- Reason and others:
- Date of change: 20210401
- Dependent for tax?: YES
- Spouse name: 年賀 昭彦君
- Spouse name in Kana: 1711307711
- Relationship: 配偶者
- Date of birth: 19880404
- Sex: 男性
- Date of death:

Address

- Reason: その他
- Reason and others:
- Date of change: 20220402
- Where do you live?: 別居

Income

- Salary income: 0 yen
- The amount of expected income: 0 yen
- Net income amount: 0 yen
- Do you have income other than salary (pension income, real estate income, etc.): NO
- Total income amount: 0 yen
- Define Spouse Deduction / Spouse Special Deduction: Spouse deduction
- Spouse deduction / special spouse deduction: 380,000 yen

Disability

- Do you have a disability certificate?: NO

Dependent relatives [Edit]

Client icon: 年賀 長男

Personal information

- Reason: Others
- Reason and others:
- Date of change: 20220202
- Dependent for tax?: NO
- Dependent relative name: 年賀 長男
- Dependent relative name in Kana: 171131077
- Relationship: 兄弟姉妹
- Date of birth: 19950618
- Sex: Male
- Date of death:

Address

- Reason: Others
- Reason and others:
- Date of change: 20220406
- Where do you live?: Separated (Domestic)
- Postal code: 7912126
- Prefecture (country name if overseas): 愛媛県
- Prefecture Kana (country name Kana if overseas): 1717
- Municipality (City/town/village if overseas): 伊予市緑野町
- Prefecture Kana (country name Kana if overseas): (EY) 241-733
- Address: 大角屋
- Address Kana: 1807
- Name of building and room number:
- Name of building and room number Kana:

Income

- Salary income: 0 yen
- The amount of expected income: 0 yen
- Net income amount: 0 yen
- Do you have income other than salary (pension income, real estate income, etc.): NO
- Total income amount: 0 yen

Disability

- Do you have a disability certificate?: NO

About income amount adjustment deduction [Edit]

- Salary income: 0 yen
- Expected income of our company: 0 yen
- Net income amount: 0 yen
- Income adjustment deduction: 1,000 yen
- Persons eligible for income adjustment deduction: 年賀 二女

Go to the next question

1-11 About Your Life Insurance Payments

Check the life insurance, nursing care insurance and personal pension insurance you are paying for. If you have no insurance at all, select Do not report to go to the questions about the special credit for loans. Refer to the premium deduction certificate sent by the insurance company. Note that the premium deduction notice is not available.

Step 1: Check the initial display of the life insurance

Check your filing insurance premium deductions.

- ① If you have no certificates to take deductions for, such as life insurance, earthquake insurance and former long-term casualty insurance, select Do not report.



- ② If you have any certificates to take deductions for life insurance, earthquake insurance, former long-term casualty insurance, etc., select Report.



About the declaration of insurance premium deduction

Do you declare life insurance, long-term care medical insurance, individual annuity insurance, earthquake insurance, social insurance, small business for mutual aid premiums, etc.?

* If you have a group insurance (payroll deduction insurance) or an insurance that you are paying yourself, please check the contents of each insurance before filing.
 * If you have insurance that you are paying for yourself, please be sure to submit the base paper of the certificate. If you forget to submit it, you will not be able to receive the deduction.

⚠ If data has been registered, such as “group insurance was imported” or “electronic data was imported” or “data was imported through Mynaportal,” you cannot declare without deductions even if you select Do not report. In such cases, please confirm the details before declaring.

Step 2: About life insurance payment

- ① The registered life insurance policies are listed.
- ② If you do not have any insurance premiums that you paid, click No.



- ③ If you are paying your own insurance premiums, click Yes.



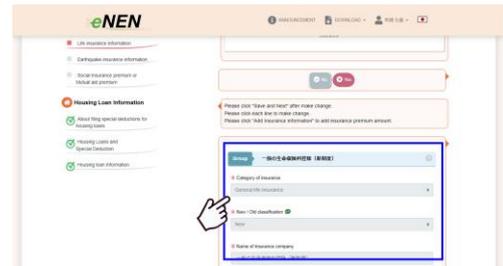
Life insurance information

The life insurance information registered in advance such as group insurance is displayed. (Not displayed if there is no pre-registration)
 Do you have a registered premium that you are paying yourself?

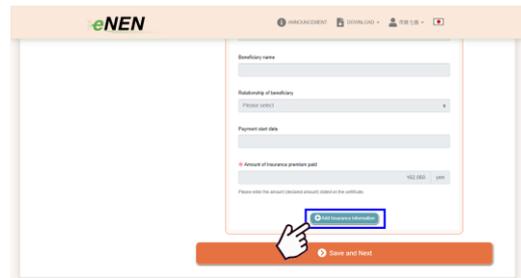
Insurance company	Category of insurance	New / Old	Insurance premium
一般の生命保険料控除 (新制度)	一般の生命保険	New	45,674 yen
一般の生命保険料控除 (旧制度)	一般の生命保険	Old	162,060 yen
介護医療保険 (新制度)	介護医療保険	新	162,060 yen
個人年金の保険料控除 (新制度)	個人年金保険	New	162,060 yen
個人年金の保険料控除 (旧制度)	個人年金保険	Old	162,060 yen

⚠ Life insurance is categorized into life insurance, long-term medical care insurance and individual annuity insurance.

- ④ The statements of the registered insurance premium deductions are listed. Group insurance cannot be edited or deleted.



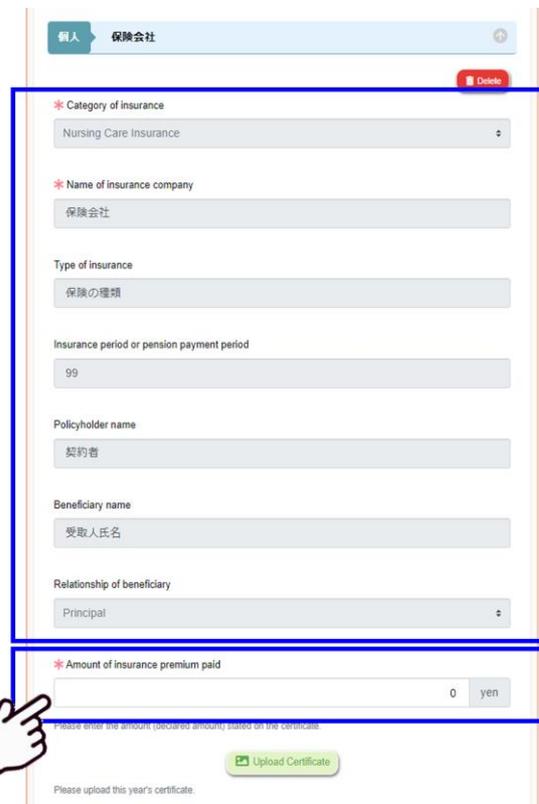
- ⑤ To enter a statement of additional premium payments, click Add insurance information and then enter the statement.



- ⑥ If you have filed deductions for insurance premiums in the previous year, the statements are displayed. Confirm the contents and enter the paid insurance premium.

