**End of Appointment Expenses Worksheet**

This worksheet was created to help avoid misunderstandings about expenses between JET participants and their contracting organizations at the end of the JET’s appointment.

Please utilize this worksheet to prevent problems or confusion during the JET’s last weeks.

この用紙は、JET参加者と任用団体との間で任用最終月の給与額、税金等の支払いに関する誤解が生じないように、またJETが帰国までに支払うべき公共料金等の費用が把握できるように作成しました。帰国する直前または任用が終わる時期に混乱が生じないようにご活用下さい。

1. **最終給与支払（Final Pay）**

|  |  |
| --- | --- |
| Date of final paycheck  JETの最後の給与支給日 | 月　　　日  Month Day |
| Amount  金　額 | ￥ |

1. **住民税（Residence Tax）**

JETs who are liable for income tax are liable to pay resident’s tax. The amount is calculated based on the previous year’s income. Please confirm with your CO how much you will have to pay before leaving Japan as well as the payment method.

住民税について、免税を受けていないJETに支払い方法等をご説明下さい。

**☐ Not liable 免税**

**☐ Remaining balance will be deducted from the last paycheck**

**残りの納付額は最終給与より天引きする**

**☐ Remaining balance should be paid by JET by a prescribed method**

**残りの納付額はJET自身が所定の方法で支払う**

|  |  |
| --- | --- |
| Remaining Amount of Resident Tax  住民税納付額 | ￥ |
| Payment Deadline  支払締め切り | 月　　　日  Month Day |

1. **帰国までに支払いが必要な費用 (Other payments)**

By filling in this section, the JET can estimate how much money he/she will need before leaving Japan.

If someone will be taking care of the remaining bills after the JET has returned home, use this space to confirm how much money the JET is requested to leave behind for the respective purposes.

JET参加者が帰国前に支払う費用を見積れるように作成しています。JETの帰国後の支払いのためにどなたかが公共料金などを預かる場合には、適宜記入の上相互にご確認下さい。

|  |  |  |  |
| --- | --- | --- | --- |
| Payment for  支払い項目 | No Proxy Needed  不要 | Proxy Requested  要 | Amount  金額 |
| Water  水道 | □ | □ | ￥ |
| Gas  ガス | □ | □ | ￥ |
| Electricity  電気 | □ | □ | ￥ |
| Phone/SIM Card  電話/SIMカード | □ | □ | ￥ |
| Internet  インターネット | □ | □ | ￥ |
| Rent  家賃 | □ | □ | ￥ |
| Apartment damages, cleaning  住宅掃除、損害費用 | □ | □ | ￥ |
|  | □ | □ | ￥ |
|  | □ | □ | ￥ |
| TOTAL | ￥ | ￥ | ￥ |

**Person to leave this money with:**

お預かりになる人：

**Please specify procedures to take with any leftover money:**

残額が発生した場合、どのように処理するか記載してください：

**NOTES / ご利用上の注意**

* This worksheet was created to help JETs grasp their final month expenses. Submission of this sheet is not necessary.
* 本ワークシートは東京都私学財団への提出を求めるものではありません。JETの帰国準備の際のメモ代わりとしてお使いください。
* If a JET ignores the tax payment order, his or her Tax Representative will be required to pay the amount on his or her behalf. If you have questions on the resident’s tax payment, please ask the tax section of your local municipality or ask your supervisor for support.
* JETが住民税を支払わず帰国した場合、納税管理人に納付書が送付され支払い義務が課されます。ご不明な点は、JETが住民票を置く市区町村の窓口へお問合せください。
* There are two resident’s tax payment methods, Regular Collection and Special Collection Deducted from Wages. If your CO deducts the tax from your salary, you pay the tax by the Special Collection method. Otherwise, you are required to pay the tax in four installments using the invoices enclosed with the notification sent by your local municipality. The notification will be sent to your residence in early June.
* 住民税の納税方法には、普通徴収または特別徴収の二通りがあります。JETがどのように支払っているか不明な場合は、貴校の給与計算ご担当者様にご確認ください。
* If you have any inquiries on the resident’s tax, please contact the tax section of your local municipality or ask your supervisor for support.
* 支払い義務の要否、税額等が不明な場合は、JETが住民票を置く市町村の窓口へお問合せください。