The changes in the format of tax-related documents

One of the documents related to income tax and individual inhabitant tax is "Declaration of tax deduction for salaried employees (transfer)," which requires My Numbers for the income earner, qualified spouse for deduction, and qualified dependents.

Payers requested to submit this form are required to provide their My Number or Corporate Number. There are other forms that payers are required to submit which must provide My Numbers of the recipient:

"Declaration of tax exemption for dependents of secondary income (transfer),"

"Declaration of retirement income earner," and "Declaration of dependents to the recipient of public pension and so on".

These forms also require My Number or Corporate Number of the payer of the salary. Under some circumstances, there may be cases in which you can omit the providing of My Number of the earner of the salary and dependents of the person of exemption.

Specifically, regarding the declaration for the dependent exemption of salary receiving on or after January 1, 2017, the My Number of the person who is on the account book is not required if the employer keeps the account book including employees My Numbers.
My Numbers must be provided in social security documents

Various social security-related documents and applications such as written notice of acquisition of the employment insurance, written notice of acquisition of health insurance and welfare pension insurance, that employers are to submit to the administrative agencies must include My Number or Corporate Numbers of the employed.

This means that the employers need to obtain the My Numbers from their employees.

Please make use of the specially set up page for social security and tax numbers on the Ministry of Health, Labor and Welfare website that links to a page entitled “For business owners” that posts related information.
Start of time in which My Numbers will be required on social security-related forms will differ according to the system

The starting dates for My Numbers required on social security-related forms are as follows:

• As with tax forms, employment insurance documents will require as tax related documents, provision of the number for forms submitted on January 1, 2016 onward,

• For health insurance and welfare pension insurance, Corporate Number is required from documents submitted on January 1, 2016 onward,

Also, for health insurance and welfare pension insurance related documents which should be submitted to Japan pension organization are not decided of the provision of the My Numbers.

And, regarding documents which are to be submitted to the National Health Insurance Association, are required to provide My Numbers from submission on January 1, 2016 onward.
Regarding employment insurance, My Numbers of employees are required to submit by employers only if continuing employing benefits are notified.

Also, business owners who have health insurance association must submit My Numbers of existing employees and their dependents to the health insurance association upon the request from the association.
These are formats revised for employment insurance documents

Specific changes in documents being submitted by business owners in regards to the employment insurance are as follows:

My Number fields are added in the following documents to be submitted to Hello Work.

- Written notice of acquisition of the employment insurance qualification,
- Notification of loss of qualification, Notification of change of name,
- Confirmation and application for qualification to continuous payment for older workers,
- Confirmation and application for qualification for child care leave allowance, and
- Application for family care leave allowance