

Please write a date you submit this form.

Salary Transfer (Application • Account Information Change) Form and Money Transfer Request Form (New • Change)

To the President of Hiroshima University

(Full-time employee) Lecturer • Chief • Group staff • • • • • etc.
(Contract employee) General contract employee • Physician in medical department •

Department	Hiroshima University ○○○○○○	Title	
Employee Number (Hiroshima University ID)		※Please correctly fill in the box with your employee number (Your employee number will be changed if your employment status is changed).	
Name in Katakana		印	Stamp your seal here.
Name			
Address	〒		
Telephone Number			

I submit the following information/change.

See Below

◆Bank Account (Other than Yuucho Bank)

Name of Bank	<input type="checkbox"/> Bank <input type="checkbox"/> Snoko Chukin Bank <input type="checkbox"/> Japan Agricultural <input type="checkbox"/> Shinkin Bank <input type="checkbox"/> Norinchukin Bank Cooperatives <input type="checkbox"/> Credit Union <input type="checkbox"/> Labour Bank <input type="checkbox"/> Fisheries Cooperative Association		
Name of Branch Office	<input type="checkbox"/> Central Branch <input type="checkbox"/> Small Branch <input type="checkbox"/> Branch Office		
Bank Code		※Please refer to your bank book in order to fill out the bank code.	
Deposit Account Type	<input type="checkbox"/> Ordinary Account (01) <input type="checkbox"/> Checking Account (02)		
Account Number		(Right-aligned number)	
Name of Account Holder in Katakana			
Name of Account Holder			

◆Bank Account (Yucho Bank)

Name of Bank	Yucho Bank	Deposit Account Types	Yuubin Account Transfer (Checking)
Account Number	記号 (KIGOU)	番号 (BANGOU) (Right-aligned number)	
Name of Account Holder in Katakana			
Name of Account Holder			

Reason for application	<input type="checkbox"/> New Application <input type="checkbox"/> Deletion <input type="checkbox"/> Change of Bank Account <input type="checkbox"/> Others <input type="checkbox"/> Change of Family Name (Old Family Name) ()	Memo
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Please check the appropriate box.

For allowances (travel, reward) etc. other than salary paid by Hiroshima University,

I apply to use the above-mentioned account which I receive a salary to receive allowances, etc.

Please check the appropriate box.

E-mail notification for receiving money	<input type="checkbox"/> Necessary	E-mail Address	※If you check "Necessary", please write your E-mail address here. We can't send e-mail notifications to a cell-phone address.
	<input type="checkbox"/> Not Necessary		

Please check the appropriate box.

I will apply to use another account with another request form.

※ If you request money transfer to the account other than above-mentioned account which you receive your salary, please submit a second "Salary Transfer (Application • Account Information Change) Form and Money Transfer Request Form (New • Change)".

※ Private information on this form will only be used for the necessary procedures of salary transfer, etc. and will not be offered to a third party or publicly released.

- (Note)
1. Please write the account registered your name.
 2. Please check the appropriate boxes.
 3. Please write your name or the name of the account holder in Katakana in the box right next to "Name in Katakana" and "Name of Account Holder in Katakana".

Example of Entries: For 2023 Application for (Change in) Exemption for Dependents of Employment Income Earner

Employee number: 8 7 6 5 4 3 2 1
 Enter the eight-digit employee number assigned to you at the time of appointment, rather than your My Number (also known as "individual number")
Appointment / Affiliation: Graduate School of Advanced Science and Engineering

① Please provide your 8-digit staff number and affiliation. If you have more than one staff number, please write the 8-digit number in the margin below the staff number field.

If you have already submitted this application to an employer other than Hiroshima University, check the checkboxes on the right.
 Answer the following questions if you have checked this checkbox. Name of place of business that submitted the declaration

Attach (by pasting) a copy of your My Number Notification Card, etc. on the back side. (See the "Confirmation of Submission of Number Card (Copy)" on the back side of this application.)

② If you have submitted this application to an employer other than Hiroshima University, check the checkbox and answer the question provided here.
 * If you are currently employed by the employer to which you submitted the application (other than Hiroshima University), the Otsu column applies to you.

