

[Caution]
Do not use any browsers except for the recommended browsers
(Android => Chrome, iPhone/iPad => Safari).

User's Guide for Smartphone Tax Return Filing ~e-Tax with Individual Number Card~

Front side

Before you start

Flow of tax return form preparation

[Example: Income tax final return form]

- 1 Preparation start
- 2 Scanning the Individual Number Card
- 3 Confirmation of registered information
- 4 Selection of income type to file
- 5 Inputting income, etc.
- 6 Inputting deductions, etc.
- 7 Inputting other information
- 8 Confirmation of tax return information, etc.
- 9 Submission
- 10 Saving a copy of the tax return form (PDF file)
- 11 Saving the input data (.data)

Necessary items

- **Your Individual Number Card**
- A **smartphone** with a function to scan the Individual Number Card
- **Two passwords** for your Individual Number Card
 - [1] Password for the electronic certificate for user certification (**4-digit number**)
 - [2] Password for the electronic certificate for the bearer's signature (**6- to 16-digit alphanumeric characters**)



Install the Mynaportal app on your smartphone



Access here if you forgot your password

Please check the validation period of your Individual Number Card and electronic certificate

If your card or certificate has expired, you will not be able to file tax return using e-Tax. Please renew the card/certificate.



Access here for information on renewal procedure

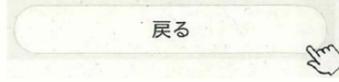


You can check your expiration date on your Individual Number Card.

Basic screen operations

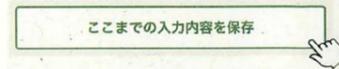
[Operation to 'return' to the previous screen]

To return to the previous screen, tap 'Back' that is displayed at the bottom of each screen.



[Operation to save the data that has been prepared halfway]

By pausing preparation and saving the data that has been prepared halfway, it is possible to resume preparation later from the point you paused the next time.



Access here for how to save the data that has been entered halfway



[Tab operation]

A new page may be displayed when you tap a link on the screen. You can return to the previous screen by using the Tab button. For details, see "8 Confirmation of tax return information, etc." on the reverse side of this sheet.

<<When using Mynaportal link>>

[Mynaportal link]

This is a function to obtain data on your withholding record for income from employment, medical expenses, hometown tax, etc. in bulk and automatically enter the data in the corresponding items of the tax return form.

- Mynaportal link offers the following advantages:
- ✓ **No need to collect and tabulate** the receipts for your medical expenses
 - ✓ **Automatic entry** in corresponding items on your final tax return form
 - ✓ **No need to manage or store** the documents

Access here for details about Mynaportal link



[Advance preparation for Mynaportal link]

To use Mynaportal link, you need **advance preparation**.
*It may take some time for the procedure to come through.
*In principle, you only need to go through advance preparation once before you use it for the first time, unless there is an addition of a certificate, etc. to be obtained.

Preparation flow

- 1 User registration at Mynaportal
- 2 Select the certificate, etc. to obtain on the "Advance Preparation of Final Tax Returns" page
- 3 Link Mynaportal to private delivery service e-Tax and Nenkin Net
- 4 Link the private delivery service and the company that issues certificate, etc.
- 5 Register your wish to obtain information on e-Tax My Page (When obtaining information on withholding record for income from employment, etc.)

Access here for details about advance preparation



1 Preparation start



Access to Preparation Corner

<<How to scan the QR Code>>

iPhone/iPad

Start up the camera and scan the QR Code.

Android

Start Chrome and use Google Lens to scan the CR Code.

Search or enter URL

*It may not function properly when it is scanned by methods other than the above.

[1]-1 Tap 'Start Preparation'



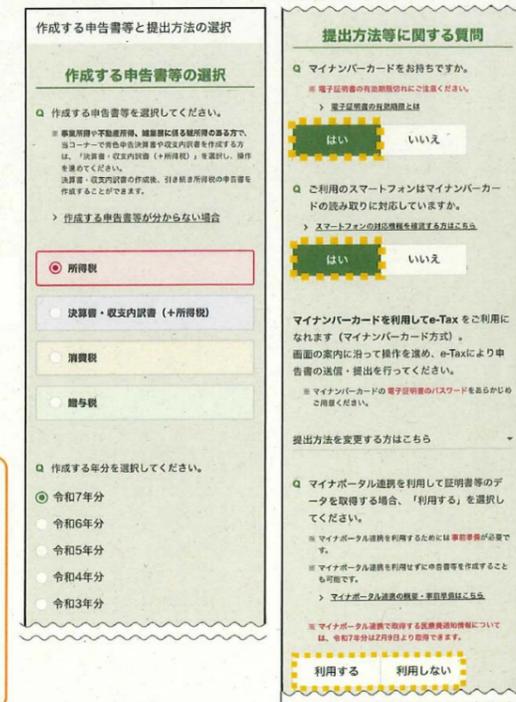
Access here for details about operation

To use the saved data from 2024, tap 'Use saved data'

Access here if you do not know where you saved your tax return form



[1]-2 Select each item



- Select the form, etc. to prepare and the year for which you wish to prepare the form

To file income tax return, there are business income, income from real estate, and miscellaneous incomes related to business operations. If you are preparing a blue return account statement or payment itemized statement, select '**Account statement + payment itemized statement**'.

