

# My Number

~The Social Security and Tax Number System~

## Handling of My Number by Private Businesses



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Cabinet Secretariat - Cabinet Office  
Personal Information Protection Commission  
Ministry of Internal Affairs and Communication  
National Tax Agency  
Health, Labour and Welfare Ministry

### ■ Handling of the My Number (the Social Security and Tax Number System) by private businesses

My Number System started in January 2016 in the three areas of social security, taxation and disaster response.

Private businesses with employees will also need to deal with My Numbers for tax and social security procedures.

This material will introduce private businesses to the basics of the handling required for this system.

First of all, I would like to start with an overview of the My Number System and then explain the changes in required handling by private businesses in tax and social security procedures.

Also, I will explain the overview of guidelines for the handling of personal information, and finally introduce the Corporate Number.

### \* Key Factors of My Number System \*

My Number: Official name is My Number. A 12-digit identification number all individuals have in Japan for taxation, social security and disaster response purposes.

My Number Card: Official name is My Number Card. Can be used as personal identification with name, address, My Number

and an ID photo also as online certification.

Mynaportal: An individual portal site. Can access your personal information linked to My Number which government own and

use other administrative services on your personal portal site.

Corporate Number: A 13-digit number designated as a corporation, such as a company or organization that conducts business in Japan.

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## 1. マイナンバー制度の概要

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マイナンバー制度は、

行政を効率化し、国民の利便性を高め、

公平・公正な社会を実現する社会基盤です。

### 公平・公正な社会の実現

所得や他の行政サービスの受給状況を把握しやすくなるため、負担を不当に免れることや給付を不正に受けることを防止するとともに、本当に困っている方にきめ細かな支援を行うことができます。

### 行政の効率化

行政機関や地方公共団体などで、様々な情報の照合、転記、入力などに要している時間や労力が大幅に削減されます。複数の業務の間での連携が進み、作業の重複などの無駄が削減されます。



### 国民の利便性の向上

添付書類の削減など、行政手続が簡素化され、国民の負担が軽減されます。行政機関が持っている自分の情報を確認したり、行政機関から様々なサービスのお知らせを受け取ったりできます。

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## ■The My Number System is part of the social infrastructure to improve administrative efficiency, enhance public convenience, and realize a fairer and more just society

The My Number System (the social security and tax number system) effectively manages information in the areas of social security, taxation and disaster response, and is used to confirm that personal information possessed by multiple agencies is for the same person. It is part of the social infrastructure to improve administrative efficiency, enhance public convenience, and realize a fairer and more just society.

Let's start with improving administrative efficiency. After the introduction of the My Number System, residents will be requested to present their My Numbers or provide it on application forms for procedures taken at national and regional public agencies. When the information-sharing network among national and regional agencies is initiated, there will be a significant reduction in the time and labor required to check and transfer information and administrative procedures will become smooth and more accurate.

Next, the system will enhance public convenience. Until now, residents were required to run from one public office to another, such as the city office, tax office and pension office, to get the necessary documents for the submission of each document.

Once the full operation of the information sharing begins, there will be cases in which the need for accompanying documents such as taxation certificates for the application of social security and tax related procedures will be reduced, making it much simpler for residents.

It will also become possible to receive information about the services available to individuals and their families through pc or smartphone.

Lastly, the system will realize a fairer and more just society. The system will make it easier to ascertain an individual's income and other information, and prevent improper evasion of payment responsibility and unfair receipt of benefits as well as provide fine-tuned assistance to those who really need it.

平成28年1月から、

社会保障、税、災害対策の行政手続で

マイナンバーが必要になりました。



マイナンバーは社会保障・税・災害対策分野の中で法律で定められた行政手続にしか使えません。

## 社会保障

年金 労働

医療 福祉

## 税

## 災害対策

- ・年金の資格取得や確認、給付
- ・雇用保険の資格取得や確認、給付
- ・医療保険の給付の請求
- ・福祉分野の給付、生活保護

など

- ・税務当局に提出する申告書、届出書、調書などに記載
- ・税務当局の内部事務

など

- ・被災者生活再建支援金の支給
- ・被災者台帳の作成事務

など

※ このほか、社会保障、地方税、災害対策に関する事務やこれらに類する事務で、地方公共団体が条例で定める事務にマイナンバーを利用することができます。

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### ■Use of My Number started from January 2016

My Number is used by national and regional agencies only for social security, taxation and disaster response procedures that are stipulated by law or regional government regulations.

Since January 2016, My Numbers are required to be provided on applications and other documents for the procedures related to medical insurance, employment insurance, welfare payments and taxation.

### ■My Numbers cannot be used for purposes other than for those stipulated by law

My Number cannot be provided to others for purposes other than those permitted by law. Illegally obtaining someone else's My Number or releasing personal information files with records of My Numbers and other confidential information are subject to punishment under the law.



# マイナンバーの利用シーン

**ライフイベント別  
マイナンバーの利用シーン**

こんな時、こんな場所で使おうだよ!

**学生**  
奨学金の申請時に貸与元の機関へ  
アルバイトを始める時にバイト先へ

**就職**  
源泉徴収票の作成や雇用保険などの手続で勤務先へ  
税の確定申告などの時に税務署へ

**結婚子育て**  
児童手当や出産育児一時金などの申請時に市区町村や健康保険組合へ  
パートを始める時にパート先へ

退職後など  
福祉や介護の手続で市区町村へ  
資産運用の手続で銀行や証券会社へ

他にもいろいろ!  
こんな時にもマイナンバー

一生使うものだから、大切に!