Enter your My Number (as an applicant who is a non-Japanese staff member) and attach a copy of your Notification Card, etc. on the back side of this application. For details, see Supplement 1.
 Enter the address of the residence where you are currently based. (The resident tax will be levied by this municipality.)
 Please be sure to enter "Marital status," which tends to be omitted by many applicants.
 See Supplements 2 and 3 for details on the requirements for dependents (including spouse) to be qualified for withholding reduction.
 Enter your My Number (as an applicant who is a Japanese staff member) and attach a copy of your Notification Card, etc. on the back side of this application. For details, see Supplement 1.

Circle the applicable item.

Employment: 2023/5/1

Competent district: **Saiyo**

Director of tax office: **AB City**

Mayor of municipality: **1-3-2 Kagamiyama, Higashi-Hiroshima City, Hiroshima, Japan**

You are not required to fill in below if you have no spouse qualified for withholding deduction, disabled spouse living in the same household or dependent relatives, and if you are not a disabled person, widow, single parent or working student.

Hiroshima University
 Name of salary payer (name): **Hirodai Tarou**
 Corporate (individual) number of salary payer: **1 2 4 0 1 0 5 0 0 4 0 5 4**
 Location of salary payer (address): **1-3-2 Kagamiyama, Higashi-Hiroshima City, Hiroshima, Japan**

Your name (Pronunciation (furigana)): **ヒロダイ タロウ**
 Your individual number: **0 1 1 2 3 4 5 6 7 8 9 0 1 1**
 Your domicile or residence (Postal code 000-0000): **0-0-0 000-0000, AB city, 000**

Your date of birth: **1977/2/11**
 Head of household: **Hirodai Tarou**
 Relationship with you: **Myself**
 Marital status (Name): **Single**

扶 No change in the application (No change in the residence where you are currently residing. If submitted, "○" please mark "○".)

Category or the like	Name (Pronunciation (furigana))	Relationship with you	Date of birth	Individual number	To be exempted from the primary salary		Estimated income in 2023	Non-resident relative (Fact that he/she lives in the same household (If applicable, please mark "○")	P domicile or residence	Date of change and reason (If a year change occurred in 2023, (The year and spot) please mark "○".)
					Dependent relatives qualified for deduction (B (16 years of age or older) (born on or before Jan. 1, 2009))	Disabled person, single parent or working student (C)				
A	Spouse without deduction (Note 1)									
1	ヒロダイ ヒロコ	Wife	1980 / 2 / 15	1980 / 2 / 15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	380,000 yen	<input type="checkbox"/>	0-0-0 000, 000 City, 000	
2	ヒロダイ カズミ	Child	2002 / 10 / 20	2002 / 10 / 20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100,000 yen	<input type="checkbox"/>	1294 Kakuzai Street, USA	
3	ヒロダイ ミドリ	Parent	1953 / 12 / 21	1953 / 12 / 21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	320,000 yen	<input type="checkbox"/>	Physical Disability Certificate III	

Other workers who receive deductions

Name	Relationship with you	Domicile or residence	Date of change and reason
ヒロダイ カズミ	Spouse	Physical Disability Certificate III	

Change in name (Original family name):

Change in address (Date of change):

Individual number

Entry field

Matters related to inhabitants tax (This section also serves as the section for the declaration of dependents, etc. for employment income earner to be submitted to the mayor of the municipality via the salary payer in accordance with Article 45-3-2 and Article 317-2-2 of the Local Tax Act.)

Individual number	Name (Pronunciation (furigana))	Relationship with you	Date of birth	Domicile or residence	Estimated income in 2023	Date of change and reason
1	ヒロダイ ジロウ	Child	2015 / 11 / 15	0-0-0 000, 000 City, 000	0 yen	
2						

Spouse/dependent relative

Name (Pronunciation (furigana))	Relationship with you	Date of birth	Domicile or residence	Estimated income in 2023	Date of change and reason
ヒロダイ カズミ	Spouse				

③ This application needs to be submitted even if you have no spouse qualified for withholding deduction, disabled spouse living in the same household or dependent relatives.
 Even if you receive a salary from two salary payers, this application can be submitted to only one of them.
 Real "Notes on the application" or the like on the back side when describing this declaration.

