

Information on Year-End Adjustment

Thank you very much for your hard work at our company.

I would like to quickly explain about the year-end adjustment. Salaries and bonuses are paid at the source of income tax each time they are paid. However, income tax is a tax that is levied on one year's income, so it is paid in December.

The exact amount of income for the year will be determined, after the last salary or bonus is paid, income tax amount and necessary to settle the final income tax amount, and this income tax settlement process is called "Year-End Adjustment"

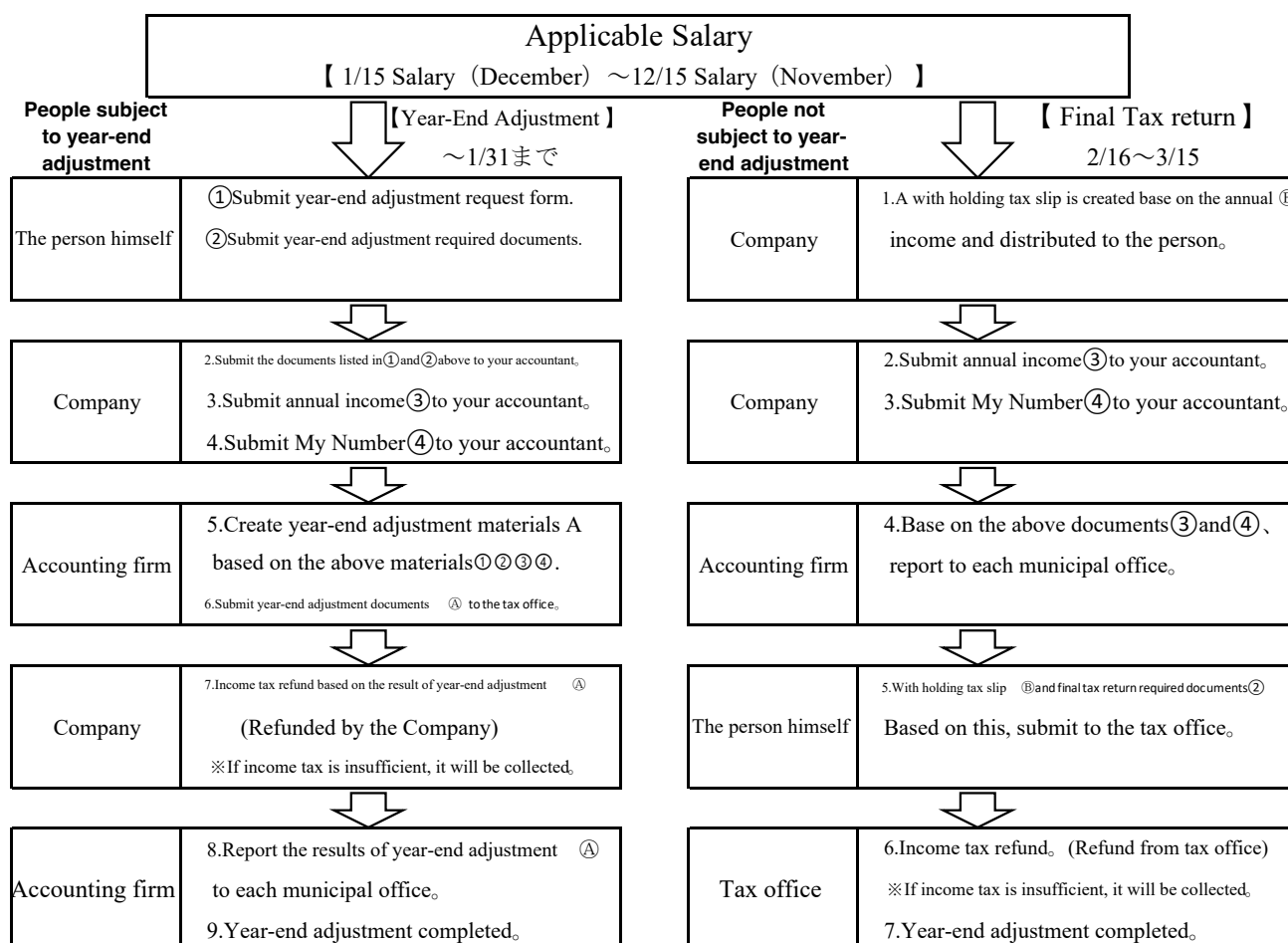
At our company, the people eligible for the year-end adjustment are those who work through out the year and those who find a job (change jobs) mid-year and remain employed until the end of the year. Other people must file their tax return individually based on the with holding tax slip issued by the company. Those eligible for the year-end adjustment should fill out the year-end adjustment request form on the back and attach the required documents. Then, please mail or have it delivered to the company.