雇用保険の失業等給付の手続でハローワークへ  
生命保険、損害保険、共済の受給時に保険会社や組合へ  
年金給付の手続に日本年金機構へ  
災害時の支援制度を利用する時に市区町村へ  
国外送金や国外から受金する時に銀行や郵便局へ

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## ■Use of My Numbers for various life events

- Students
  - For application of student loans at the office of lending institutions
  - For starting part time jobs at the workplace
- Employment
  - At the office for procedures of creating tax withholding forms
  - For employment insurance
  - At the tax office for tax return reports
- Marriage and child care
  - For application of child allowances and lump-sum benefits for childbirth and childcare at municipal or health insurance offices
  - For part time jobs at the workplace office
- Retirement
  - For procedures concerning welfare benefits and nursing care at the municipal office
  - For procedures concerning asset management at banks and security companies

In addition, the My Number is needed in various situations.

- At the Hello Work office for unemployment benefits by employment insurance
- At the municipal office for use of the support system as disaster response
- At insurance companies or cooperatives for receipt of life insurance money, nonlife insurance money or mutual aid
- At banks and post offices when sending or receiving money to or from other countries
- At the Japan Pension Service for procedures related to pension benefits

## マイナンバーの提供を求められる主なケース

法律に基づき、社会保障や税の行政事務に利用するため、勤務先や金融機関等からマイナンバーの提供を求められることがあります。

※マイナンバーを提供する際は、個人番号カード等の本人確認書類をご用意ください。なお、下記の提供を求める者から電話をかけてマイナンバーの提供を求めることはありません。

※民間事業者がマイナンバーを目的外で利用したり、行政機関と民間事業者のデータベースがネットワークでつながることもありません。

※マイナンバー制度の導入後も、行政機関が把握できる個人情報の種類は今までどおり法令に基づくものに限られており、行政機関が何でも把握できるようになるものではありません。

提供を求める者 (※代理人又は委託を受けた者も含む)	提供する必要のある者
勤務先	<ul style="list-style-type: none"> <li>・給与、退職金などを受け取る方</li> <li>・厚生年金、健康保険及び雇用保険の資格を取得される方</li> <li>・国民年金の第三号被保険者(従業員の配偶者) など</li> </ul>
契約先 (契約先企業、講演等の主催企業 など)	<ul style="list-style-type: none"> <li>・報酬、料金、契約金を受け取る方 など (例: 士業、外交員、集金人、保険代理人、馬主、プロスポーツ選手、ホステス等への報酬、社会保障診療報酬支払基金が支払う診療報酬、原稿料、講演料、西料 など)</li> </ul>
不動産業者等 (不動産仲介料、不動産使用料(家賃)を支払う法人)	<ul style="list-style-type: none"> <li>・不動産業者又は法人から年間100万円超の不動産譲渡の対価、又は年間15万円超の不動産仲介料もしくは不動産使用料(家賃)を受け取られる方</li> </ul>
金融機関等 (銀行、証券会社、生命保険会社、損害保険会社、先物取引業者、金地金販売会社 など)	<ul style="list-style-type: none"> <li>・金融機関で株、投資信託、公社債などの証券取引をされている方 (※平成30年1月から、預貯金口座への付番を開始予定。ただし、番号の提供は任意。)</li> <li>・(※既貯口座で行う証券取引については、平成28年以降3年間の猶予あり。)</li> <li>・非課税適用の預貯金・財形貯蓄をされている方</li> <li>・国外送金又は国外からの送金の受領をされる方</li> <li>・生命保険契約・損害保険契約(支払額100万円超の死亡保険、年間支払額20万円超の年金保険、支払額100万円超の一時払い特約・満期返戻金特約等)、又は共済契約をされている方</li> <li>・先物取引(FX取引等)をされている方</li> <li>・信託会社に信託されている方</li> <li>・1回200万円超の金の地金を売却される方</li> <li>・非上場株の配当を受け取る株主 など</li> </ul>
税務署、日本年金機構、ハローワーク、労働基準監督署、都道府県、市町村、全国健康保険協会、健康保険組合	<ul style="list-style-type: none"> <li>・社会保障、税、災害対策に係る行政手続を行う方 (例: 生活保護、雇用保険の申請、健康保険給付の申請、平成28年分以降の税の確定申告等)</li> </ul>

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### ■My Number may be requested by other than government organization

My Number is requested by municipal offices, tax offices, Hello Work offices, health insurance offices for social security, taxation and administrative procedures that are stipulated by law, and also requested by non-governmental agencies as follows.

- Employers
- Contracting parties (including clients, organizers of lectures)
- Real estate agents (such as legal entities that pay real estate brokerage fees or tenant fees)
- Financial Institutions (such as banks, securities companies, life insurance companies, nonlife insurance companies, futures dealers and gold bullion dealers)

Private business organization cannot use My Numbers other than for purposes stipulated by law, and the databases of private business companies may not be connected to the government agencies by network.

Even after the introduction of the My Number System, the kind of the personal information that administrations can hold is limited to the things based on laws and ordinances as they are now.