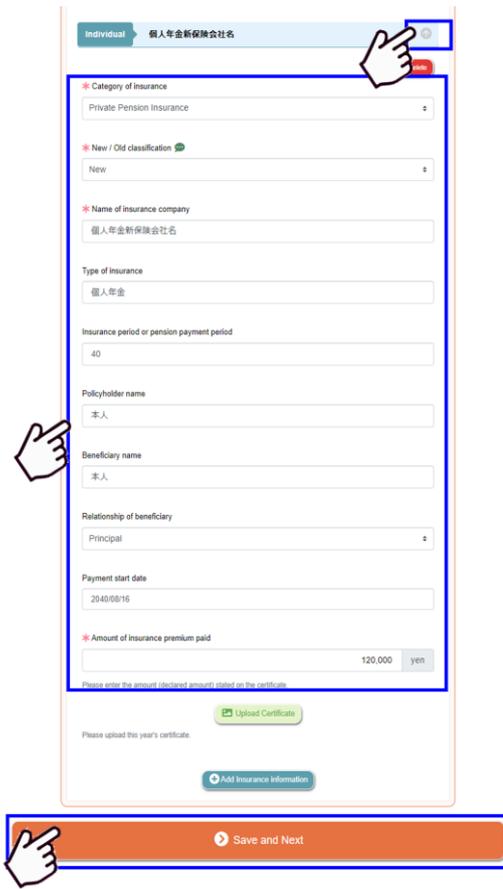
⚠ For premiums entered in the previous year, the statements are displayed as they are. (They cannot be corrected.) To correct the information, delete and enter it again.

⚠ The paid insurance premiums are displayed as 0 yen. Be sure to enter the premiums.

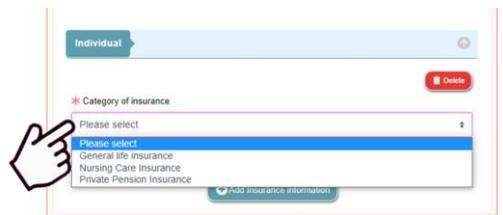


Step 3: Correct the life insurance information for your family

- ① To correct the information on the registered life insurance, click the downward arrow to the right of the name of insurance company to display the information, and then correct it.
- ② After completing the input, click Save and Next to go to the next screen.



- ③ See the certificate at hand to check the insurance category. Select Life insurance, Long-term medical care insurance or Individual annuity insurance.

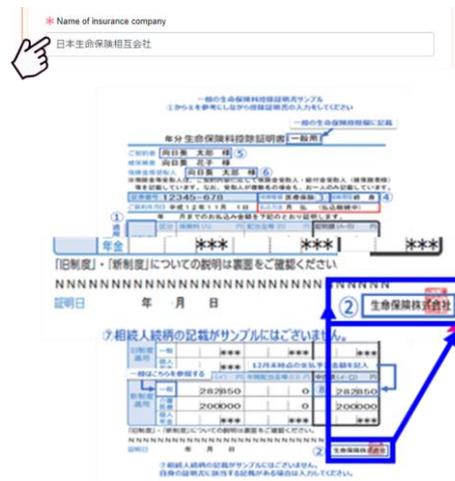


- ④ See the certificate at hand to check the New-Old category.
The old insurance premium or new insurance premium with the paid amount described will be applied.

▲ In the example, the amount is described in the new insurance premium box, so the applicable premium is the new insurance premium.



- ⑤ See the certificate at hand to check the name of the insurance company.



- ⑥ See the certificate at hand and enter the life insurance premium amount to be paid by the end of December indicated on the premium deduction certificate in the Paid insurance premium box.

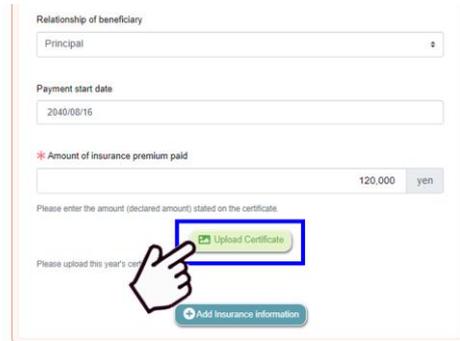
▲ There is no old insurance premium for the long-term medical care insurance.
▲ Enter the expected payment amount at the end of December.
▲ The life insurance, long-term medical care insurance and individual annuity insurance information may be described in one premium deduction certificate. Check each statement to enter the information about premium deductions.
▲ The registered group life insurance is deducted beforehand from the salary and cannot be corrected.
▲ For the premiums linked to Mynaportal or imported as electronic data, the amount and other information cannot be corrected. To correct the information, delete it and then import it again.



Step 4: Upload the certificate from your computer after adding/correcting the premiums

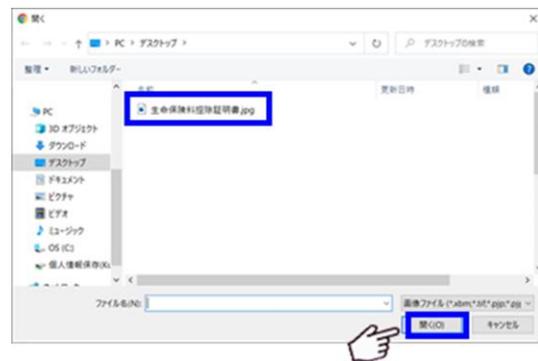
After entering the content of the premium deduction certificate, you can upload the certificate. However, after uploading it, you need to submit the original certificate. Remember to submit the original certificate.

- ① Click Upload Certificate.



- ② From the destination folder, select a certificate to be uploaded, and then click Open to display it.

⚠ Upload the photo of the certificate for each entered premium.
⚠ If multiple applicable classifications are described in one certificate, upload the certificate for each classification. (The same certificate must be uploaded in two sections.)



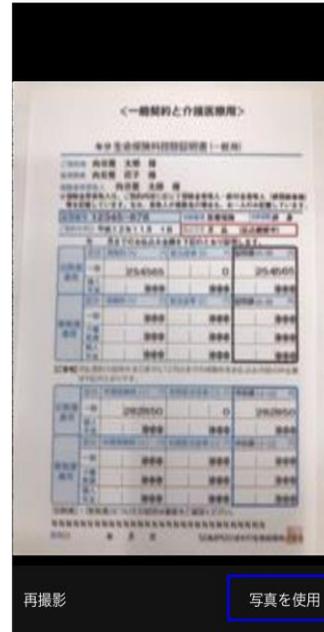
Step 5: Upload the certificate from your smartphone after adding/correcting the premiums

- ① Tap Upload Certificate.
- ② To select a certificate saved as a photo, select Photo Library, select a certificate and then save it.
- ③ To take a photo right then, select Take Photo to start the camera.



- ④ Photograph the certificate.
- ⑤ Select Use Photo to upload the photo.
If you think it was photographed badly, select Retake to photograph it again.

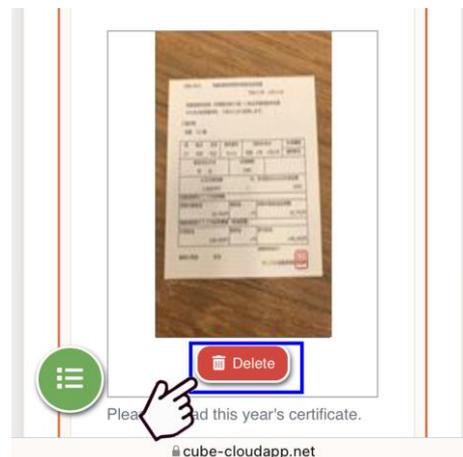
⚠ Confirm that you can read the figures, text, name of insurance company, etc. before uploading the photo.