Please note that with holding tax slips will be issue early in the new year.

Submission Deadline	Strictly observed on This Year/12/15
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※If you are eligible, please fill out the form on the back and submit.

SSC Co., Ltd
 Double One Co., Ltd.
 TEL 0276-60-5263 / FAX 0276-60-5264
 Managing Director Hino



※Please staple it to the back of this paper without gluing it.

Place of Work		Employee No. <small>(Please write if you know)</small>		Full Name <small>(Hiragana)</small>	Man Woman
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※Please Check The Following.

1- Are you subject to year-end adjustment ?

- No (No Need to fill in from here on.) Becomes (Please fill in the information below.)

※Please submit only this document and declaration form①.

※Please submit this document and declaration forms①②③.

Address <small>(Apartment Name)</small>		Date of Birth	Showa Hesei Reiwa	Year	Month	Day
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2- Do you have spouse ?

- No (No need to fill in.) Yes (Please fill in the following.)

Spouse Name <small>(Hiragana)</small>		Date of Birth	Showa Hesei Reiwa	Year	Month	Day
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2-2 If you have spouse, Do you want them as dependents ?

- Do Not Yes (Please fill in the following.)

2-3 If I make my spouse a dependent, Does we have any income ?

- None (No need to fill in.) Yes (Please fill in below.)

Company Name <small>(Location)</small>		Annual income This Year	Yen
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3- Do you have any dependents other than your spouse ?

- No (No Need to fill in.) Yes (Fill in the following.)

	Full Name <small>(Hiragana)</small>	Date of Birth <small>Showa Hesei Reiwa</small> Year Month Day	Relationship	Living Together <small>(○×)</small>	Company Name <small>(If you have income)</small>	Annual Income This Year
1						Yen
2						Yen
3						Yen
4						Yen

4- This Year Did you pay National Health Insurance and National Pension ?

- Not Paid (No need to fill in.) Paid (Please fill in the information below and submit the "National Pension Deduction Certificate".)

National Health Protection <small>(Paid Amount)</small>	Yen	National Pension <small>(Certificate Amount)</small>	Yen
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5- This Year For those who joined midway through 2022 Year-End, Did you receive any income ?

- None Yes (Please submit the previous company's "Employment income with holding tax slip.)

6- This Year Do you have a certificate of deduction for insurance payments,etc. for 2022 Year-End ?

- ①Life Insurance premiums ②Non-Life Insurance Premium ③Small Business Mutual aid Premiums ④Housing acquisition deduction materials ⑤National pension insurance premium

- None Yes (Please submit the original of each deduction certificate.)

※If you are acquired a house in the past year and are eligible for the housing acquisition deduction system, Please check the balance from your financial institution proof. Please attach the deduction certificate from the tax office. Please note that this year's housing it will be a final tax return, you will have to apply in person. For those who benefit, it is not a year-end adjustment. "Please be Careful!"

7- Do any of the following deductions apply to you ?

- Do Not Widow (Spouse Died) Widow (Devorced) Working Student
 Person with Disability (Himself) Person with Disability (Dependent) Please enter the applicable person .

Qualified Person	
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※Please attach a copy of your disability certificate.

【 Application】

		Office	Accountant