

Simplified Tax form

2020

Consumption and Local Consumption Taxes Final Return Guide

For Sole proprietors

- For Sole proprietors who are Taxable person under the Consumption Tax Law, this guide describes the final return (Simplified Tax form) preparation process for consumption and local consumption taxes.
- This guide only explains general matters.
Please inquire at your nearest Tax office on complicated case or for further details.
- The deadline for filing the 2020 consumption and local consumption taxes return is [Wednesday, March 31, 2021](#).
- The deadline for payment of 2020 consumption and local consumption taxes is [Wednesday, March 31, 2021](#).
The date for 2020 consumption and local consumption taxes automatic transfers is [Friday, April 23, 2021](#).

◎ State your Individual Number, etc.

- You need to state your Individual Number in returns and to present your identification document or attach a copy of your identification document.
- Example of identification document
 - 《Example 1》 The individual number card
 - 《Example 2》 Notification card + Driver's license, etc.
- For details, please refer to page 7 of the guide.

Basic knowledge

Preparation

Procedures

Completing your return

Calculation

Local consumption tax calculation

Enter the value in the return form (Page 1 and Page 2)

Other items

Filing and paying

Income tax adjustment

Rough draft return form



Your taxes help sustain our community

This page explains the outline of this guide. Please read this page first.

How this guide is organized

1 Basic knowledge	P3	Explains basic knowledge pertaining to the consumption and local consumption taxes final return
2 Preparing for your final return	P7	Explains about the documents required for completing the consumption and local consumption taxes final return form
3 Final return procedures	P10	Explains the procedures from basic calculation methods to making your payment
4 Consumption tax calculation	P14	
5 Local consumption tax calculation	P28	Demonstrates how to calculate consumption and local consumption taxes
6 Enter the value in the return form (Page 1 and Page 2)	P30	
7 Other items	P35	Explains how to fill in the sections in the return form other than tax calculations
8 Filing and paying	P39	Explains how to submit your return form and how pay your consumption taxes
9 Income tax adjustment	P41	Explains how to adjust your income tax after calculating your amount of consumption and local consumption taxes payable or refundable
10 Rough draft return form, etc.	P42	Contains specimens of forms you need to submit Please use them as rough drafts
○ Business classification flowchart	P48	Contains a flowchart that serves as a guide for determining business types
○ Special exception for calculating the tax amount for small and medium business entities	P50	Explains a special exception for calculating the sales tax amount or purchase tax amount for Small and medium business entities that have difficulty in classifying sales or purchases into the reduced tax rate and the standard tax rate
○ Contact for inquiry on the reduced tax rate system	P51	Contains contact of the reduced tax rate system
○ Application (notification of change) for tax payment by transfer account	P52	Contains application (notification of change) for tax payment by transfer account

Cautionary items when filling in the return form

The OCR (Optical Character Recognition) input final return form is machine-readable. Note the following cautions when entering numbers in your form.

- Do not soil or perforate the return form
- Use a black, ballpoint pen
- Enter large, clear figures in the prescribed boxes