④ If a relative who has resided in a foreign country for more than one year ("overseas relative") is a spouse subject to withholding tax, please circle "Non-resident relative". If you are applying as a dependent subject to the deduction, check the appropriate box on the left. If the applicant does not fall under the applicable column on the left, he/she is not eligible for the deduction. Documents proving that the applicant is a relative (only if applicable/foreign in a foreign language) must be attached. For details, please refer to Supplementary Information 5.

⑤ For the method of calculating "Estimated income," see Supplement 7.

⑥ If you apply for exemption for a spouse or dependent individual number as well.
 Unlike in the case of yourself as an applicant who is a teaching staff member, it is not necessary to attach the Notification Card (copy), etc. of your spouse or dependent relative. However, you are strongly encouraged to enter his/her My Number by referencing the Notification Card (copy), etc. to prevent errors in writing. For details, see Supplement 1.

⑦ In the case where your dependent relative was born on January 1, 1951 or earlier, check either of the following depending on whether or not you are living together with that person.

⑧ If the applicant, his/her spouse qualified for withholding deduction or a dependent relative is a disabled person or working student, be sure to describe such fact in "Contents of a disabled person or working student."
 If you have written a dependent relative in "Dependent relatives under 16 years of age" below and if that relative is a disabled person, etc., describe the fact in "Contents of a disabled person, etc. When entering this column, read item (8) of "2. Notes on describing this application."
 When entering this application, read item (8) of "2. Notes on describing this application" and be sure to describe all the necessary matters.

⑨ For details of "exemption for single parents" and onwards, the requirements to be qualified for "exemption for widow," Please see Supplement 4.

⑩ Describe your dependent relatives under 16 years of age in "Dependent relatives under 16 years of age," rather than in the B column above.

⑪ Use a ballpoint pen to fill out this application (do not use a pen using ink that turns transparent when exposed to the heat of erasing (such as Pilot Precision Ball)).
 If, after submitting this application, there has occurred any change in the matters written on this application (e.g. marriage, birth, becoming employed, leaving employment) or you are disqualified for exemption as a result of exceeding the income limit, promptly receive each time such change occurs a blank application from the administration officer at the organization of your affiliation, describe the change and submit the application.

【Supplement 1】 Regarding the purpose of using My Number

The My Number submitted by applicants will be used by Hiroshima University in carrying out the following procedures with relevant administrative bodies.

1 Process related to individual numbers of officers and employees

- ①Procedures for withholding from employment income and retirement income
- ②Procedures for submitting returns, notifications and applications related to property accumulation savings for house construction and property accumulation pension savings
- ③Procedures for preparing notifications and applications related to mutual aid services for national public service personnel
- ④Procedures for preparing notifications and applications related to health insurance and welfare pension
- ⑤Procedures for preparing notifications and applications related to employment insurance and workers' accident compensation insurance

2 Process related to individual numbers of officers' and employees' spouses (At present, this consists of the one shown below only.)

- ①Procedure for preparing notifications related to third insured persons for the national pension plan

3 Process related to individual numbers of individuals (excluding the process of item 1 above. At present, this consists of the one shown below only.)

- ①Procedure for preparing payment reports for remuneration, fees, etc.

【Supplement 2】Requirements for qualifying spouses for withholding deduction

With regard to spousal exemption and special spousal exemption, the requirements for qualifying spouses for withholding deduction are as follows. Requirements for qualifying spouse for withholding deduction (both 1 and 2 must be met)

①Amount of the income of the spouse	950,000 yen or less (or 1,500,000 yen or less of revenue from salary and other wages if the employment income is the only source of income)
②Amount of the income of the applicant (as a teaching staff member)	9,000,000 yen or less (or 10,950,000 yen or less of revenue from salary and other wages if the employment income is the only source of income)

【Supplement 3】Requirements for qualifying dependent relatives for withholding deduction

The requirements for qualifying dependent relatives for withholding deduction are as follows.

Amount of the income of a dependent relative qualified for withholding deduction	480,000 yen or less (or 1,030,000 yen or less of revenue from salary and other wages if the employment income is the only source of income)
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[Supplement 4] Requirements for exemption for single parents and exemption for widows

The requirements for exemption for single parents and exemption for widows, and how to fill in the check items of C are as follows.

