

## 4 Documents to be attached or presented

The documents necessary to attach to the return or to present on filing the return are as follows.

If you attach documents, please attach these documents to a “mount for attachments”[添付書類台紙] etc.

(Note) When you submit final tax returns and amended tax returns, the withholding tax statement and other documents do not need to be presented or attached (for details, please see page 64). However, it is required to describe contents of the withholding tax statement and others in the forms. When preparing a tax return, etc. at a tax office, the withholding tax statement and others are necessary and please make sure to bring them.

- The individual number (My-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.

Identification documents to be attached or presented								
<b>Those who have the Individual number card</b>	The individual number card “My-Number card” * When attaching a copy of the individual number card, <u>a copy</u> of both the front and backside of the card is required.							
<b>Those who do NOT have the Individual number card</b>	<div style="border: 1px solid black; padding: 5px;">                     ① Documents to verify the Individual Number and ② Documents to verify identification                 </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 25%; padding: 5px; vertical-align: top;">                     ① Documents to verify the individual number (Documents which verifies the individual number of the person filing)                 </td> <td style="padding: 5px;">                     One of the following documents                     <ul style="list-style-type: none"> <li>● Notification card of the individual number (only in cases where the entries (address, name, etc.) have not been changed, or where change procedures have been taken properly.)</li> <li>● Either a copy of the resident register or certification of information recorded on resident register (limited to those with individual numbers)</li> </ul> </td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;">+</td> </tr> <tr> <td style="width: 25%; padding: 5px; vertical-align: top;">                     ② Documents to verify identification (Documents which verifies that the individual number on the return is that of the person filing)                 </td> <td style="padding: 5px;">                     One of the following documents                     <ul style="list-style-type: none"> <li>● Driver's license</li> <li>● Insurance certificate of the National Health Insurance Program</li> <li>● Passport</li> <li>● Physical disability certificate</li> <li>● Resident card</li> </ul> </td> </tr> </table>		① Documents to verify the individual number (Documents which verifies the individual number of the person filing)	One of the following documents <ul style="list-style-type: none"> <li>● Notification card of the individual number (only in cases where the entries (address, name, etc.) have not been changed, or where change procedures have been taken properly.)</li> <li>● Either a copy of the resident register or certification of information recorded on resident register (limited to those with individual numbers)</li> </ul>	+		② Documents to verify identification (Documents which verifies that the individual number on the return is that of the person filing)	One of the following documents <ul style="list-style-type: none"> <li>● Driver's license</li> <li>● Insurance certificate of the National Health Insurance Program</li> <li>● Passport</li> <li>● Physical disability certificate</li> <li>● Resident card</li> </ul>
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<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <b>Attach or Present</b>                      Attach a copy of identification documents to a mount for attachments and submit with the return forms                       or                       Present on submission of the return.                 </div>								

\* Verification of Identification of spouse or dependent, or family business employee, is not required.

\* If you submit the return form under a blue return, in certain cases, attachment or presentation of a copy of ① Documents to verify the individual number can be omitted. However, it is necessary to present the ① Documents to verify the individual number or attach a copy for those who submit a return for refunds (excluding the tax return due to the estimated tax prepayment) and the quasi final return filed by heir. For details, access our website.

\* When you attach a copy of the certificate of the National Health Insurance Program, please black out the insurer number and insured person symbol/number on the copy to the extent that those cannot be restored.

➤ Depending on the content of the return, the following documents are needed to be attached or presented.

