2 Consumption and local consumption taxes

Preparing for your final return

Have all the proper documents necessary for completing your final return form ready in advance.

Document to submit

The following documents must be submitted when filing your consumption and local consumption taxes final return (not suitable for the simplified tax system).

■ **Consumption and Local Consumption Taxes Final Return Form (General Form) (Page 1) and (Page 2)**

■ [Schedule 1-1] Table for calculating the amount of consumption and local consumption tax and Calculating the amount of consumption tax representing the local tax base(General Form)

■ [Schedule 1-2] Table for calculating the amount of consumption and local consumption tax and Calculating the amount of consumption tax representing the local tax base (General Form) [For the taxable period in which there is a transfer of transitional measures taxable assets]

■ [Schedule 2-1] Table for calculating the deductible tax on purchases (General Form)

■ [Schedule 2-2] Table for calculating the deductible tax on purchases (General Form) [For the taxable period in which there is a transfer of transitional measures taxable assets]

* Sole proprietors filing a rerturn for refund (when a figure is entered in "⑧ Tax refundable for insufficient deduction" of the return form (Page 1) shoud submit a "statement for claiming a consumption tax refund (for Sole proprietors)" with their final return form.

* When small and medium business entities that have a difficult situation for classifying and tallying tax-included prices of the transfer, etc. of taxable assets or payable consideration related to taxable purchases by tax rate adopt a special exception for calculating the tax amount, it is required to submit final tax returns with the following documents attached there to in accordance with a special exception to be adopted:

○ The table for calculating the amount of the consideration of the transfer, etc. of taxable assets [for the taxable period in which the reduced sales rate (10 business days) is used] (for sales classification)

○ The table for calculating the amount of the consideration of the transfer, etc. of taxable assets [for the taxable period in which the reduced purchase rate for retail. etc. is used] (for sales classification)

○ The table for calculating the tax amount on taxable purchases, etc. [for the taxable period in which the reduced purchase rate for retail, etc. is used] (for purchase classification).

For details, please refer to page 49 of the guide.

The individual number of the person filing the return indicated on the return will be verified at the tax office, so the following identification document must be presented or a copy attached.

《The individual number card was issued.》
■ The individual number card
* When attaching a copy of the individual number card, a copy of the both the front and backside of the card is required.

《The individual number card was NOT issued.》
①Documents to verify the Number and ②Documents to verify identification

①	Document to verify the Number 《Documents which verifies the individual number of the person filing》	One of the following documents ■Notification card ■A copy of the resident register (limited to that with individual number)
		+
②	Document to verify identification 《Documents which verifies that the individual number on the return is that of the person filing》	One of the following documents ■Driver's the license ■Passport ■Insurance certificate of the National Health Insurance Program ■Physical disability certificate ■Resident card

Q. Where can I obtain the documents I need to submit?

A. There are 2 ways to obtain the documents.

● By Internet

All documents can be downloaded from the National Tax Agency website (www.nta.go.jp).

● At the Tax office

All documents are available at the reception counter of any Tax office. Please visit the Tax office covering your jurisdiction.

Schedules used to calculate tax are also available by Internet and at the Tax office.

* When a tax return other than a return for a refund (a return stating the "⑧ Amount of tax refundable for insufficient deduction") is submitted (excluding cases where a return is submitted by an inheritor), the presentatian of documents to verify the Number or a copy attached of said documents may be omitted.

Documents that help you calculate your tax

As explained in "1. Basic knowledge", there are many differences between income tax and consumption tax.
It is necessary to calculate the amount of transaction subject to consumption tax, based on the separate accounting.
The documents below do not need to be submitted with your return form, however, they may be useful in calculating your taxable transactions for consumption tax. Please make good use of them.
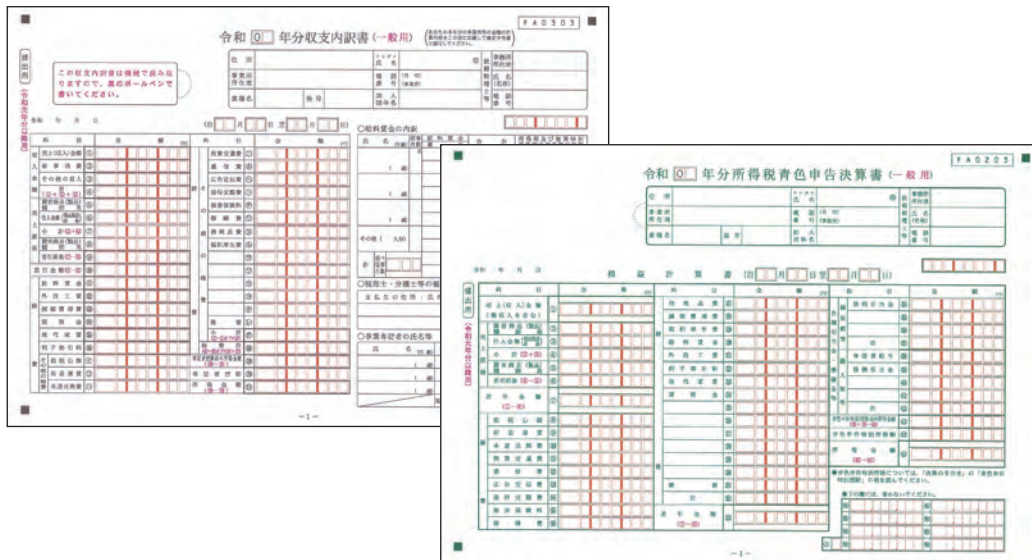
■ **Table for calculating taxable transactions (for business income) [Table A]**
■ **Table for calculating taxable sales [Table B]**
■ **Table for calculating taxable purchases [Table C]**

* This guide explains how to calculate tax by using the above calculation forms.
Aside from the above, there are also forms for calculating taxable transactions specially made for real estate income and agricultural income.

For your reference

Use the following documents as reference when completing your final return form. They are most useful when prepared in advance.

○ Document that shows calculation results for each sale and purchase item	Blue return financial statement, statement of revenue and expenditures, etc.
○ Documents that itemizes all transactions (Those classified by the applicable tax rate of the taxable transactions of the consumption tax)	Ledger, etc.
○ Document that shows amounts received for transfers or acquisitions of fixed assets	Fixed asset register, etc.
○ Document which can confirm the presentation of your notification and the amount of interim payment	Postcard or notice of "Notice of Final Tax Returns"