

## Deadline for filing and paying

The deadline for filing your final consumption and local consumption tax return and paying your tax for 2019 is **Tuesday, March 31, 2020**. The deadline for filing the final return for income tax and special income tax for reconstruction and paying income tax and special income tax for reconstruction is **Monday, March 16, 2020**. Please do not get them mixed up.

## Submitting your return form

The following describes 3 ways you can submit your final consumption and local consumption tax return form. See P6 about the documents to submit.

- File by e-Tax**
- Send it by post or courier ("shinshobin" only) to the Tax office covering your jurisdiction**  
You may submit your final return form by sending it by post or courier services.  
\* If submitting your return form by post or courier, the date stamped on the envelope is deemed the date of submittal.
- Hand it in at the reception counter of the Tax office covering your jurisdiction**  
\* You may also place your return in the night deposit box when the Tax office is closed.  
\* It is preferable that you use public transportation when visiting the Tax office.

## How to pay your tax

The following describes 5 ways to pay your consumption and local consumption taxes.

- Tax payment by transfer account**  
The tax payment by transfer account takes your amount of tax due directly from a deposit or savings account at a financial institution designated by you and deposits it in the national treasury.  
Sole proprietors using the tax payment by transfer account are asked to verify the balance in their account to ensure a smooth transfer of funds.  
The date for 2019 consumption and local consumption tax automatic transfers is Thursday, April 23rd, 2020.  
This system can only be used by Sole proprietors who have submitted their return form by the deadline for filing.  
\* Should the Tax office jurisdiction change due to a change of address, it is necessary to register again for the tax payment by transfer accounts. Sole proprietors already using the service must also register any change of financial institutions and account.  
\* You must complete the necessary application for the automatic transfers of consumption and local consumption taxes, even if you already applied for the automatic transfers of your income tax and special income tax for reconstruction.
- Payment using e-Tax**  
Taxes can be paid from home, etc. via the Internet.
- Payment using a credit card**  
\* Taxes can be paid from a dedicated website via the Internet.
- Payment at convenience stores by QR code**  
You can create and print the QR code including information necessary for payment in "Filing assistance on the NTA website (Japanese version only)" section or the "Screen for creating a QR code to be used for payment at convenience stores" on our website at home, etc., and you can pay taxes at convenience stores by using it.  
\* Amount that may be settled will be limited to under 300-thousand yen.  
\* For details such as convenience stores you can pay, please access our website ([www.nta.jp](http://www.nta.jp)).  
\* "QR code" is the product name of DENSO Corporation.
- By visiting a financial institution or Tax office**  
Sole proprietors paying their tax in person should visit their nearest financial institution or the Tax office covering their jurisdiction by the due date for tax payment.  
Make sure to present your tax payment, slip when paying your tax. If you don't have a tax payment slip, please use the ones available at any financial institution or Tax office.  
If there is no tax payment slip at the financial institution, please contact the Tax office covering your jurisdiction.  
\* After you have filed your return form, no tax payment slips or notices will be sent from the Tax office.

### We recommended the tax payment by transfer account

Using the tax payment by transfer account requires just a few easy steps. We strongly recommend this very convenient system also to prevent you from unintentionally forgetting to pay your taxes.

To register, fill in the deposit or savings account automatic transfer request form on P52 of this guide or available at any Tax office or financial institution and submit it to the Tax office covering your jurisdiction or any financial institution. Tax payments through automatic transfers are not available at some financial institutions such as internet banks and internet branches. Please ask your bank regarding availability.

## Should you be late in paying your taxes

If you paid your taxes after the due date or, for users of the tax payment by transfer account, if the transfer was rendered impossible due to an insufficient balance in your account, delinquent tax will be levied starting on the day after the due date. For such a case, you must pay your principal amount of tax in addition to the delinquent tax in person at your nearest financial institution or the tax office covering your jurisdiction.

