

Employee number

(Enter here the eight-digit employee number assigned to you at the time of employment, rather than your My Number (also known as "individual number"))

Appointment / Affiliation :

Attach (by pasting) a copy of your My Number Notification Card, etc. on the back side. (See the [Confirmation of Submission of Number Card (Copy)] on the back side of this application.)

If you have already submitted this application to an employer other than Hiroshima University, check the checkbox on the right Those who check this box will not be subject to the university's year-end adjustment.. => [] Answer the following questions if you have checked this checkbox. Name of place of business that submitted the declaration

For 2024 Application for (Change in) Exemption for Dependents of Employment Income Earner

Circle the applicable item. Employment [Date of employment: Addition of dependent Cancellation of dependent Change in address [Date of change: Change in name [Original family name:

Header form containing: Competent district director (Saijo), Name of salary payer (Hiroshima University), Individual number (1240005004054), Location of salary payer (1-3-2 Kagamiyama, Higashi-Hiroshima City, Hiroshima, Japan), Your name, Your date of birth, Head of household, Relationship with you, Marital status, and Submission of the application for (change in) exemption for dependents of employment income earner regarding secondary salary.



You are not required to fill in below if you have no spouse qualified for withholding deduction, disabled spouse living in the same household or dependent relatives, and if you are not a disabled person, widow, single parent or working student.

Main table for dependent relatives. Columns include: Category or the like (A: Spouse, B: 16 years of age or older, C: Disabled person, etc.), Name, Individual number, Relationship with you, Date of birth, Domicile or residence, Estimated income in 2024, Non-resident relative, Date of change and reason. Includes checkboxes for various conditions and a note about the application.

Vertical text on the right side of the main table: This application is to be submitted for tax deductions such as dependency exemption and/or deductions for disabled persons regarding your salary. This application needs to be submitted even if you have no spouse qualified for withholding deduction, disabled spouse living in the same household or dependent relatives. Even if you receive a salary from two salary payers or more, this application can be submitted to only one of them. Read "1. Notes on the application" or the like on the back side when describing this declaration.

Table D: Other workers who receive deductions. Columns: Name, Relationship with you, Date of birth, Domicile or residence, Name, Relationship with you, Domicile or residence, Date of change and reason.

Matters related to inhabitants tax (This section also serves as the section for the declaration of dependents, etc. for employment income earner to be submitted to the mayor of the municipality via the salary payer in accordance with Article 45-3-2 and Article 317-3-2 of the Local Tax Act.)

Individual number Entry field

Table for matters related to inhabitants tax. Columns: Dependent relatives under 16 years of age (born on or after Jan. 2, 2009), With retirement allowance, etc Spouse/dependent relative, Name, Individual number, Relationship with you, Date of birth, Domicile or residence, Non-resident relative, Estimated income in 2024, Date of change and reason, and Estimated income in 2024.

【 Submission confirmation column of your My Number Notification Card(copy) 】

Have you submitted a copy of your My Number Card (a copy of notification card containing your individual number or your resident card, etc.) to Hiroshima University?

If you have never submitted

→ Please attach (glue) your number card (copy) to the back of the declaration form (the side you are looking at now).

If you have submitted

→ It is not necessary to attach a copy of your My Number Card. However, please enter the employee number that has already been submitted.

Please check the box if you have already submitted the form at the time of receipt of the reward.

Submitted employee number (8-digit) ⇒ Submitted at the time of receipt of the reward .

1. Notes on the application

- Submit this application to the salary payer by the day before you receive the first salary in 2024.
- If any change occurs in the contents described in this application after submission, either submit an application of change or amend the concerned item in this application.
- If you receive a salary from two or more employers, you cannot cover all amounts of spouse (special) deduction, which is applied to a spouse qualified for withholding deduction, dependency exemption and deduction for disabled persons, you can divide a spouse qualified for withholding deduction and dependent relatives qualified for deduction and submit "Application for (change in) exemption for dependents of employment income earner regarding secondary salary" to other salary payers.
- At year-end tax adjustment, if you apply for basic exemption or spouse (special) deduction, it is required to prepare and submit "Application of Basic Exemption of Employment Income Earner" or "Application for Exemption for Spouse of Employment Income Earner," in which necessary items are described, to the salary payer by the day before you receive the last salary in 2024.