*By preparing the account statement and payment itemized statement, their information can be used to prepare the tax return form.

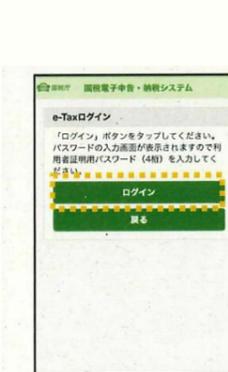
- Answer the questions about the submission method, etc.

- Select '**Yes**' if you have your Individual Number Card and a smartphone with a function to scan the Individual Number Card
- Select '**Use link**' and follow the guidance on screen to the screen in [3] if you wish to use Mynaportal link

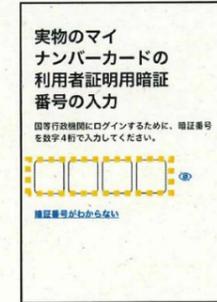
- Confirm the terms of service on the next screen, and go to [2]-1

2 Scanning the Individual Number Card

[2]-1 Tap 'Log in'



[2]-2 Enter the password for the electronic certificate for user certification (4-digit number)

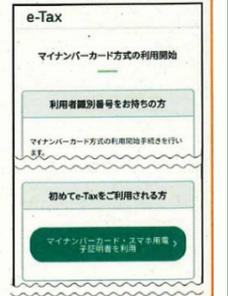


[2]-3 Hold your Individual Number Card against the smartphone and tap 'Start scan'



- 1 If you are filing tax return using your Individual Number Card for the first time, the screen on the right will be displayed after scanning your Individual Number Card in [2]-3. Please follow the guidance on screen and register your basic information, etc. When your identification is confirmed using your Individual Number Card, you will be required to enter the password for the electronic certificate for the bearer's signature (6- to 16-digit alphanumeric characters).

- 1 If the screen does not transition to the screen in [3] on the reverse side of this sheet after scanning, close the Mynaportal app and open the browser (Chrome or Safari).



=> To the reverse side

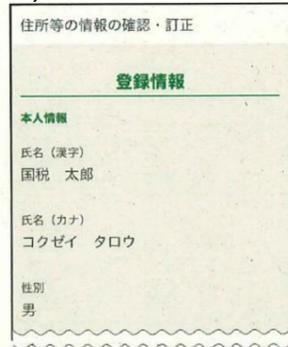
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Reverse side

3 Confirmation of registered information

[3] Check the registered information (Edit the information by tapping 'Correct' if there is a change, etc.)

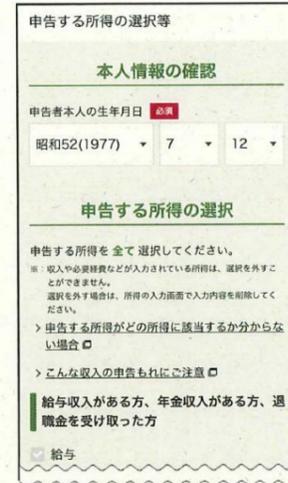


本人情報等を入力してください。(CC-E90045)

If you are using e-Tax for the first time, etc. and this message is displayed, enter all of the items and tap 'Register the contents' at the bottom of the screen.

4 Selection of income type to file

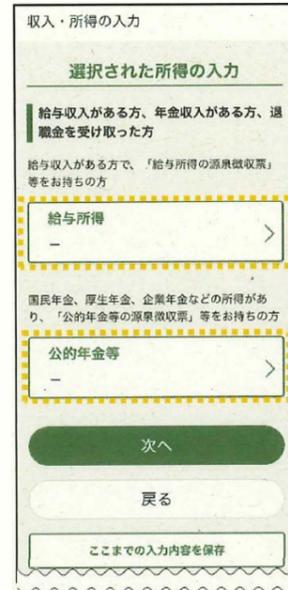
[4] Select all income types to file and tap 'Next'



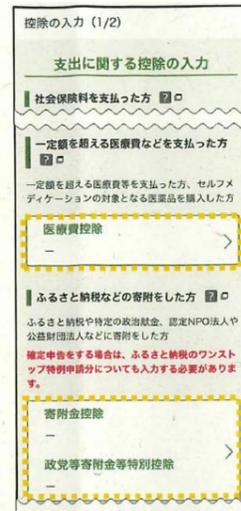
In final tax return, you must declare the amount of the entire income that occurred in a year.
*When filing final tax return, you must declare your income, including the income from employment for which year-end adjustment procedure has been carried out.

