

TECHNO SERVICE

# NENMATSU CHOUSEI

## What is it?

The year-end tax adjustment is used to calculate the difference between the total income tax, and the actual tax amount you have left to pay or be refunded at the end of the year.

# WHY SHOULD I DO IT?

- If you paid more taxes than you should, you get a refund.
- If you don't submit your dependents declaration form, your income tax on 2021 can become really expensive.

If you paid less taxes than you should have, the difference will have to be paid.

# WHEN IS THE DEADLINE?

## November 20th

The deadline of those who started working in November is different.  
Get in touch for more information.

# HOW TO DO IT?

## DOWNLOAD THE APP



GOOGLE CHROME

The website is in Japanese,  
download Google Chrome for free on your phone,  
and **translate the page**.

Link



IPHONE



ANDROID

# WATCH THE VIDEOS

**Only Techno Service  
income** in 2020



**Other income** besides  
Techno Service in 2020



# ID and PASSWORD

## ID

Your staff code

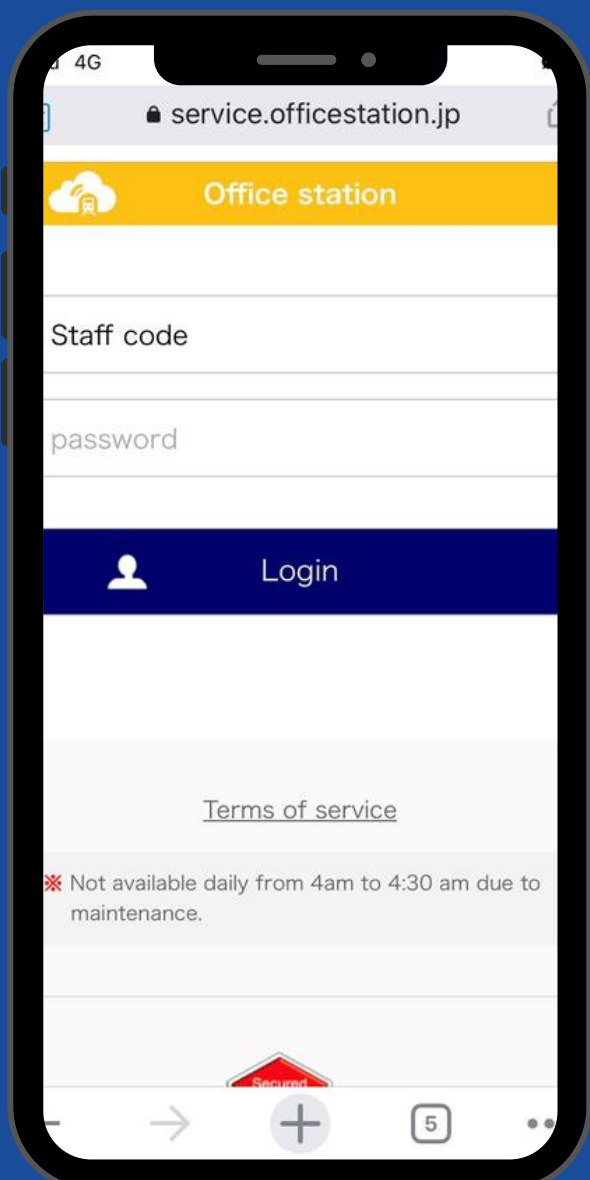
## PASSWORD

**haken** followed by your **birthday** in the year, month and day order.

E.g. If your birthday is 1970/11/05

**haken**19701105

# ACCESS THE SITE



Click here



<https://service.officestation.jp/dec854/user-mypage/auth>



# FAQ

## **I don't know my staff code**

Your staff code is written on the document that was sent by mail, on the upper left corner field in Japanese = スタッフコード

## **Tax withholding slip (gensen)**

If you had income that wasn't from Techno Service in 2020, staple the originals on the return document and send it on the return envelope.

## **What documents should I send if I have dependents abroad?**

- Money transfer receipts of 2020 (must)
- Proof of relationship document issued by your country (e.g. birth certificate)\*
- Japanese translation of the same document above\*

\*No need to send the relationship documents if already submitted to Techno Service before.

## **I won't do the readjustment at Techno Service**

Send the dependent declaration for 2021 otherwise your income taxes will be expensive.

Here is how

- Select that you don't want to do the year-end adjustment on the first question
- Would you like to submit a dependent deduction report for next year to us?  
answer yes, and finish the following necessary steps.

## **I don't have the documents**

If you declare expenses, dependents, and insurances but you can't send the receipts, and documents it will not be possible to do the tax readjustment for those expenses.

## **Is it mandatory to do it?**

No, but if you don't send the dependents declaration for 2021 regardless of having dependents or not, the income tax will be expensive

## **I lost the deadline, or I want to do it on my own**

You can do it yourself (kakutei shinkoku) at your city tax office (Zeimusho)

## **I can't do it/ I don't know how to use the phone**

Get in touch with your job agent (tantousha) or with Techno Service, with the necessary documents on hands.