2. Notes on describing this application

- In "Your individual number" and "Individual number," it is necessary to describe the individual numbers (My Number) of you, a spouse qualified for withholding deduction, dependent relatives qualified for deduction, dependent relatives under 16 years of age, or a spouse or dependent relatives with retirement allowance, etc. However, if certain requirements are met, you may not need to describe individual numbers (My Number). Check with the salary payer.
- In "Corporate (individual) number of salary payer," the salary payer who receives this application describes its corporate or individual number.
- "Primary salary" means a salary received from the salary payer to whom you submitted this application, and "Secondary salary" means a salary received from other salary payers.
- If dependent relatives qualified for deduction are elderly parents living together, check the box of "Elderly parent living together or the like" in "Elderly dependent relatives." If they are elderly dependent relatives other than elderly parents living together, check the box of "Others." Also, if dependent relatives qualified for deduction are specified dependent relatives, check the box of "Specified dependent relative."
- In "Estimated income in 2024," fill in an amount after subtracting necessary expenses or the like from a revenue amount. In this case, if the type of income is salary, the amount of salary income shall be an amount after subtracting salary income deductions (550,000 yen if, for example, a revenue amount is less than 1,619,000 yen (a revenue amount shall be the maximum)) from a revenue amount. With regard to nontaxable pension for surviving family, interest to which divided taxation at the source of income is applied, dividends on listed shares which you do not file tax returns or the like, these shall not be included in the base income to determine spouse qualified for withholding deduction and dependent relatives, etc.
- If a spouse qualified for withholding deduction or dependent relatives qualified for deduction are non-residents, put a circle in "Non-resident relative" ^(Note). In addition, if the dependent relative qualified for deduction is a non-resident and the non-resident is 16 years of age or older and younger than 30 years of age or 70 years of age or older, check "16 years of age or older and younger than 30 years of age or older" in the "Non-resident relative" box. If the non-resident is 30 years of age or older and younger than 70 years of age and meets certain requirements (4) (5) b (c) right), check the applicable box in the "Non-resident relative" for "Studying abroad," "Disabled person" or "Payment of 380,000 yen or more". (If more than one item applies, check one of them.) (Note) A "Non-residents" are persons who possess no address in Japan and have continuously had no residence in Japan for one year or more.
- In "Fact that he/she lives in the same household," describe the total amount remitted or the like to the relatives in 2024 at year-end tax adjustment if the dependent relatives qualified for deduction are non-residents.
- In Contents of a disabled person or working student, describe the following matters:
 - Disabled persons (special disabled persons): Describe the facts that the persons fall under disabled persons (special disabled persons) such as the condition of disabilities, the type of disability certificate and the date of issuance, or the level of disability (disability grade). If the person is a spouse living in the same household or dependent relatives, also describe the person's name (whether living together or not in the case of special disabled persons), individual numbers (My Number) ^(Note), domicile or residence, date of birth, relationship to you, and estimated income in 2024 (except the person's name, you may omit to describe matters described in "Spouse qualified for withholding deduction," "Dependent relatives qualified for deduction" or "Matters related to inhabitants tax"). Also, if the said spouse living in the same household or dependent relatives are non-residents, describe as such, as well as the total amount remitted to the spouse living in the same household or dependent relatives in 2024 (describe the total amount of remittances or the like at year-end tax adjustment). (Note) If certain requirements are met, you may not need to describe individual numbers (My Number). Check with the salary payer.
 - Working student: Describe the name of school, the date of entrance, and the type of income and its estimated amount in 2024.
- If there are two workers or more in your household, your dependent relatives or the like (i.e. a spouse qualified for deduction, dependent relatives qualified for deduction, a disabled spouse living in the same household, or dependent relatives under 16 years of age) can be declared as other workers' dependents, or they can be divided within the household. In such cases, describe the names or the like of the dependent relatives in "D."
- The "Matters related to inhabitants tax" should be filled in if you have (1) dependent relatives who are under 16 years of age, (2) a spouse with retirement allowance, etc. (limited to the allowances subject to income tax withholding, the same applies to (10) below) (limited to those whose estimated income excluding the retirement allowance, etc. is 1,330,000 yen or less) or dependent relatives with retirement allowance, etc., or (3) a widow or single parent (limited to the cases where the widow or the single parent has a dependent relative who has retirement allowance, etc.). (For inhabitants tax purposes, the amount of retirement income is not included in the amount of income for the requirement of dependents, etc.) If "Non-exempted dependent relative living in overseas" or "Non-resident relative" is indicated, you may be asked to submit the confirmation materials mentioned in Note 1 to 4 under 3 (2) below to the municipality of your domicile by Mar. 17, 2025. If you have any questions about the "Matters related to inhabitants tax", please contact the municipality of your domicile.

