

Withholding Tax Statement Cover Sheet

Student ID No. (Examinee number): _____

Student's Name: _____

Name of the earner: _____ Relationship to the applicant: _____

Note: If there are multiple earners, please submit a separate Form 1 for each.

How to complete Form 1:

Please enter the required information in the table below and attach copies of the withholding tax statement(s).

If the withholding tax statement does not include all incomes earned in the year due to the earner being employed or re-employed during the year, please submit Form 2 instead of Form 1. In the case of persons who are retired, it is not necessary to enter income earned prior to retirement.

Note: If there are multiple employers, please enter the information for all employers.

Name of Employer	Amount of Earnings
①	_____ yen
②	_____ yen
③	_____ yen
④	_____ yen
⑤	_____ yen
Total:	_____ yen

How to complete the "Income Information" section of the Application Form

- "Type of Income" field: Please enter "Salary" as the type of income.
- "Annual Income" field: Please round down the total amount above to the nearest thousand yen, and enter that amount.

Example:

Please enter the amount shown in the "支払金額" section of the withholding tax statement.

令和 年分 給与所得の源泉徴収票

The form is titled "令和 年分 給与所得の源泉徴収票" (Reiwa Year Salary Income Withholding Tax Statement). It contains several sections:

- 支払を受ける者 (Person receiving payment):** Includes fields for name, address, and tax status.
- 支払者 (Employer):** Includes fields for name, address, and tax status.
- 給与所得の源泉徴収票 (Salary Income Withholding Tax Statement):** This is the largest section, containing a table with columns for "支払金額" (Total Amount Paid), "源泉徴収額" (Withholding Tax Amount), and "控除額" (Deduction Amount). A red dashed circle highlights the "支払金額" column. Below this table are sections for "控除" (Deductions) and "所得" (Income).
- 源泉徴収額 (Withholding Tax Amount):** A section for reporting the total amount of tax withheld.
- 控除 (Deductions):** A section for reporting various deductions such as social security, pension, and life insurance.
- 所得 (Income):** A section for reporting the total income earned, including salary, bonuses, and other income.

- Please make A4 size copies of the withholding tax statement(s), attach this cover sheet to the copies, and staple them together in the same orientation and in order that the employers are entered in the table above.