- ⑥ If you have a photo taken in advance, select Photo Library and choose the photo to be uploaded.
- ⑦ Select the photo you have taken and tap Done to upload the selected photo.

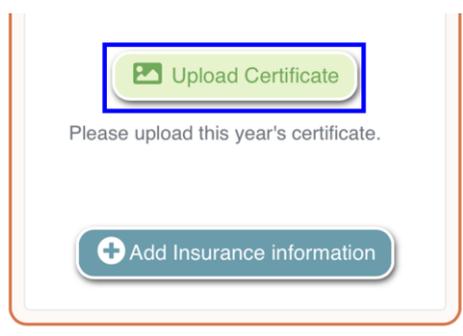


- ⑧ Check the selected photo, and if there is something wrong with it, tap the Delete button to delete the photo.
After deleting, tap the Upload Certificate mentioned in ① above to select the photo again and upload it.



Step 6: Notes on uploading certificates

- ⚠️ **Photograph, save and upload certificates one by one. (Do not group multiple certificates.)**
- ⚠️ **Confirm the following notes when photographing.**
- ⚠️ **Image and PDF files can be uploaded. The maximum acceptable size is 5 MB.**

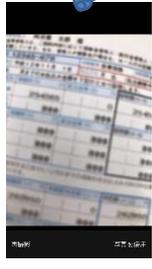


- ① Confirm that you can read the categories of insurance, applicable premium, paid insurance premium, and name of insurance company on the photo. If they cannot be read, photograph it again.
- ② The photo is displayed on the upload screen. If it is the same certificate or the photo is not clear, delete it.

Showing the entire certificate?



Text clear?



The entire fit into the frame?



Can read the text?



Smoothed out the perforation or bent portion?



1-12 About Your Earthquake Insurance Payment

Enter the earthquake insurance and former long-term casualty insurance you are paying for. You may receive one certificate including both the earthquake insurance and former long-term casualty insurance. In this case, enter the larger deductible amount to take your deduction. Refer to the premium deduction certificate sent by the insurance company.

Step 1: Check the initial display of the earthquake insurance

⚠ Same procedure as that for life insurance.

Step 2: Add an earthquake insurance policy

⚠ Same procedure as that for life insurance.
 The earthquake insurance and former long-term casualty insurance are subject to earthquake insurance premium deduction.

Step 3: Correct the earthquake insurance information

⚠ Same procedure as that for life insurance.

Step 4: A certificate including both the earthquake insurance and former long-term casualty insurance

- ① If the certificate includes the payment amount for the earthquake insurance and former long-term casualty insurance, enter the larger deductible amount.

⚠ You cannot take deductions for both the earthquake insurance and former long-term casualty insurance. (If the certificate numbers are the same, enter the larger deductible amount.)

地震保険料	控除対象掛金	割戻金	控除対象掛金証明額
	20,000円	-円	20,000円
旧長期損害	共済掛金	割戻金	差引き掛金
	121,000円	1,000円	120,000円

Earthquake insurance premium deduction

Premium subject to earthquake insurance premium deduction	Income deduction
50,000 yen or less	Premium amount subject to earthquake insurance premium
50,001 yen or more	50,000 yen

Former long-term casualty insurance premium deduction

Premium paid	Income deduction
10,000 yen or less	Premium paid
10,001 yen to 20,000 yen	Premium paid × 1/2 + 5,000 yen
20,001 yen or more	15,000 yen

In the sample certificate, applying the calculation formula, the deduction amount is as follows:

Deduction for earthquake insurance premiums: 20,000 yen
 Deduction for former long-term casualty insurance premiums: 15,000 yen

Enter the larger deductible amount of the **Earthquake insurance premium deduction** to take the deduction.

1-13 About Social Insurance Premiums and Small Business Mutual Aid Contributions

Enter the National Pension (social insurance premiums), Defined Contribution Plans such as iDeCo, Mentally Retarded Persons Mutual Aid Programs, etc.

Refer to the premium deduction certificate sent by the insurance company.

However, for the National Health Insurance and Advanced Elderly Medical Service System (Long-term care insurance), no certificate needs to be submitted.



Step 1: Check the initial display of the social insurance premiums and small business mutual aid contributions

⚠ Same procedure as that for life insurance.



Step 2: Addition of social insurance premiums and small business mutual aid contributions

⚠ Same procedure as that for life insurance.

⚠ Social insurance premiums include the National Pension, National Pension Fund, Advanced Elderly Medical Service System, National Health Insurance, Long-term care insurance and others such as the Voluntary Continued Insurance and Mutual Aid Society.

⚠ Small business mutual aid contributions include the Mutual Contract for Organization for Small & Medium Enterprises and Regional Innovation, JAPAN; Premiums for Individual Pension Participants by Defined Contribution Pension Act; and Contract for the Mentally Retarded Persons Mutual Aid Programs.



Step 3: Correct the social insurance premiums and small business mutual aid contributions

⚠ Same procedure as that for life insurance.

⚠ Long-term care insurance is an insurance policy that is from the age of 40. This insurance is different from Long-term medical care insurance which makes payments to insurance companies and is under the jurisdiction of the Ministry of Health, Labor and Welfare.

⚠ For the Advanced Elderly Medical Service System (Long-term care insurance) and National Health Insurance, no certificates need to be submitted.

1-14 Checking Insurance Premium Deduction

The answers to the questions about insurance premium deduction are displayed. Confirm the content.

Step 1: Confirm insurance premium deduction

- ① To correct the information, click Edit to display the entry screen. Check the content and enter the correct information.
- ② If the information is correct, click Save and Next; then answer the questions about the special credit for loans, etc. related to a dwelling.
- ③ The paid insurance premiums and deduction amount of life insurance deduction, earthquake insurance deduction, social insurance deduction, and small business mutual aid premium deduction are calculated.

⚠ You have answered the questions in the Application for Deduction for Insurance Premiums for Employment Income Earner.

⚠ The paid insurance premiums and deduction amount are automatically calculated. You do not need to calculate them.

令和3年分 給与所得者の保険料控除申告書

項目	内容	金額
生命保険料控除	生命保険料控除	120,000
地震保険料控除	地震保険料控除	60,000
社会保険料控除	社会保険料控除	228,300
小規模企業共済等掛金控除	小規模企業共済等掛金控除	138,000

📄 You have completed the Application for Deduction for Insurance Premiums.

ANNOUNCEMENT DOWNLOAD 日本語 中国語

After confirming the answer result, click the "Proceed to next question" button. To change the contents, click the "Edit" button and make the changes from each question screen.