3. Attached document

- If you had been employed and obtained new employment before the end of the year, attach a withholding record or the like issued by the previous employer. If you changed the employer after the end of the year, attach a withholding record or the like issued by the primary salary payer before the change.
- If any relatives set forth below are non-residents, attach "Documents Concerning Relatives" (Notes 1 and 5) regarding the relatives to this application.
 - If you have checked the relative as dependent relative qualified for deduction in the "studying abroad" box in the "non-resident relative", please attach "documents concerning relatives" as well as "Documents concerning visa for studying abroad" (Notes 2 and 5).
 - Dependent relatives qualified for dependency exemption or deduction for disabled persons
 - A spouse who is qualified for withholding deduction
 - A spouse who lives in the same household and is qualified for deduction for disabled persons

Furthermore, if dependency exemption or deduction for disabled persons is applied regarding relatives who fall under a. and c. above at year-end tax adjustment, prepare an application of dependency exemption or the like which describes the fact that the relatives live in the same household (e.g. remittance amounts or the like), and submit it attaching "Documents Concerning Remittances (Notes 3 and 5) (if the relative is reported as a "Dependent relatives qualified for deduction" and the "Payment of 380,000 yen or more" is checked under "Non-resident relative", then the "380,000 yen remittance documents" (Notes 4 and 5) must be attached.) by the day before you receive the last salary in 2024. Otherwise, add remittance amounts or the like in "Fact that he/she lives in the same household" or "Contents of a disabled person or working student" of this application and submit it attaching "Documents Concerning Remittances." (if the relative is reported as a "Dependent relatives qualified for deduction" and the "Payment of 380,000 yen or more" is checked under "Non-resident relative", then the "380,000 yen remittance documents" must be attached.) Note that, if spousal (special) deduction is applied regarding a spouse who falls under b. above, you need to submit "Application for Exemption for Spouse of Employment Income Earner" in which the fact that the spouse lives in the same household with you is described, attaching "Documents Concerning Remittances."

- (Note) 1. "Documents Concerning Relatives" are the documents mentioned in i) to ii) below and are to prove that the non-residents are your relatives.
- Copies of family registers with the history of resident records and other documents issued by Japan or local public entities, as well as the copies of the relatives' passports
 - Documents issued by foreign governments or the local public entities of foreign countries, which describe the relatives' names, birthdates and domicile or residence.
 - "Documents concerning visa for studying abroad" means either of the following documents (1) or (2) issued by a foreign government or municipality that certifies that the non-resident no longer has a domicile or residence in Japan due to his/her residence in a foreign country with a status equivalent to that of a student in that foreign country.
 - A copy of a document similar to a visa in a foreign country
 - A copy of a document equivalent to a resident card in a foreign country
 - "Documents Concerning Remittances" are the documents mentioned below and are to clarify that you paid each non-resident relative for living or educational expenses as needed.
 - The documents of financial institutions or their copies, which clarify that you paid the relatives through exchange transactions conducted by the financial institutions.
 - The documents of credit card companies or their copies, which clarify that the relatives purchased goods or the like using credit cards issued by the credit card companies and that the relatives received amounts equivalent to the purchases from you.
 - The documents of an electronic payment instruments service provider (including issue electronic payment instruments of a certain type of banks or funds transfer service providers), or their copies, which clarify that you paid to the relatives by electronic payment instruments service providers.

