

[How to Fill out the Statement of Income, Expenditures and Assets]

We ask you to prepare this form when you apply for the grace. However, if it is difficult for you to submit them, such as in the case there is not enough time for preparation, our tax official verbally ask you about your status.
If there is anything that you are not certain of, please feel free to consult your district tax office (officials in charge of tax collection).

Your reference number

Statement of Income, Expenditures and Assets

DATE April, 20, 20XX

1 Address and name

Address	x-x-x, xx-cho, xx-shi	Name	Taro Kokuzei
---------	-----------------------	------	--------------

2 The amount of tax payment you can currently make

Cash and bank deposits	Type of deposits	Balance of bank deposits	The amount of tax payment you can make	Reason why you cannot use cash and bank deposits for tax payment
Cash		JPY 30,000	JPY 0	<input type="checkbox"/> Operating fund <input checked="" type="checkbox"/> Living expense <input type="checkbox"/> Others
Kasumigaseki Branch, Tokyo Bank	Savings	JPY 100,000	JPY 0	<input checked="" type="checkbox"/> Operating fund <input type="checkbox"/> Living expense <input type="checkbox"/> Others
		JPY	JPY	<input type="checkbox"/> Operating fund <input type="checkbox"/> Living expense <input type="checkbox"/> Others
		JPY	JPY	<input type="checkbox"/> Operating fund <input type="checkbox"/> Living expense <input type="checkbox"/> Others

The amount of tax payment you can currently make (A)

JPY 0

Please write the amount that you can currently make payment from cash and bank deposits. Please transcribe this amount at the column of "③ The amount of tax payment you can currently make" in "Application for the grace of tax payment."

*You need to fill in "the amount of installment payment" based on a column ③ of 3("The standard amount of tax payment you can make") in this form. And you need to transcribe it to "⑤ Plan of tax payment."

3 Future average income and expenditures (per month)

Account	Estimated amount
Income	
Turnover, salary, remuneration	JPY 2,500,000
others()	JPY
	JPY
① Total income	JPY 2,500,000
Expenditures	
Purchases	JPY 1,200,000
Salary, remuneration	JPY 450,000
Please write the estimated amount of income and expenses in future (for one month).	
Loan repayment	JPY 200,000
	JPY
	JPY
Living expenses (number of dependents: Three)	JPY 280,000
② Total expenses	JPY 2,430,000
③ The standard amount of tax payment you can make (① - ②)	★ JPY 70,000

4 Plan for payment in installments (B)

Month	The amount of installment payment	Reason for increase or decrease
April	JPY 0	Sales are expected to decrease due to the influence of Covid-19.
May	JPY 0	Ditto
June	JPY 0	Ditto
July	JPY 0	Ditto
August	JPY 0	Ditto
September	JPY 40,000	Ditto
October	JPY 0	Bought furnishing (JPY 100,000) to replace the old one.
November	JPY 0	Sales are expected to decrease due to the influence of Covid-19.
December	JPY 10,000	Ditto
January	JPY 80,000	Sales increase at the beginning of every year.
February	JPY 70,000	
March	JPY 50,000 + Delinquent tax	

If you cannot pay the amount (the amount of (★)) calculated in "③ The standard amount of tax payment you can make (① - ②)", please write the reasons for that.

Please make a monthly payment plan, based on the amount of (★), and transcribe the plan to "⑤ Plan of tax payment" in "Application for the grace of tax payment."
The total of the amount of installment payment will match the amount of "④ The amount of taxes that you seek grace for" in "Application for the grace of tax payment."

Please write "Living expenses" only if the taxpayer is an individual.

Please write the amount subtracted ② from ①. You are basically expected to pay this amount (★) every month. However, you may change to the amount of tax payment in accordance with your circumstances and enter the changed amount in the column of "4. Plan for payment in installments (B)."

5 Status of assets

(1)Accounts receivable or credit

Client's name and address	Amount of accounts receivable	Expected collection date	Type	Collection method
A Construction Company	1,000,000 JPY	May 31, 20XX	Account receivable	Bank transfer
	JPY			
	JPY			

(2)Other property

Real estate, buildings	My residence (xx-cho, xx-shi)	National bonds, stocks	Nil
Automobiles	Nil	Others (such as insurance)	Deposit of the place of business (xx-cho, xx-shi)

(3) Loan or accounts payable

Creditor's name and address	Amount of the loan	Amount of monthly repayment	Repayment end date	Additional borrowing possible	Security
Kasumigaseki Branch, Tokyo Bank	JPY 10,000,000	JPY 200,000	May 20XX	Yes / [No]	My residence (xx-cho, xx-shi)
	JPY	JPY	(year)(month)	Yes / No	

Please write the status of assets including the accounts receivable and real estate and accounts payable, such as borrowings from banks.
You may attach copies of documents with which we can confirm the status of assets, etc. (a book of accounts receivable, loan payable statement, etc.) instead of entering their status herein.