About the declaration of insurance premium deduction

Do you want to declare a premium deduction? **Declare**

Life insurance information

General Life Insurance 一般の生命保険料控除 (特約型)

- New / Old classification: New
- Type of insurance: Mutual
- Insurance period or premium payment period: All
- Policyholder name: [Name]
- Beneficiary name: [Name]
- Relationship of beneficiary: Excess
- Amount of insurance premium paid: 45,614 yen

Amount of Life Insurance deduction

Total amount of life insurance deduction (up to 120,000 yen)	120,000 yen
General Life Insurance premium (up to 50,000 yen)	60,000 yen
Total amount of New Insurance premium	45,614 yen
Total amount of Old Insurance premium	14,386 yen
Working Care Insurance premium (up to 40,000 yen)	40,000 yen
Amount of Nursing care insurance deduction	40,000 yen
Total amount	142,000 yen
Private Pension Insurance premium (up to 50,000 yen)	60,000 yen
Total amount of New Insurance premium	232,000 yen
Total amount of Old Insurance premium	142,000 yen

Earthquake insurance information

Earthquake Insurance 地震保険料控除

- Type of insurance: Mutual
- Period of insurance: All
- Policyholder name: [Name]
- Name of residence / household goods user: [Name]
- Resident / household goods user relations: [Relationship]
- Amount of insurance premium paid: 162,000 yen

Earthquake Insurance deduction

Earthquake insurance premium deduction (up to 50,000 yen)	60,000 yen
Earthquake Insurance premium (up to 50,000 yen)	60,000 yen
Total amount of earthquake insurance premium	162,000 yen
Total amount of old long-term insurance premium	162,000 yen

Social Insurance premium and Small Business Mutual Aid contribution

Insurance Premium 国民年金控除

- Insured name: [Name]
- Relationship of insured: Parent
- Amount of insurance premium paid: 75,900 yen

Social Insurance deduction

Total amount of Social Insurance deduction	228,300 yen
Social Insurance premium Deduction	228,300 yen
Amount of Social Insurance premium	228,300 yen

Small Business Mutual Aid deduction

Amount of Small Business Mutual Aid deduction	138,000 yen
Mutual Aid Agreement with the Small and Medium Enterprise Incentive Development Organization	78,000 yen
Corporate pension defined in the Defined Contribution Pension Act	0 yen
Personal pension defined in the Defined Contribution Pension Act (DC/DC)	60,000 yen
Contribution for the Mutual Aid System for the Deaf and Mentally Handicapped	0 yen

Go to the next question

1-15 About Filing Special Credit for Loans, etc. related to a dwelling

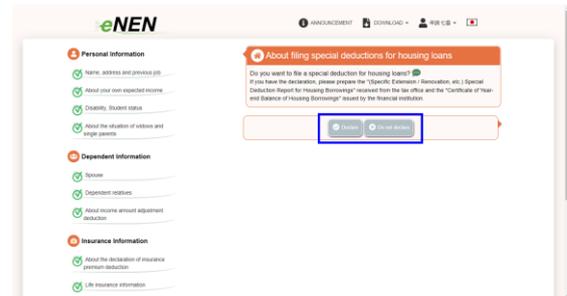
To take special credit for loans, you need to file a tax return in the year you purchase your home. Confirm that you have the Application for Special Credit for Loans, etc. related to a dwelling (specific additions or improvement, etc.) sent from the tax office in the jurisdiction where you reside. After filing your tax return, submit the declaration form to the tax office.

Step 1: Check your special credit for loans, etc. related to a dwelling

① To receive the special credit for loans, etc. related to a dwelling, click Report to display the housing deduction screen.



② If the special credit for loans, etc. related to a dwelling is not necessary, click Do not report to go to the next question.

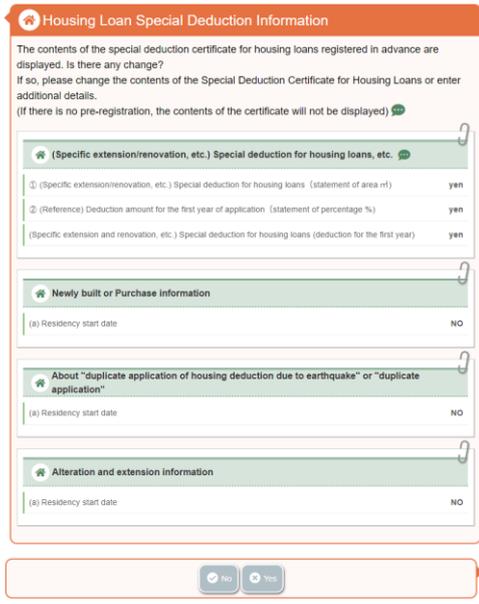


Step 2: Check the initial display for the special credit for loans, etc. related to a dwelling

① To receive the special credit, click YES to display the special credit for loans, etc. related to a dwelling screen.



② If the special credit for loans, etc. related to a dwelling is not necessary, click NO to go to the next question.



⚠ Three types of deductions can be applied for in Application for Special Credit for Loans, etc. related to a dwelling.
Matters relating to newly built or purchased houses
Matters relating to parts that have been expanded or reconstructed
Matters relating to newly built or purchased houses (duplicate application)
(If there are two declaration forms or if described in two lines)

○ ○ 由△△△町 × × × × × ×

平成 25 年 10 月 15 日

国税 太郎 様

区分	種類	延べ床面積 (㎡)	取得価額 (円)	償却済額 (円)	残存価額 (円)
新築	新築	10000000	12000000		
	増築	7000	8000		
取得	取得	7000	8000		
	増築	2000	2000		
合計		17000	20000		20000

令和 25 年 年末調整のための (特定増改築等) 住宅借入金等特別控除証明書

〇〇〇〇〇〇

源三郎 様

令和 25 年 月 日

税務署長

区分	種類	延べ床面積 (㎡)	取得価額 (円)	償却済額 (円)	残存価額 (円)
新築	新築	10000000	10000000	5000000	5000000
	増築	7000	8000		
取得	取得	7000	8000		
	増築	2000	2000		
合計		17000	20000	5000000	15000000

⚠ Confirm the content in the blue frames in the above images.

Step 3: Confirmation of housing replacement

- ① The question shown on the right will appear only if there are deductions that have been previously filed.

If you have replaced your housing and wish to enter the new deduction, you can do so by answering the questions.

If you have not replaced the housing, leave the answer as "No" and answer the following questions.

- ② If there is a question for which the answer is "Yes," click the "Replacement was carried out" button.

 If any of the questions are changed to "Yes," the subsequent questions will be hidden. If you change the answer back to "No" or reset the answers, the question will be displayed again.

- ③ A confirmation message will be displayed, and then please make sure that the displayed information is correct, and click the "INITIALIZATION" button if there are no problems.

The previous declaration will be reset, and you will be able to enter a new declaration.

- ④ Please note that if you click "Save and Next" after the reset, you will not be able to select the answer to the question as shown in the figure on the right, and you will not be able to reset the information again.

Replacement of house

Would you like to repurchase the following ①, ②, and ③ that are receiving the housing deduction and receive the deduction again?

① Newly built or Purchase information
NO

② About "duplicate application of housing deduction due to earthquake" or "duplicate application"
NO

③ Alteration and extension information
NO

Replacement of house

Would you like to repurchase the following ①, ②, and ③ that are receiving the housing deduction and receive the deduction again?

① Newly built or Purchase information
YES

② About "duplicate application of housing deduction due to earthquake" or "duplicate application"
NO

③ Alteration and extension information
NO

Replacement was carried out

Confirmation

• Newly built or Purchase information
Did you make a replacement?
(Has the tax return form from the tax office been updated?)
Enter the new deduction details for the replacement of the house. Initialize input contents.
After checking, if you have purchased a new one, please press "Initialize".
※After executing "Save and Next", the initialized contents cannot be restored.

INITIALIZATION CANCEL

Replacement of house

Would you like to repurchase the following ①, ②, and ③ that are receiving the housing deduction and receive the deduction again?