	Items	Documents to be attached or presented	the way to attach or present
Earnings	Business (sales, etc.) ㉗	<ul style="list-style-type: none"> <li>Blue return filer : "Financial statement [青色申告決算書]" with a breakdown of amount of aggregate earnings and necessary expenditure.</li> <li>White return filer : "Statement of profit and loss[収支内訳書]" with a breakdown of amount of aggregate earnings and necessary expenditure.</li> </ul>	<b>Attach</b> Submit with the return forms.
	Business (agriculture) ㉘		
	Real estate ㉙		
	Capital gains for aggregate taxation/short-term ㉚		
	Capital gains for aggregate taxation/long-term ㉛		
Deductions from income	Deduction for social insurance premiums ㉜	In the case of receiving the deduction for the social insurance premiums for the national pension insurance premiums and the contributions to the national pension fund), you must prepare a "social insurance premiums (national pension insurance premiums) deduction certificate," etc. <sup>1</sup>	<b>Attach or Present</b> Attach to the mount for attachments or present on submission of the return.
	Deduction for small business mutual aid premiums ㉝	Certification of payment of premium <sup>1</sup>	
	Deduction for life insurance premiums ㉞	Certification of payment (excluding those relating to the old life insurance premium and 9,000 yen or less per contract). <sup>1</sup>	
	Deduction for earthquake insurance premiums ㉟	Certification of payment <sup>1</sup>	
	Exemption for working students ㊱	Certification issued by the school or institute you attend if you are a student at any type of school or vocational institute, or are receiving professional training from a registered training institute. <sup>1</sup>	
	Exemption for persons with disabilities (Special) Exemption for spouses Exemption for dependents ㊲ to ㊳	In the case of "relatives residing overseas"; "Documents Concerning Relatives" and "Documents Concerning Remittances" <sup>2</sup>	
	Deduction for casualty losses ㊴	Receipts of the expenditure which was expended as a result of the casualty	
Deductions from income	Deduction for medical expenses ㊵	"Statement of deduction for medical expenses[医療費控除の明細書]" Notice of medical expenses (notice of medical payment) [医療費のお知らせ](original) ○ Limited to cases where a notice of medical expenses is attached, and a detailed statement is not completed. (When an insurer number and insured person symbol and number are printed, please black out those numbers to the extent that those cannot be restored.) Various certificates (e.g., a certificate of using diapers[おむつ証明書])	<b>Attach</b> Submit with the return forms.
		"Statement of deduction for medical expenses by the self-medication taxation system [セルフメディケーション税制の明細書]" The documents which clarify that you performed certain exercise for the fiscal year to apply for deduction	<b>Attach</b> Submit with the return.
		<ul style="list-style-type: none"> <li>receipt of donation issued by the donees</li> <li>In the case of specific corporations in public interest ,educational institutions, and the donation made to be a trust of specific corporations in public interest; certification or copy of certification providing that the donee or trust is an eligible</li> <li>In the case of political donation; "Document for deductions (tax credit) for donations" stamped by the Election Administration Commission. <sup>3</sup></li> </ul>	<b>Attach or Present</b> Attach to the mount for attachments or present on submission of the return.
Calculation of tax	[ ] (classification) ㊶	Statement regarding the deduction you are applying	<b>Attach</b> Submit with the return forms.
	Special credit for loans, etc. related to a dwelling (specific additions or improvements, etc.) ㊷	See "For those who receive the special credit for loans, etc. related to a dwelling[住宅借入金等特別控除を受けられる方へ]" and "For those who receive the special credit for loans, etc. related to a dwelling for specific additions or improvements, etc.[特定増改築等住宅借入金特別控除を受けられる方へ]"	
	Special credit for contributions to political parties ㊸	See "For those who receive the special credit for contributions to political parties[政党等寄附金特別控除を受けられる方へ]" <sup>3</sup> "For those who receive the special credit for donation to certified NPOs, etc.[認定NPO法人等寄附金特別控除額を受けられる方へ]" "For those who receive the special credit for donation to public interest incorporated association, etc. [公益社団法人等寄附金特別控除を受けられる方へ]"	
	Special credit for donation to certified NPOs, etc. ㊹		
	Special credit for donation to public interest incorporated association, etc. ㊺		
Special credit for anti-earthquake improvement made to an existing house ㊻	See "For those who receive the special tax credit for anti-earthquake improvement made to an existing house.[住宅耐震改修特別控除を受けられる方へ]"	<b>Attach</b> Submit with the return forms.	