- "380,000 yen remittance document" refers to a document, among the "documents concerning remittances" that clearly states that the total amount of payment from you to the non-resident relative to cover living expenses or educational expenses in 2024 is 380,000 yen or more.
- If you receive a salary from two or more employers, you cannot cover all amounts of spouse (special) deduction, which is applied to a spouse qualified for withholding deduction, dependency exemption and deduction for disabled persons, you can divide a spouse qualified for withholding deduction and dependent relatives qualified for deduction and submit "Application for (change in) exemption for dependents of employment income earner regarding secondary salary" to other salary payers.
- If you are the student of a (limited to students of special training schools or miscellaneous schools, or trainees of vocational training corporations) attach the copy of a certification issued by the Ministry of Education, Culture, Sports, Science and Technology or the Ministry of Health, Labour and Welfare, as well as a certificate issued by the school head or the representative of the vocational training corporation.

- If you are the student of a (limited to students of special training schools or miscellaneous schools, or trainees of vocational training corporations) attach the copy of a certification issued by the Ministry of Education, Culture, Sports, Science and Technology or the Ministry of Health, Labour and Welfare, as well as a certificate issued by the school head or the representative of the vocational training corporation.

4. Definitions of dependent relatives or the like

[1] Spouse living in the same household] A spouse (except the one who receives a salary as a family employee of a blue return taxpayer or who is a white return taxpayer) who lives in the same household with the worker (i.e. the person who submits this application) and whose estimated income in 2024 is 480,000 yen or less (1,030,000 yen or less in case of salary revenues only)
[2] Spouse qualified for deduction] The spouse living in the same household mentioned in 1), who is the spouse of the worker having an estimated income of 10,000,000 yen or less in 2024
[3] Spouse qualified for withholding deduction] A spouse (except the one who receives a salary as a family employee of a blue return taxpayer or who is a white return taxpayer) who lives in the same household with the worker having an estimated income of 9,000,000 yen or less in 2024 and whose estimated income in 2024 is 950,000 yen or less (1,500,000 yen or less in case of salary revenues only) (Note) A married couple cannot mutually claim deduction related to spouse qualified for withholding deduction.
[4] Dependent relatives] Relatives (except a spouse and those who receive a salary as a family employee of a blue return taxpayer or who are white return taxpayers), foster children defined by the Child Welfare Act or elderly persons defined as requiring nursing by the Social Welfare Act, who live in the same household with the worker and whose estimated income in 2024 is 480,000 yen or less
[5] Dependent relatives qualified for deduction] The dependent relatives mentioned in 4), persons who fall under each of the following categories according to the following classification. <ol style="list-style-type: none">If the dependent relatives is a resident, persons who are 16 years of age or older (born on or before Jan. 1, 2009)If the dependent relatives is a non-resident, persons who fall under any of the following.<ol style="list-style-type: none">Persons 16 years of age or older and under 30 years of age (born between Jan. 2, 1995 and Jan. 1, 2009)Persons 70 years of age or older (persons born on or before Jan. 1, 1955)Persons 30 years of age or older and under 70 years of age (those born between Jan. 2, 1955 and Jan. 1, 1995), and "no longer have a domicile or residence in Japan due to studying abroad," "disabled persons," or "persons who received from you more than 380,000 yen to cover living or educational expenses during 2024"
[6] Specified dependent relatives] The dependent relatives qualified for deduction mentioned in 5), who are 19 years of age or older and under 23 years of age (born between Jan. 2, 2002 and Jan. 1, 2006)
[7] Elderly dependent relatives] The dependent relatives qualified for deduction mentioned in 5), who are 70 years of age or older (born on or before Jan. 1, 1955)