① Newly built or Purchase information
YES

② About "duplicate application of housing deduction due to earthquake" or "duplicate application"
NO

③ Alteration and extension information
NO

Step 4: Enter the information on your special credit for loans, etc. related to a dwelling

① Check the deduction limit and enter the information.

- ① Amount of the special credit for loans, etc. related to a dwelling (specific additions or improvement, etc.)
- ② (Reference) Amount of the special credit for loans for the first year of application

⚠ If you have two declaration forms, enter the total value for each of the same items.

Example: If there are two forms for the Application for Special Credit for Loans, etc. related to a dwelling (specific additions or improvement, etc.), enter the total value of ① in ①.

平成25年分 年末調整のための(特定増改築等)住宅借入金等特別控除証明書

【増税前証明書】

左記の方が、平成24年分の所得税について次のとおり(特定増改築等)住宅借入金等特別控除の適用を受けていることを証明します。

令和1年10月15日

国税 太郎 様

新築開始年月日	新築開始年月日	新築開始年月日	新築開始年月日
令和1年03月24日			
新築又は上乗等の増築に係る費用の額	10,000,000	12,500,000	
新築又は上乗等の増築に係る費用の額	7000	8000	
特定増改築等に係る費用の額	7000	8000	① 200,000

令和2年分 年末調整のための(特定増改築等)住宅借入金等特別控除証明書

【増税後証明書】

左記の方が、令和1年分の所得税について次のとおり(特定増改築等)住宅借入金等特別控除の適用を受けていることを証明します。

令和2年 10月 16日

国税 太郎 様

新築開始年月日	新築開始年月日	新築開始年月日	新築開始年月日
新築又は上乗等の増築に係る費用の額	11,000,000	12,500,000	
新築又は上乗等の増築に係る費用の額	7000	8000	
特定増改築等に係る費用の額	200,000		② 200,000

② Please enter the details of the certificate sent to you from the competent tax office for the deduction category for which you are taking the housing deduction.

Please enter "Yes" for the applicable item.

- ア Please change "No" to "Yes" for "Matters relating to newly built or purchased houses" (new construction/duplicate).
- イ Please change "No" to "Yes" in "Matters relating to duplicate application of the housing deduction due to earthquake disaster" or "duplicate application" (new construction/duplicate).

Duplicate application applies to those who have two copies of the certificate on hand or those who are listed as being eligible for duplicate application.

- ウ Please change "No" to "Yes" for "Matters relating to parts that have been expanded or reconstructed (such as barrier free improvements)"(expanded).

平成25年分 年末調整のための(特定増改築等)住宅借入金等特別控除証明書

令和2年分 年末調整のための(特定増改築等)住宅借入金等特別控除証明書

(new construction/duplicate) (expanded) (expanded)

- ③ Select either type of certificate.
 old style : (ㄉ) (Specific extension and renovation, etc.) Special deduction amount for housing loans, etc.
 new style: (Reference) Deduction amount for the first year of application

⚠ Check your tax return and select the appropriate certificate.

Old style

New style

- ④ Check (Era) ○ For year round residents described in the lower part of the Application for Special Credit for Loans, etc. related to a dwelling.

[Choice]

- (Era) ○ For residents all year round
- (Era) ○ For residents and special cases all year round
- (Era) ○ For residents and certified housing all year round
- (Era) ○ For residents all year round, for reacquisition of earthquake disasters, etc.
- (Era) ○ For special deductions such as housing loans for specific extensions and renovations throughout the year
- (Era) ○ For residents For special residential buildings
- (Era) ○ For residents For certified housing, etc.
- (Era) For residents For certified housing, etc. (specially certified housing, etc.)
- (Era) ○ For residents For earthquake reacquisition, etc. (special residential housing)

⚠ Specified and Special exception are described after the start date of residence. Check it.

old style : (ㄉ) (Specific extension and renovation, etc.)
 Special deduction amount for housing loans, etc.

new style : (Reference) Deduction amount for the first year of application

- ⑤ Enter the information from (イ) to (ト) of Matters relating to newly built or purchased houses in the Special deduction report for housing loans.

令和1年分 年末調整のための(特定増改築等)住宅借入金等特別控除証明書

左記の方が、平成30年分の所得税について改めとおろし(特定増改築等)住宅借入金等特別控除の適用を受けていることを証明します。

令和1年 10月 16日

国税 太郎 様

取得年月日	平成30年 7月24日(特定)	取得年月日	年 月 日
取得又は土地率の算出割合	10,000,000	12,500,000	
家賃又は土地率の算出割合	70.00	80.00	
償却又は土地率の算出割合	70.00	80.00	
合計			200,000

(平成30年中居住者専用)

⚠ The start date of residence may be described in two lines. In this case, enter the upper one first.

⚠ If you answer YES to the question, Is the starting date of residence described in two lines, the input box for the lower one of the Matters relating to newly built or purchased houses is displayed. In this case, enter both lines.

Example: Start date of residence described in two lines (upper/lower)
 Amount described in two lines (upper/lower)
 You can take two types of deduction, but only one declaration form has been sent from the tax office.

- ⑥ If there is a joint debtor for housing deduction, enter "Yes" for the question "Is there solidarity debtor?" and then register the information on the debtor.

📝 If you register the joint obligor information and apportionment rate, your year-end balance is calculated.

📝 If there are multiple joint obligors, register all of them.

[About the Proportional rate]

Home apportionment rate:
 Enter the Joint obligor's apportionment ratio for the building.

Land apportionment rate:
 Enter the Joint obligor's apportionment ratio for the land.

Proportionate rate of housing and land:
 Enter the Joint obligor's apportionment ratio for the total of the building and the land.

⚠ Enter "0%" for items with no apportionment ratio.

* (a) Which is the lower right (last) item in the certificate field?
 (Specific extension and renovation, etc.) Special deduction amount for housing loans, etc

* Description on the lower right of (I)
 (Era) For residents all year round

* (a) Residency start date
 2021/07/01
 Please enter the printed date in Upper row if there are two lines.

* (a) Is there any "specific" "Special specific" in (I) of Residency start date?
 NO
 Please check description after the printed date in Upper row if there are two lines.

* (b) Amount of total cost for acquire House
 10,000,000 yen

* (c) Total surface area (total area) of House
 80 m²

* (d) Surface area (area) of living space in House
 80 m²

* (e) Amount of total cost for acquire Land
 12,500,000 yen

* (f) Total surface area (total area) of Land
 102.78 m²

* (g) Surface area (area) of living space in Land
 102.78 m²

* Is there solidary debtor?
 Please select

[IF YOU REFINANCE YOUR MORTGAGE]
 [IF THE MORTGAGE IS A JOINT DEBT]

Upload Certificate

Please upload this year's certificate.

* Is there solidary debtor?
 YES

Solidarity 連帯債務者氏名

Name
 連帯債務者氏名

Home apportionment rate
 0 %

Land apportionment rate
 0 %

Proportionate rate of housing and land
 78.23 %

Remarks

* Joint debtor address
 連帯債務者住所

* Joint Debtor Work Name
 連帯債務者勤務先名称

* Joint Debtor Work Address
 連帯債務者勤務先住所

Debtor Add

- ⑦ Enter the information from (㉠) to (㉣) of the Matters relating to parts that have been expanded or reconstructed in the Application for Special Credit for Loans, etc. related to a dwelling. (For normal extension and renovation, enter the Newly built or purchased box.)