Exemption for single parents

→ A person who is currently not married (regardless of marriage history) or whose spouse's whereabouts are unknown, and who satisfies all the requirements below

① The applicant must have a child whose total income is **480,000 yen** or less (or 1,030,000 yen or less of annual revenue from salary) and who lives in the same household as the person (excluding any child who is another person's spouse or relative qualified for withholding deduction).

② The person's total income must be **5 million yen** or less.

③ There must not be any person who is recognized to be in a de facto state of marriage with the applicant.



(Check items in C)
Check in the checkbox (☑) for
“Single parent”

Exemption for widow

→ A person who falls under the following items and who is not a single parent

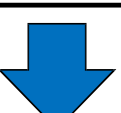
① A person who has not remarried following the death of the husband or after a divorce and who satisfies all the requirements below

(a) The person must have a dependent relative who is not a child.

(b) The person's total income must be **5 million yen** or less.

(c) There must not be any person who is recognized to be in a de facto state of marriage with the applicant.

② A person who has not remarried following the death of the husband or whose husband's whereabouts are unknown and who satisfies the requirements of (b) and (c) of



(Check items in C)
Check in the checkbox (☑) for
“Widow”

※From 2021 Application for Exemption for Dependents and onwards, it has become unnecessary to describe the requirements in “Contents of a disabled person or working student” for exemption for single parents and exemption for widows. Therefore, an applicant to whom “exemption for single parents” or “exemption for widows” applies needs only to check the applicable checkbox. (Please be aware that an applicant to whom “exemption for disabled persons” or “exemption for working students” applies continues to be required to describe the details in “Contents of a disabled person or working student”.)

【Supplement 5】Regarding the procedure to declare a relative who has been continuously living outside Japan for at least one year (hereinafter, “relative living outside Japan”) as a spouse or dependent qualified for withholding deduction

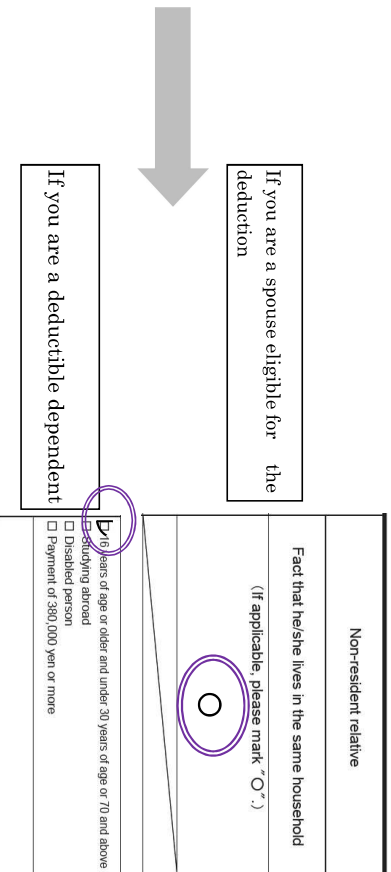
A person who is recognized to be a relative living outside Japan is a person who has been continuously living outside Japan for at least one year.
Therefore, a person who, for example, is temporarily staying in a foreign country for a few months on a short-term study abroad program is not recognized as a relative living outside Japan, and the procedure described below is not required.
If you are uncertain whether your relative will be recognized as a relative living outside Japan, please inquire with the administrative personnel at the organization of your affiliation or appointment.

Description of the procedure

- If a relative residing outside of Japan is a spouse eligible for exemption, please circle the “Non-resident relatives” column of the tax return form shown in the diagram on the right.
- If your relatives residing outside of Japan are your dependents eligible for exemption, please check the corresponding column of the declaration form shown in the figure on the right.
- In addition, attach or present a document (documents related to relatives) that proves that the relative living abroad is a relative of the salary earner (in the case of Hiroshima University, the faculty member) please. Documents related to relatives are listed below.

