

Introduction

1 Preparation

- Return form preparation flow**
(e.g., Income tax return form)
- 1 Preparation
 - 2 Scan your My Number Card or enter ID/password
 - 3 Enter revenue, etc.
 - 4 Enter deduction, etc.
 - 5 Enter other information
 - 6 Confirm the details of tax return
 - 7 Submit
 - 8 Save a copy of return form
 - 9 Save/print the entered data

<<Scan a QR code>>



Launch Chrome, scan a QR code with Google Lens.

Activate the camera, and scan the QR code.

*Please note that it may not work properly if you scan it in a different way from the above.

The recommended browsers are:
Android: Chrome
iPhone: Safari
Do not use any browser other than the recommended ones.

Tap "Start Preparation."



To use data saved when filing return via smartphone in or before the previous year, tap "Use Saved Data" to proceed.

Select each item.



<<Selection of tax return to prepare>>

- If you prepare income tax return, select **"Income tax."**
- If you have business income, real-estate income, and/or miscellaneous income related to business, and prepare a financial statement for blue return or a statement of earnings and expenses, select **"Financial statement / statement of earnings and expenses (+income tax)."** (*First, prepare the financial statement for blue return / statement of earnings and expenses, and then proceed to income tax return.)
- If you prepare a consumption tax return form, select **"Consumption tax."**

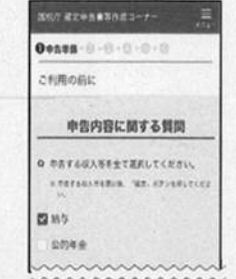
<<Selection of submission method>>

[My Number Card method]
A method to file tax return with your My Number Card

[ID/password method]
A method to file tax return with your ID/password issued by a tax office

*ID/password method is a temporary measure. Please make sure to obtain My Number Card earlier.

Answer the questions about the contents of tax return.



When [My Number Card method] was selected
⇒ Go to "2-1"

When [ID/password method] was selected
⇒ Go to "2-2"

2-1 Scan your My Number Card

(When [My Number Card method] was selected)

Tap "Scan the My Number Card."



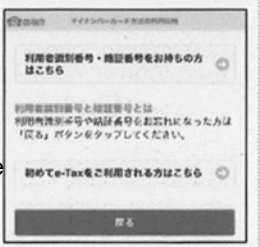
Enter the password (four-digit number) of electronic certificate for user authentication.



Hold the My Number Card against a smartphone, and tap "Start scan."



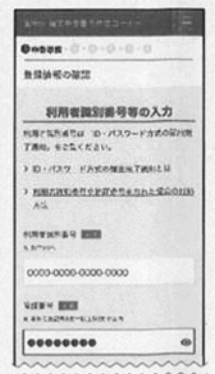
If you file a return with the My Number Card for the first time, the screen shown on the right appears after scanning the My Number Card. Register basic information by following the guidance on the screen. Please note that when your identity is verified with the My Number Card, you need to enter the password (6 to 16 digits of alphanumeric characters) of the electronic certificate for signature.



2-2 Enter ID/password

(When [ID/password method] was selected)

Enter [User identification number] (ID) and [PIN code] (password).



Find your ID/password here!



*A password is not included. Enter the password you set.

3 Enter revenue, etc.

Select the relevant items of revenue/income, and enter information by following the guidance on the screen.



Enter (year-end adjustment has been made)

*For items with "⊕," a detailed entry screen is shown by tapping "⊕."

4 Enter deduction, etc.

Select the relevant items of income deduction / tax credit, etc., and enter information by following the guidance on the screen.



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 QR code is a trademark of DENSO WAVE INCORPORATED.

Smartphone Operating Manual

Reverse side

5 Enter other information

The screen transitions to “Enter the items related to inhabitant tax, etc.,” to “Confirm the calculation result,” to “Enter basic information,” to “Enter My Number.”

Enter and check information by following the guidance on each screen

<<If you selected the My Number Card method>>
 ① e-Tax notification
 - If you selected “My Number Card method” in “1 Preparation,” you can receive a “Refund transfer notice” via e-Tax.
 - Select whether or not you want to receive it via e-Tax on the “Confirm the calculation results” screen.

