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テクノ 太郎	様

Techno Service
 Central office Severance pay division
 0120-232-040

Documents for submission regarding the Severance pay (Taishoku kin)

We thank you for your hard work.

As your contract has ended, we are sending you the necessary documents for your Severance pay

Please check the contents below

【Deadline】

Year/Month/Day Arrival Please respect the deadline

※Expected payment date Year/month/day

【Regarding the Severance pay taxes】

Income tax is paid upon the Severance pay, but if fill out and send the form attached you don't need to pay the income taxes for the Severance pay, please send it within the deadline

E.g. If your Severance pay is ¥200,000

- If the form arrives within the deadline Taxes are ¥0 (No taxes are charged)
- If the form doesn't arrive within the deadline Taxes are ¥40,840 (¥200,000 × 20.42%)

※If you don't submit the form, and wish to re-declare the taxes, you must do it by yourself at the year end tax adjustment (Nenmatsu Chousei).

【About the Severance payment】

- Those who quit work from 1st to 15th:No work from 16th to 15th of the following month
- Those who quit work from 16th to end of the month:No work starting on the 1st of the following month to the end of the month

If you do not fit in to any of the above, the return of the form is not necessary

【Regarding the Severance pay】

Our company follows the 『Severance Payment Regulations』 and pays according it, please access below for more information on how to calculate it and more.





Staff code

Severance Pay Form (Send to Techno Service)

Answer all the questions from 1) to 4)

Check the contents and fill out the filling date and your full name

I declare as stated below

Filling date Year Month Day

Full name

1) Work end date

Year/month/day

※Contract end date (this is not the last day of work)

If there is any difference on the date, please call us

2) I became handicapped, that's the reason why I quit work

Yes • No

※Circle the answer

2) If Yes answer the next question

Q: Do you have the Handicap Booklet (Shougaitecho)?

I have • I don't have

Q: When was your handicap booklet issued?

Year Month Day

3) I am Receiving government financial support

Yes • No

※Circle the answer

Attention: Government Financial support is Seikatsu hogo

*Hello work unemployment insurance doesn't apply

4) I received Severance pay from another company this year besides Techno Service

Yes • No

※Circle the answer

4) If you received Severance pay from another company besides Techno Service you must send the Withholding slip (Gensen) from that company with this form

Glue or Staple your Gensen here