The delinquent tax is calculated as follows for returns submitted by March 31st, 2020.

From April 1st to May 31st, 2020	An annual rate of "7.3% or "the Special Basic Rate + 1%, whichever is less
On or after June 1st, 2020	An annual rate of "14.6% or "the Special Basic Rate + 7.3%, whichever is less

\* The Special Basic Rate is the rate calculated by adding 1% a year to the rate announced by the Finance Minister by December 15 of the preceding year as the rate obtained by dividing the total of new short-term average contractual interest rate on bank loan of each month from October of the second preceding year to September of the preceding year by 12.

Should the overdue amount remain unpaid, you may be subject to procedures for default of tax payment including the seizure of assets. Please exercise caution.

\* The delinquent tax calculation may vary if filing after the deadline or submitting an amended return. Contact the Tax office covering your jurisdiction for details.

\* If a Sole proprietor has difficulty paying his or her amount of tax, the tax office will give thoughtful consideration to the facts and consult the Sole proprietor accordingly. Such a case should be directly to the Tax office covering your jurisdiction.

Basic knowledge

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Procedures

Completing your return

Calculation

Local consumption tax calculation

Other items

Filing and paying

Income tax adjustment

Rough draft return form

## If there is a mistake in the amount of tax calculated in the final tax return

Please make corrections to the content of your return using the following methods.

	Method of Correction
When tax amount, etc. included in return is actually less than what it should be	File " <b>amended return</b> " to correct amount.
When tax amount included in return is actually greater than what it should be	You can request a correction to the tax return in order to correct amounts.

\* If an incorrect return amount is not voluntarily corrected, a District Director of Tax Office will correct it.  
\* In principle, a request for correction is allowed within 5 years from the statutory tax return due date.  
\* Please note that in cases where the District Director of Tax Office corrects or makes a determination on a return and cases where returns are filed after the filing deadline, an additional tax may be levied, and you will be required to pay your tax and any delinquent tax together.

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## Income tax adjustment

The following explains the adjustment method using the "tax included" or "tax excluded" accounting method.

The income tax adjustment method after calculating the amount of consumption and local consumption taxes (herein, "consumption tax, etc.") payable or refundable varies depending on the accounting method.

### If applying the "tax included accounting method"

As a rule, the amount of consumption tax, etc. payable or refundable is added to necessary expenses or total revenue after calculating the income derived from business, real estate, timber, etc. (herein, "income from business") is the accounting year under which the date of filing the consumption and local consumption tax return forms.

In the event an amount of consumption tax, etc. payable or refundable is treated as an entry in accounts payable or receivable, Sole proprietors now have the option to include that amount in business expenses or total revenue after calculating the income from business generated in the accounting year relating to that account payable or receivable.

### If applying the "tax excluded accounting method"

If applying the "tax excluded accounting method", the amount representing the difference between the consumption tax, etc. determined using the simplified tax system and the amount resulting from subtracting the temporary consumption tax payable from the temporary consumption tax receivable at the end of the taxable period should be added to the total revenue or the necessary expenses in the amount of business income, etc. for that taxable period.

Please contact any Tax office access the National Tax Agency website ([www.nta.go.jp](http://www.nta.go.jp)) for inquires pertaining to income tax adjustments by Sole proprietors who operate a business that generates 2 or more types of income.

#### What a "tax included" and "tax excluded" accounting methods?

The tax included accounting method treats the value of a transaction relating to consumption tax, etc. as including the amount of consumption tax, etc. The method treats the amount of tax consumption tax, etc. relating to the taxable sales, taxable purchases, etc. including it in the sales amount or purchases amount. The tax excluded accounting method treats the value of a transaction relating to consumption tax, etc. by first separating it from the amount of consumption tax, etc. The method treats the amount of consumption tax, etc. by establishing an account of temporary receipts of consumption tax, etc. or of temporary payments of consumption tax, etc., excluding it from the sales amount or purchase amount.