Documents that fall under Documents Concerning Relatives (based on the National Tax Agency’s notice)

	Notes on individual documents	Notes common to all types of documents
<p>Documents issued by foreign governments or local public entities of foreign countries, which describe the relatives’ names, birthdates and domicile or residence</p>	<ul style="list-style-type: none"> • Documents issued by foreign governments or local public entities of foreign countries” mean documents that contain the birthdate, address, etc. of the relative in question and that can prove that that relative is a relative of the resident (i.e. the applicant). The notice from the National Tax Agency lists examples of such documents: <ul style="list-style-type: none"> • Family register and other similar documents • Birth certificate • Marriage certificate • The original of these documents, rather than a copy, must be attached (or presented). 	<p>If a document is prepared in a non-Japanese language, it is required by law to submit or present its Japanese translation.</p>
<p>An attachment to a family register or other document issued by a national government or a local public entity</p> <p style="text-align: center;">+</p> <p>Copy of the passport of the relative</p>	<p>Or</p> <ul style="list-style-type: none"> • In the case of an attachment to a family register or other document issued by a national government or a local public entity, the original must be attached (or presented). On the other hand, in the case of the passport of the relative, it suffices to attach (or present) a copy thereof. • The copy must be that of the “personal status” page that contains the name, birthdate, etc. 	



(Attention !) In order to qualify for measures to alleviate income tax by declaring a relative living outside Japan as a spouse or dependent qualified for withholding deduction, you need to submit, in addition to the Documents Concerning Relatives to be submitted with this application, documents certifying your remittance of living or educational expenses to the spouse or dependent declared (hereinafter, “Documents Concerning Remittance”) in this fall.
Examples of “Documents Concerning Remittance” include a copy of a foreign remittance request form and a credit card statement. Please be sure to prepare such documents for submission this fall. Please be aware that Document Concerning Remittance are necessary for each of the relatives declared for withholding deduction.
(For example, if your remittance to your spouse includes living and educational expenses for your child, the document concerning that remittance will not be treated as a Document Concerning Remittance for your child.
If this happens, you will not qualify for income tax alleviation measures with respect to your child, possibly resulting in being imposed a large amount of income tax at the time of year-end adjustment in the following year.)

[Supplement 6] Conditions for relatives residing outside of Japan after 2023

After January 1, 2023, non-residents aged between 30 and 70 who do not fall under any of the following categories are excluded from the scope of dependent relatives subject to deduction for dependents. it was done. (Judged by age as of December 31, 2023)

1_Those who no longer have an address or residence in Japan due to studying abroad

2_Disabled

3_A person who receives payment of 380,000 yen or more for living expenses or educational expenses in the year from the resident to whom the dependent deduction is applied.

If any of the above apply, you must submit the required documents listed in the table below.

		Relatives other than spouse				spouse	
Age etc.	0-15 years old	16-29 years old	30-69 years old			Over 70	(regardless of age)
			Those who became non-resident due to study abroad	handicapped	Those who have received remittances of 380,000 yen or more		
Required documents	Not eligible for dependent exemption × *Same as before	Documents related to relatives related to remittance *Same as before	Documents related to relatives related to remittance *Student visa equivalent documents	Documents related to relatives related to remittance *Same as before	Documents related to relatives related to remittance *380,000 yen or more of Documents related to remittance	Documents related to relatives related to remittance × Not eligible for dependent exemption *Same as before	Documents related to relatives Documents related to remittance *Same as before

[Supplement 7] Method of calculating "Estimated income" (primary income)

In "Estimated income" of the Application for (Change in) Exemption for Dependents, do not enter the amount of your actual revenue but enter the remaining amount after deducting (subtracting) certain amounts from your revenue. For example, if your spouse is a part-time worker and is expected to earn 900,000 yen this year, rather than entering 900,000 yen in "Estimated income," you need to enter the remaining amount after deducting certain amounts. Simply put, note that "Revenue actually earned ≠ Estimated income." The table below lists the amounts to be deducted for major types of income.