5 Inputting income, etc.

[5] For revenue or income selected in [4], tap each item and follow the guidance on screen to input information



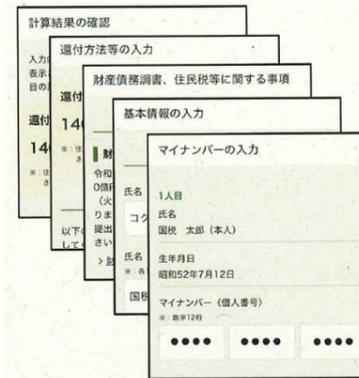
[6] Select the applicable deduction, etc., and follow the guidance on screen to input information



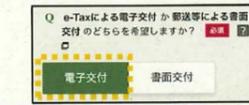
If you have applied for the hometown tax payment one-stop exception system, you must declare income tax deduction for donation including the amount for the one-stop exception.

7 Inputting other information

[7] Follow the guidance on screen to input information from "Confirmation of calculation results" to "Inputting Individual Number"



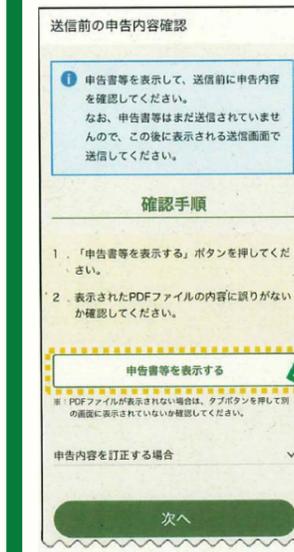
To receive "Refund transfer notice," etc. in e-Tax, select 'Electronic delivery' in e-Tax on the "Inputting refund (payment) method" screen.



8 Confirmation of tax return information, etc.

[8]-1 Tap 'Display the tax return form, etc.' to display the image of the tax return form before submission. Check for errors in your information

*If you are using an Android and the tax return form image is not displayed automatically, tap ':' (vertical ellipsis) and select 'Download' to check for errors.



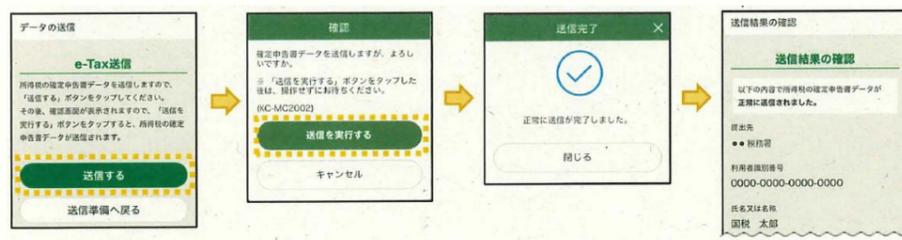
[8]-2 iPhone/iPad Tap '...' (ellipsis) and select '(all tabs)' to close the tab for the tax return form image and open the original screen Android Tap '<' (back) to return to the original screen



*The form displayed here is for confirmation before submission. Tap 'Next' if you find no errors.

9 Submission

[9] The e-Tax submission screen will be displayed. Follow the guidance on screen to submit the form, then check the submission result



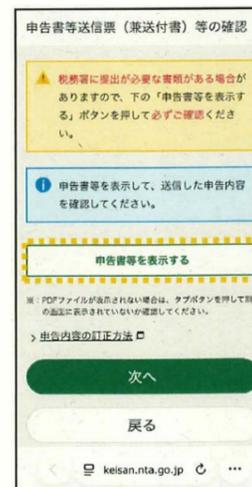
You may be asked to scan your Individual Number Card before [9]. In this case, follow the guidance on screen and operate.



You are almost there, now that you have submitted your e-Tax! Keep going!

10 Saving a copy of the tax return form (PDF file)

[10] Tap 'Display the tax return form, etc.' to check and save the downloaded copy of tax return form, etc.



<<How to download>>

iPhone/iPad

The PDF data of your tax return form will be displayed. Tap '...' (ellipsis) to select 'Share' and save with an arbitrary file management app such as the "Files" app.

Access here for how to save the data



Android

When the PDF data is displayed, the data is automatically saved in the download folder of your smartphone. You can check the saved data by tapping ':' (vertical ellipsis) and selecting 'Download.'

Access here for how to save the data



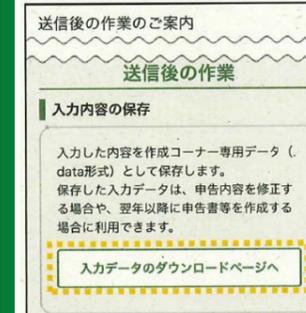
You can also check the tax return data from notification of received messages by logging in to e-Tax using your Individual Number Card.

For information about how to print your copy of tax return form, access the website using the QR Code on the right and see "Printing the tax return form" at the bottom of the page.

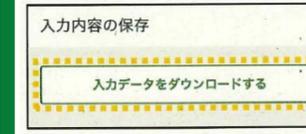


11 Saving the input data (.data)

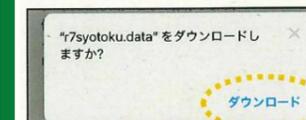
[11]-1 Tap 'To input data download page'



[11]-2 Tap 'Download input data'



[11]-3 Tap 'Download' "r7syotoku.data" will be saved in your download folder



By saving the data on your tax return form, you can use it to prepare the tax return form for the next year and beyond.

*Screen appearances and operations may vary depending on the OS version, etc.