令和 〇年分 年末調整のための(特定増改築等)住宅借入金等特別控除証明書

〇〇市△△町 ×-××-××

国税 太郎 様

令和 1年 11月 19日

〇〇 税務署長 〇〇 〇〇 印

(証明事項)

項目	新築又は購入した家屋に係る事項	増改築等をした部分に係る事項
居住開始年月日	年 月 日	居住開始年月日
新築又は上増等の費用総額の額	円	増改築等の費用の額
新築又は上増等の費用又は上増等の費用の額	円	特定増改築等の費用の額
①又は②のうち最も有利な部分の家屋又は部分	円	住宅借入金等特別控除額

(平成29年中居住者・特定増改築等住宅借入金等特別控除用)

- ⚠ If (㉣) Expenses for renovations are described in two lines, enter the value of the upper row in the Normal extension and renovation (Barrier-free /Energy saving repair work) box. Enter the value of the lower row in the Elderly people residing and specific heat insulation improvement work box.
- ⚠ If the Amount of expenses for the residential part of (㉠) and (㉣) are described in two lines, enter them as in (㉣).
- ⚠ If the amount in (㉣) is described in two lines, then the amount in (㉠) is also displayed in two lines as well.
- ⚠ If (㉣) and (㉠) are not described in two lines, enter the value in the Normal extension and renovation (Barrier-free /Energy saving repair work) box. Enter 0 yen in the Elderly people residing and specific heat insulation improvement work box.

- ⑧ If there is a joint obligor for the housing, refer to ⑥ and enter the information about the obligor.

- ⑨ If the New form: (Reference) Deduction amount for the first year of application is selected, the screen changes depending on the consumption tax increase. Check it and enter the information.

令和2年分 年末調整のための(特定増改築等)住宅借入金等特別控除証明書

左記の方が、令和1年分の所得税について次のとおり(特定増改築等)住宅借入金等特別控除の適用を受けていることを証明します。

源泉 三郎 様 令和 年 月 日 税務署長

家屋に属する事項		土地等に属する事項	
取得対価の額	居住用割合	取得対価の額	居住用割合
10,000,000円	100.0 %	10,000,000円	100.0 %
100.0 %	50.00 %	100.0 %	50.00 %

増改築等に属する事項		特別期間(11年目から12年目)における控除額算出	
増改築等の費用の額	増改築等開始年月日	居住用割合	連帯債務割合
円	年 月 日	%	%
※各年分の控除額で控除しきれなかった額は、この金額を上回ることはできません。		60,000円	

※各年分の控除額で控除しきれなかった額は、この金額を上回ることはできません。

⚠ In the new form, it is not necessary to register the details of the joint debtor. This is because his/her percentage of the equity interest in (ハ) (ニ) (ハ) (ト) is shown on the certificate.

Newly built or Purchase information

* Is there a date on "(a) Residency start date"?

YES

* (a) Which is the lower right (last) item in the certificate field?

Deduction limit during the special period (11th to 13th years)

* Description of (f) below the name column of the tax return

(Era) For residents all year round

* (a) Residency start date

2021/07/01

Please enter the printed date in Upper row if there are two lines.

* (a) Is there any "specific"/"Special specific" in (f) of Residency start date?

NO

Please check description after the printed date in Upper row if there are two lines.

* (b) Amount of total cost for acquire House

10,000,000 yen

Please enter the printed date in the upper row if there are two lines.

* Percentage of houses for residential use

100 %

* Joint and several debt ratio of houses

100 %

* (e) Amount of total cost for acquire Land

10,000,000 yen

Please enter the printed date in the upper row if there are two lines.

* Residence ratio of land, etc.

100 %

* Joint and several debt ratio of land, etc.

100 %

IF YOU REFINANCE YOUR MORTGAGE

IF THE MORTGAGE IS A JOINT DEBT

Upload Certificate

Please upload this year's certificate.

- ⑩ If you take a housing deduction, you will see the details of your housing deduction certificate on your tax return the following year you filed in eNEN.

The details shown on the transfer from the previous year cannot be corrected. To correct the information, contact the management division.

About "duplicate application of housing deduction due to earthquake" or "duplicate application"

(イ) 居住開始年月日 ~ (ウ) 特別期間(11~13年目)における控除額算出

Description of (f) below the name column of the tax return (年母) 年中居住費用

(a) Residency start date 2020/04/01 (令和2)

(A) Statement of "specific"/"Special specific" starting date of residence いなし

(b) Amount of total cost for acquire House 111,111 yen

Percentage of houses for residential use 90 %

Joint and several debt ratio of houses 10 %

(e) Amount of total cost for acquire Land 222,222 yen

Residence ratio of land, etc. 80 %

Joint and several debt ratio of land, etc. 20 %

- ⑪ If the information is correct, click NO to display the housing loan entry screen.

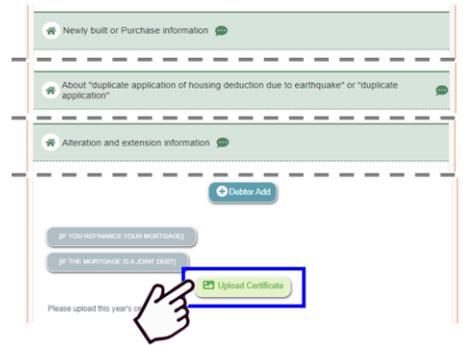
No Yes



Step 5: Upload the Application for Special Credit for Loans, etc. related to a dwelling from your computer

Upload the completed Application for Special Credit for Loans, etc. related to a dwelling. However, after uploading it, you need to submit the original form. Remember to submit it.

- ① Click Upload Certificate.



- ② From the destination folder, select a form to be uploaded, and then click Open to display it.

⚠ To take the duplicate deduction, upload the photo for each entry.



1-16 About Your Housing Loans

Enter the year-end balance for the year.

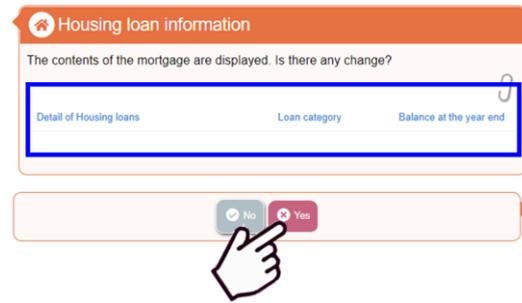
If there is a joint obligor, register the information for the joint obligor, including their apportionment ratio, and your year-end balance will be calculated.

(If a shared house is purchased jointly)

Step 1: Check the initial display of your housing loans

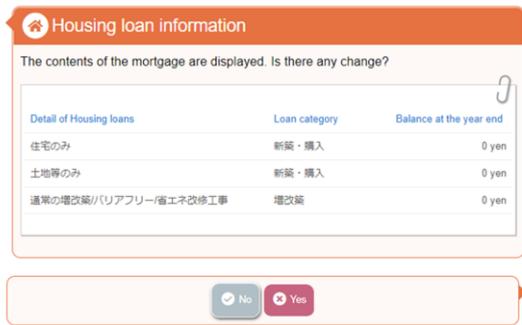
- ① To receive the special credit for loans, etc. related to a dwelling, register the housing loan balance. The statement entry screen appears. The answers to the questions are displayed as Yes.