Type of income	Method of calculating estimated income		Remarks (Regarding "amount of revenue" as used in the calculation)
Employment income (e.g. salary, wages, bonus)	Total revenue in a year (from January to December) – 550,000 yen (The amount of deduction (which is 550,000 yen in this case) is referred to as the "employment income deduction.")		The following are two supplementary explanations of the amount of revenue as used in the calculation: ①The amount of revenue is the total amount paid to the earner in a year (from January to December). The period and the concept of limit amounts as they relate to "revenue" for withholding deduction purposes differ from those for mutual aid and social insurance as well as those for dependent allowance under Hiroshima University Regulations for Salaries.
Business income	Total revenue in a year (from January to December) – Necessary expenses		②Income does not include tax exempt income.
Public pension (which falls under miscellaneous income)	For recipients below 65 years of age	Total revenue in a year (from January to December) – 600,000 yen (The amount of deduction (which is 600,000 yen in this case) is referred to as the "public pension income deduction.")	Examples of non-taxable income include commuting allowances for salaried income, survivor's pensions for public pension schemes, unemployment benefits for employment insurance schemes, disability pensions, and parental leave benefits. Excluded from the amount. See the appendix for details.
	For recipients of 65 years of age or older	Total revenue in a year (from January to December) – 1,100,000 yen (The amount of deduction (which is 1,100,000 yen in this case) is referred to as the "public pension income deduction.")	
Retirement income	(Total revenue in a year (from January to December) – Retirement income reduction ^(*)) × 1/2 ^(*) The "retirement income deduction" varies according to the length of service and can be confirmed by referring to the retirement income withholding certificate.		

※Please be sure to fill out this application properly because if any errors or other irregularities are found on your application, you may receive a corrective recommendation from the taxation office on the grounds of underpayment of income tax.
※Also be sure to check the due date of submission.

the place of submission, etc. specified in the notice from the organization of your affiliation. You are strongly requested to observe the due date of submission.

Examples of income not subject to income tax

(Please note that there are application requirements and exception requirements.)

	1	account interest of 1 % or less per annum
	2	Interest on children's bank deposits, etc.
	3	Increased pension, sickness gift, bereaved family pension, disability pension, etc.
	4	Business trip expenses, etc. for salaried workers
	5	Commuting allowance for salary earners up to a certain limit
	6	Job-related benefits received by salaried workers
	7	Abroad Allowance for Residents Working Abroad
	8	Employment income of employees of foreign governments or international organizations
	9	Income arising from the transfer of personal property for daily use
	10	Income when a person who has lost the financial resources and is extremely difficult to repay his/her debts transfers assets through disposition for delinquency, compulsory execution, or compulsory conversion procedures such as auctions.
	11	Special distributions distributed as income related only to income adjustment based on contracts for open-type securities investment trusts
	12	Cultural Merit Pension etc. and Academic Incentives etc.
	13	Money and other items given as awards for outstanding performance at the Olympic Games or Paralympic Games
	14	School fees and legal alimony
	15	Income from inheritance, bequest, or gift from an individual (income tax is levied on gifts from corporations)
	16	Certain damage insurance money, compensation for damages and compensation, etc.
	17	Interest on postal savings, small-amount deposits, and small-amount public and corporate bonds with a principal of 3.5 million yen or less pertaining to persons with disabilities, etc., for which certain procedures have been completed
Provisions of special laws		insurance benefits
	1	<input type="radio"/> Insurance benefits such as health insurance (childbirth allowance, sickness allowance, burial fee, etc.) <input type="radio"/> Insurance benefits of welfare pension insurance (excluding old-age welfare pension) <input type="radio"/> Employment insurance unemployment benefits, childcare leave benefits <input type="radio"/> Workers' Accident Compensation Insurance Benefits special benefits <input type="radio"/> Protection money and goods provided by the Public Assistance Law <input type="radio"/> Money and goods provided under the Act on Welfare of Persons with Physical Disabilities <input type="radio"/> Money and goods provided by the Child Welfare Law or the Child Allowance Law <input type="radio"/> Allowances paid under the Child Rearing Allowance Act or the Act on Payment of Special Child Rearing Allowance, etc. <input type="radio"/> Childcare and medical expenses for premature babies paid under the Maternal and Child Health Act <input type="radio"/> Latter-stage elderly medical benefits provided under the Act on Securing Medical Care for the Elderly <input type="radio"/> Money and goods provided by ordinances based on the National Public Servants Accident Compensation Law, Local Public Servants
	2	

Examples of income not subject to income tax

(Please note that there are application requirements and exception requirements.)