[8] Elderly parents living together] The elderly dependent relatives mentioned in 7), who are the lineal ascendants of the worker or his/her spouse, and constantly live with the worker or his/her spouse
[9] Disabled persons (special disabled persons)] The worker himself/herself, his/her spouse living in the same household mentioned in 1) or dependent relatives mentioned in 4), who fall under one of the followings: <ol style="list-style-type: none">Persons who constantly lack the capacity to appreciate their situation due to mental disability are to be "special disabled persons" without any exceptions.Persons who are determined as mentally retarded by a mental health professional are to be "special disabled persons" if determined that their mental retardation is severe.Persons who receive a health and welfare certificate with mental disabilities are to be "special disabled persons" if the disability grade is 1.Persons who are stated as having physical disabilities in a physical disabilities certificate are to be "special disabled persons" if the disability grade is 1 or 2.Persons who receive the certificate of wounded and sick retired soldiers are to be "special disabled persons" if the severity of disabilities falls under the "special symptoms" through the "symptoms No. 3" stipulated in Table 2 of Annexed Table 1 of the Pension Act.Persons who are certified by the Ministry of Health, Labour and Welfare based on the provision of the Act concerning relief for the survivors of atomic bombs are to be "special disabled persons" without any exceptions.Persons who are constantly bedridden and require complex care are to be "special disabled persons" without any exceptions.Persons who have mental and physical disabilities and are 65 years of age or older (born on or before Jan. 1, 1960), and certified as having disabilities equivalent to a. b. or d. by the mayor of a municipality, the head of a special ward or a welfare office director are to be "special disabled persons, if having disabilities as severe as special disabled persons, in a. b. or d.
[10] Special disabled persons living together] The spouse living in the same household mentioned in 1) or the dependent relatives mentioned in 4), who are special disabled persons constantly living with the worker, his/her spouse or the worker's other relatives living in the same household as worker
[11] Widow] The worker himself, among persons who falls under any of the followings, whose estimated income in 2024 is 5,000,000 yen or less (6,777,778 yen or less in case of salary revenues only) and who does not have a person deemed as being in the situation similar to a marital relationship (excluding persons who fall under single parents mentioned in 12)): <ol style="list-style-type: none">Person who divorced from her husband, remains unmarried since then and has dependent relatives mentioned in 4).Bereaved wife who remains unmarried or a person whose husband is missing.
[12] Single parent] The worker himself/herself who is a single parent, among persons who falls under all of the followings, whose estimated income in 2024 is 5,000,000 yen or less and who does not have a person deemed as being in the situation similar to a marital relationship: <ol style="list-style-type: none">Person who is unmarried or whose spouse is missing.Person who has a child living in the same household (limited to a child whose estimated amount of all incomes in 2024 is 480,000 yen or less excluding other persons who are spouse living in the same household mentioned in 1) or who are treated as dependent relatives mentioned in 4.)
[13] Working student] The worker himself/herself, who falls under all of the followings: <ol style="list-style-type: none">You are the student of a college, high school or the like, the student of a (special) vocational school that satisfies certain requirements or the trainee of a vocational training corporation that conducts accredited vocational training.You have a business income, salary income, retirement income or miscellaneous income (referred to as "a salary income or the like" hereinafter) based on your labor.Your estimated income in 2024 is 750,000 yen or less (1,300,000 yen or less in case of salary revenues only), and of which an income other than a salary income or the like is 100,000 yen or less.

Attach here Withholding Record, Certificates of Working Student, Documents Concerning Relatives, Documents Concerning Visa