To receive the special credit for loans, etc. related to a dwelling, you need to register the housing loan balance.



- ② If you take the housing deduction, the housing loan balance is displayed on your tax return the following year you filed in eNEN. The balance changes every year. Register the year-end balance for the year.

To receive the special credit for loans, etc. related to a dwelling, you select only YES. Register the year-end balance of the year.



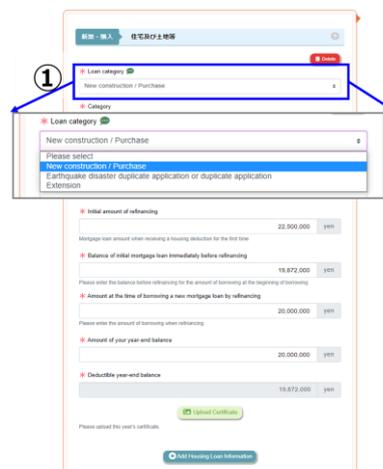
⚠ If you have cleared your previous declaration from "Replaced the housing" in "Special Credit for Loans, etc. related to a dwelling" the information of the applicable loan category will also be cleared.

Step 2: Describe your housing loan information

- ① Check the balance statement, and then select the loan category.

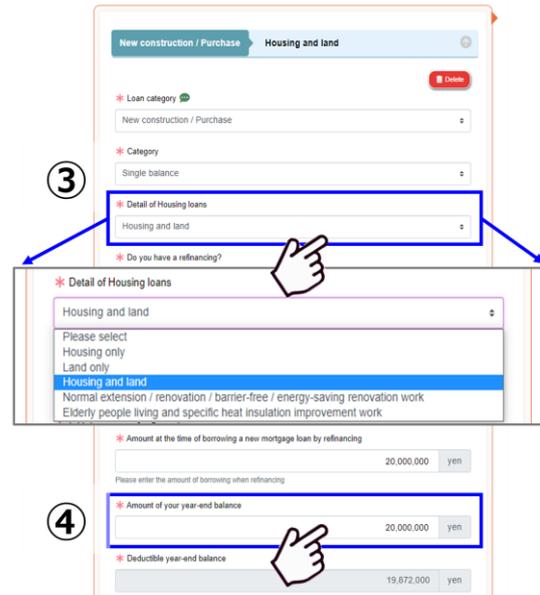
[Choice]

- 1) New construction/Purchase
- 2) Duplicate Application for Disaster
- 3) Extension and renovation



- ② Select the loan category.
[Choice]
 - 1) New construction and purchase of housing
 - 2) Earthquake disaster duplicate application or duplicate application
 - 3) Expansion and reconstruction

- ③ Check the balance statement, and then select the Details of Housing loans.
[Choice]
 - 1) Housing only
 - 2) Land only
 - 3) Housing and land
 - 4) Normal extension and renovation (Barrier-free/Energy saving repair work)
 - 5) Elderly people living and specific heat insulation improvement work



⚠ For the Information about Housing loans, select Normal extension and renovation (Barrier-free /Energy saving repair work) and Elderly people residing and specific heat insulation improvement work only in the case of extension/renovation.

- ④ Enter the year-end balance for the year.
- ⑤ If you are borrowing from several financial institutions, enter the details from the balance statement from each financial institution.

⚠ If there is a joint obligor, register the information on the joint obligor, and your year-end balance will be calculated.

⚠ The year-end balance certificates for you and the joint obligor are sent from the financial institution. Have your own certificate ready.

住宅取得資金の借入れ等をしている者	住所 1 区 亀戸 1-28-3
氏名	住野 洋子
住宅借入金等内訳	主一住宅のみ 主土地等のみ 3.住宅及び土地等
住宅借入金等の金額	年末残高 予定額 19,872,211 円
当初金額	平成31年 4月 1日 22,500,000 円
償還期間又は賦払機関	平成31年 4月から 令和36年 4月まで の 35年 0月間
居住用家賃の取得の対価等の額又は増改築等に要した費用の額 (概要)	

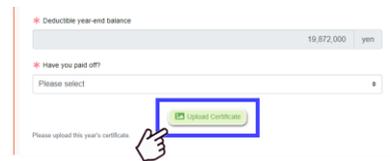


Step 3: Upload the year-end balance certificate from your computer

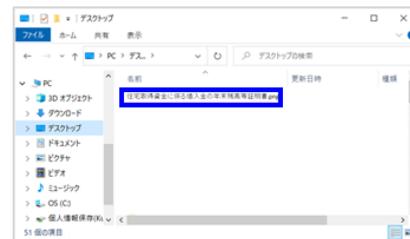
After entering the content of the certificate of year-end balance of debt for housing loans, you can upload the certificate.

However, after uploading it, you need to submit the original certificate. Remember to submit it.

- ① Click Upload Certificate.



- ② From the destination folder, select a form to be uploaded, and then click Open to display it.



⚠ If you have received balance statements from multiple financial institutions, upload them for each financial institution.

⚠ If you uploaded it in PDF format, you cannot confirm the certificate. Uploading photographed images is recommended for certificates.



Step 4: Notes on uploading declaration forms/balance statements

⚠ Photograph, save and upload them one by one.

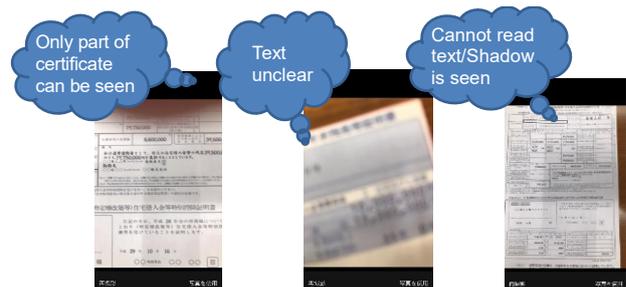
⚠ Confirm the following notes when photographing.

⚠ Image and PDF files can be uploaded. The maximum acceptable size is 5 MB.

- ① Confirm that you can read the details about the housing loans, the year-end balance and the details of the special deduction certificate for housing loans on the photo.
- If they cannot be read, photograph it again.



- ② The photo is displayed on the upload screen.



1-17 Checking Your Housing Deduction

The answers to the questions about the special deduction for housing loans, etc. are displayed. Confirm the content.

Step 1: Confirm your special credit for loans, etc. related to a dwelling

- ① To correct the information, click “Edit” to display the entry screen. Check the content and enter the correct information.
If the information is correct, click Start declaration to finish answering all the questions.

The question "Housing replacement" will not be displayed for first-time filers.

- ⚠ The amount of the special credit for loans, etc. related to a dwelling is automatically calculated if you register “About filing special credit for loans, etc. related to a dwelling” and “Housing loan information.”**
- ⚠ For refinancing, only the first time is automatically calculated. For the second and subsequent times, calculate it yourself.**
- ⚠ There are three categories: Manually, Electronic and Mynapo. Electronic refers to cases of electronic data you have imported yourself, and Mynapo refers to cases of Mynaportal linkage.**

Category	Amount (yen)
New construction / Purchase	16,848,000
Earthquake disaster duplicate application	0
Extension and renovation	16,800
Total Amount of Housing Loan Special Deduction	168,688,000

Step 2: Change your dependents for the next year

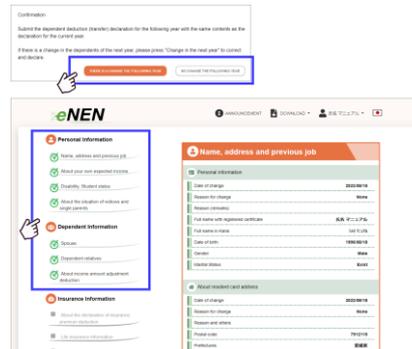
When all questions have been answered, click Start declaration to submit the Application for (Change in) Exemption for Dependents for the next year.