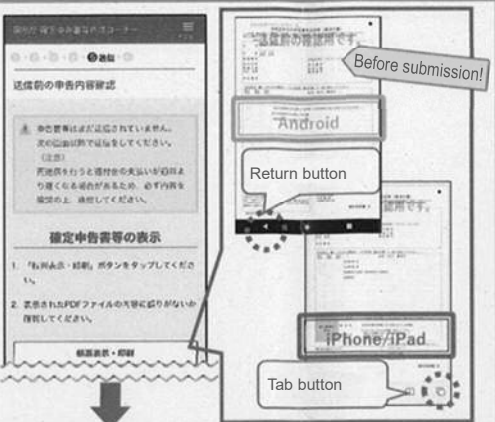


6 Confirm the details of tax return

When you tap “Show/print the form,” the image of return form prior to submission appears. Check whether it contains errors or not.

Android: Tap the “◀” button to return to the previous screen.
iPhone/iPad: Close the tab of the opened return form with the “□” button to open the previous screen.

*The form shown here is for confirmation prior to submission. Submit the form on the next screen.



When [My Number Card method] was selected in “1 Preparation”
 ⇒ Go to “7-1” in the right
 When [ID/password method] was selected in “1 Preparation”
 ⇒ Go to “7-2” in the lower left

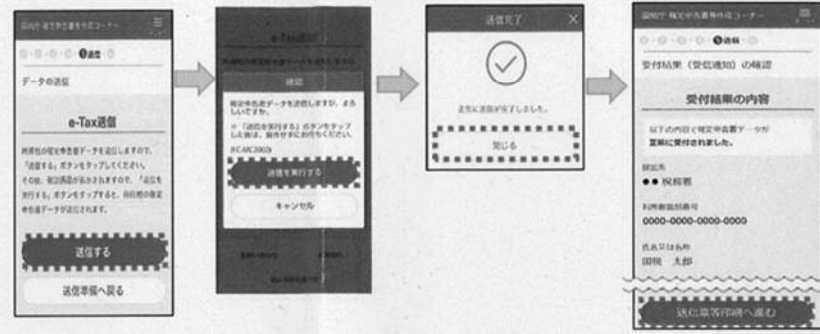
7-1 Submit the tax return using “My Number Card method” (When “My Number Card method” was selected in “1 Preparation”)

When the screen of e-Tax submission appears, tap “Submission.”

When the confirmation screen prior to submission appears, tap “Submit.”

Submission is completed when the following screen appears. Tap “Close.”

Check the receipt result, and tap “Proceed to print submission form, etc.”



① You may be prompted to scan the My Number Card. In this case, follow the guidance on the screen.



7-2 Submit the tax return using “ID/password method” (When “ID/password method” was selected in “1 Preparation”)

When the user identification number (ID) entered in 2-2 of the front side appears, check again whether it is correct or not.

Check that the submission result shows “The form was successfully submitted,” and tap “Confirm the receipt result.”

Submission is completed when the following screen appears. Tap “Close.”

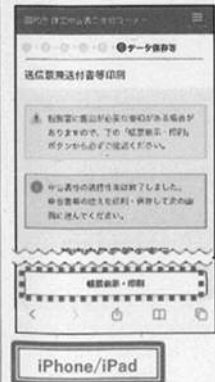
Confirm the receipt result, and tap “Proceed to print submission form, etc.”

Enter the PIN code (password), and tap “Submission.”



8 Store a copy of return form (PDF file)

Tap “Show/print the form.” Check the copy of downloaded return form, and then tap “Next.”



At the same time as a PDF image is shown, the PDF file (r5syot0ku.pdf) is automatically stored in the download folder in your smartphone terminal. You can view the stored data from “Download” by tapping “File.”

The PDF image of the final return form appears. Tap “📄”, and select any file management app such as “📁” and “📄” to save.

9 Save/print the entered data (.data)

Tap “Save entered data.”



① If saving data you entered, you can use it when you prepare a return form in the subsequent years.

[Print at home]



With the Bluetooth function of smartphone, send the PDF file data to a printer to print it.

[Print at a convenience store, etc.]



Print using a paid printing service of convenience stores, etc.

For more information on printing services, please refer to “Print a return form” at the foot of this page.