Special tax credit for specified housing improvements	③⑨	See "For those who receive the special tax credit for specified housing improvements.[住宅特定改修特別税額控除を受けられる方へ]"	<b>Attach</b> Submit with the return forms.
Special tax credit for new building, etc. of a certified house	④⑩	See "For those who receive the special tax credit for new building, etc. of a certified house.[認定住宅新築特別税額控除を受けられる方へ]"	
Credit for foreign taxes	④⑥	"Statement of foreign tax credit[外国税額控除に関する明細書]" Documents to certify that foreign tax was charged	
Credit for the amount equivalent to foreign taxes adjusted upon distribution.	④⑦	"Statement of credit for the amount equivalent to foreign taxes adjusted upon distribution [分配時調整外国税相当額控除に関する明細書]"	
		Various types of payment notice, etc.	
<b>Residents with a period in which they were non-permanent residents in 2020</b>		"Confirmation of the Type of Resident Status etc.[居住形態等に関する確認書]"	

- ◆ If you have used appendix or calculation form mentioned in this guide, you are requested to submit with your return such appendix or calculation form in addition to the documents above.
- ◆ A final return, appendix, statement, etc. are available for download from the NTA website. These are also available at Tax Offices.

Note

1 If such documents are submitted or presented to payers who are obliged to withhold income tax for withholding at the source of salaries (public pensions) or the year-end adjustment, it is not necessary to attach such documents to the final tax return forms or to present them.

2 Exemption for dependents, etc. for relatives residing overseas

For final tax returns filed for 2016 and subsequent years, those who wish to apply for an exemption for dependents (see page 36), a (special) exemption for spouses (see page 34), or an exemption for persons with disabilities (see page 33) with regard to relatives that reside outside of Japan (referred to as "relatives residing overseas"), must now attach a set of "**Documents Concerning Relatives**" and "**Documents Concerning Remittances**" to the final tax return forms, or present the documents when filing the final tax return forms.

Furthermore, in case the set of "Documents Concerning Relatives" or "Documents Concerning Remittances" is prepared in a foreign language, a Japanese translation must be attached.

Also, in certain cases, for dependents aged below 16 that do not possess an address in Japan, a set of "Documents Concerning Relatives" and "Documents Concerning Remittances" must now be submitted to the local municipal office where the address is located. (see page 37)

\*1: "**Documents Concerning Relatives**" see any of the documents listed in (1) and (2) below that proves that the relatives residing overseas concerned are your relatives.

- (1) A copy of the supplementary family register or any other document issued by the Japanese government or a local government as well as a copy of the relatives residing overseas' passport.
- (2) A document issued by a foreign government or a foreign local government (limited to the documents showing the name, date of birth and address or domicile of the relatives residing overseas)

\*2: "**Documents Concerning Remittances**" see the following documents which prove payments you made to relatives residing overseas in the year for their living or education expenses.

- (1) Document issued by a financial institution that prove payments you made to relatives residing overseas through exchange transactions of the financial institution or a copy of such documents
- (2) Document issued by a credit card company that prove that relatives residing overseas have used a card issued by the credit card company for purchasing products, etc. and thereby have received from you the amount equivalent to the amount spent with the credit card or a copy of such document

In cases where such documents are submitted or presented to payers who are obliged to withhold income tax for withholding at the source of salaries (public pensions) or the year-end adjustment, it is not necessary to attach such documents to the final tax return forms or to present them.

3 In cases when the Documents for Deductions/Tax Credits for Donations are unavailable by the filing deadline for the final return, in place of such documents, a copy of receipts for such contributions should be attached when filing the return. Subsequent to that, the actual documents should be promptly submitted to the Tax Office when they become available at a later date.