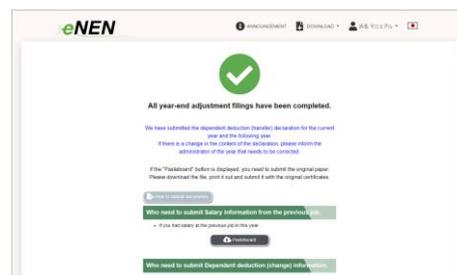
① Answer all questions, and if the information is correct, click the Report button.



② To change the dependent status in Application for (Change in) Exemption for Dependents for the next year, click Changes for the Next year. If there are no changes in dependents, click No Change for the Next year to complete the next year's declaration.



③ If Changes for the Next year is selected, answer the questions related to the dependent deduction for the next year. Answer the questions About yourself and About dependents to finish submitting the Application for (Change in) Exemption for Dependents for the next year.



④ If No Changes for the Next year is selected, submitting Application for (Change in) Exemption for Dependents for the current and next year is finished.



▲ If submission of certificates is needed, print out the downloaded amount for attachments, attach the certificates to it and then submit it. Follow the instructions of your company's management division for the submission method.

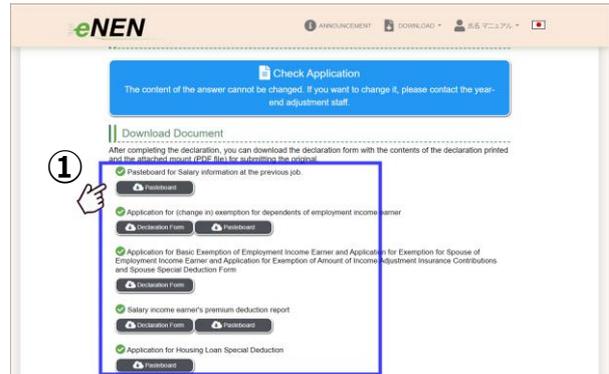
1-18 Submitting Your Certificates

If you have answered all the questions, you can print out the mount for attachments for the certificates. Remember to submit the certificates. Follow your company's instructions for the submission destination.

Step 1: Print out the mount for attachments

To submit certificates, you can print out the mount for attachments.

- 1 Click the [Mount for attachments] button and print out the mount for attachments.



Step 2: Attach the certificates to the mount for attachments

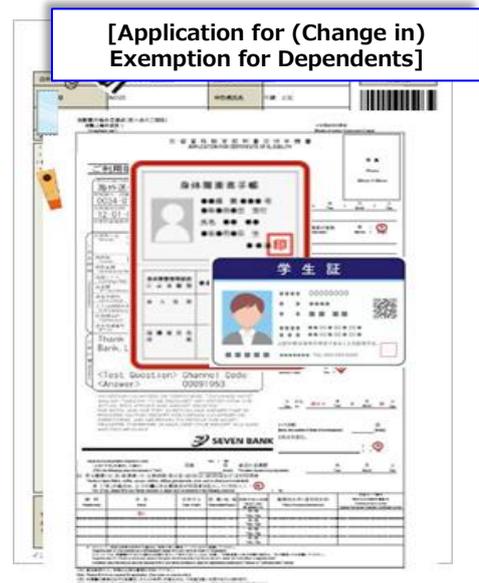
Print out the mount for attachments; then attach the certificates to it. Confirm that you can see your name and the information described on the mount for attachments after attaching the certificates.

[Application for (Change in) Exemption for Dependents]

- 1 If you have a spouse and/or dependent relatives living abroad, attach the relative and remittance certificates for each of them.

⚠ Clarify the relationship on the relative certificate. (For example, put a circle on the relationship description)

- 2 Attach a copy of each disability certificate.
- 3 If you are a working student, attach a copy of your student ID.



[Application for Deduction for Insurance Premiums]

- ① Attach the certificates of premiums you are paying for.

⚠ Confirm that you can see your name, employee number and the information described on the mount for attachments after attaching the certificates.

[Special Credit for Loans, etc. related to a dwelling]

- ① Attach the balance statement on the Application for Special Credit for Loans, etc. related to a dwelling form sent from the tax office.

⚠ Confirm that the form and balance statements are for the year when year-end adjustment is done.
⚠ If the form and balance statements are the copies, you cannot take deduction.
⚠ If you lost the form, ask the nearest tax office to send the form again.
⚠ If there is a joint obligor, confirm that the form is for you.
⚠ If there is a joint obligor, confirm that the balance statement is for you.
⚠ If there is a joint obligor, confirm that you entered the information in Remarks.

[Withholding slip(s) from previous company]

- ① If you entered the information in the withholding slip, attach the withholding slip.

- ⚠ **Attach the withholding slip.**
- ⚠ **Confirm that the year of issuance of the withholding slip is the one when the year-end adjustment is done.**

**[Withholding slip(s)
(Previous job salary)]**

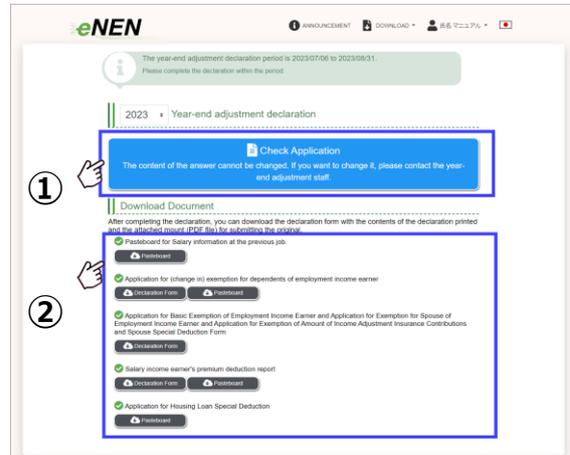
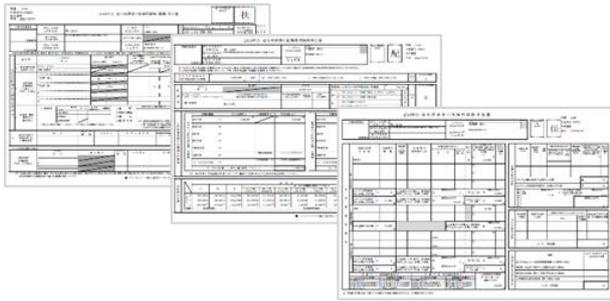
インテグレーションシステムでは、印刷機能により、バーコードが読み取れない可能性があります。

1-19 Completing your Declaration

If you have answered all the questions, your declaration is complete.

Step 1: Check the content of your declaration

- ① Display the menu screen. Click “Check Application” to check your answers to the questions.
- ② Print out the attachment mount or declaration form.



Step 2: Check the previous declarations

- ① To check the previously submitted declarations, change years.