	<p>Accident Compensation Law, or Local Public Servants Accident Compensation Law</p> <p><input type="radio"/> Money and goods provided by the Act on Public Accident Compensation for Public School Doctors, School Dentists and School Pharmacists</p> <p><input type="radio"/> Money and goods provided under the Act on Disaster Benefits for those who cooperated and assisted in the duties of police officers</p> <p><input type="radio"/> Money and goods provided by the Act on Disaster Benefits for those who cooperated and assisted coast guard officers</p> <p><input type="radio"/> Money and goods provided under the Act on Benefits for Witnesses, etc.</p> <p><input type="radio"/> Money and goods provided as benefits of the union under the Mutual Aid Association Act for National Public Servants or Local Public Servants: Maternity Allowance, Injury and Sickness Allowance, Funeral Expenses, etc.</p> <p><input type="radio"/> Employment adjustment allowance provided under the former Port Labor Law</p> <p><input type="radio"/> Benefits paid under the Act on Payment of Benefits to Acquired Farmland, etc.</p> <p><input type="radio"/> Job conversion benefits provided under the Employment Measures Act</p> <p><input type="radio"/> Money and goods provided as compensation benefits under the Act on Compensation for Pollution-related Health Damage</p> <p><input type="radio"/> Money received as benefits under the Immunization Law</p>
3	<p>Lottery tickets with winning money (lottery) .. However, foreign lottery tickets purchased overseas are taxed as temporary income</p>
4	<p>Interest on savings association deposits for tax payment under the Savings Association for Tax Payment Act (However, in cases other than cases where the amount is entrusted to a designated financial institution and used for tax payment, if the amount withdrawn exceeds 100,000 yen within a certain period of time, (excluding interest corresponding to the period to which the date of withdrawal belongs))</p>
1	<p>Interest on workers' wealth building housing savings</p>
2	<p>Interest on workers' wealth accumulation pension savings</p>
3	<p>Interest on tax reserve deposits</p>
4	<p>Interest on private foreign bonds</p>
5	<p>Interest on deposits, etc. accounted for in the Special International Financial Transactions Account</p>
6	<p>Interest on collectively registered government bonds received by certain non-residents or foreign corporations</p>
7	<p>Income from the transfer of certain public and corporate bonds, etc.</p>
8	<p>Transfer income, etc. when donating property to the government, etc.</p>
9	<p>Transfer income, etc. when transferring important cultural properties to the government, etc.</p>
10	<p>Transfer income and timber income in the case of payment in kind of property</p>
11	<p>Additional benefits, etc. received by insured persons under government-managed health insurance</p>
12	<p>Difference between face value (redemption at maturity) and issue price of private foreign bonds</p>

Taxation Measures Law Provisions of the Special

令和3年7月20日

教職員の皆様へ

広島大学長 越智 光夫

「広島大学基金」への支援及び「広島大学校友会」への入会のお願い

皆様におかれましては、益々ご清栄のこととお慶び申し上げます。

このたび、昭和50年から私費外国人留学生を支援してきた「広島大学外国人留学生を援助する会」を広島大学基金に組み入れ、新たに「外国人留学生支援基金」を設置することとしました。今後は、広島大学基金の一部として広く募金活動を行い、外国人留学生援助の拡充を目指します。また、寄附者は、大学への寄附として所得税法上の優遇措置を受けることができるほか、教職員であれば給与控除による寄附が可能です。

つきましては、給与控除による基金への寄附手続きを改めてご案内しますとともに、「外国人留学生支援基金」への支援もご検討いただきますようお願いいたします。

併せて、「広島大学校友会」への入会もご案内します。校友会の終身会費は、教職員であれば給与控除による支払いが可能です。未だ、入会されていない方は、この機会にぜひご検討いただきますよう重ねてお願い申し上げます。

1. 「広島大学基金」への寄附について

広島大学基金は、皆様からのご厚志を本学独自奨学金、短期海外研修、大学院生の海外発表への支援、外国人留学生への支援などに活用しておりますので、ぜひご協力ください。

給与控除による申込みは、別紙申出書により「毎月一口500円から」可能です。

また、随時の寄附も以下のURLから受け付けています。

URL：<https://www.hiroshima-u.ac.jp/yakudou>

2. 「広島大学校友会」への入会について

校友会は、学生支援事業を更に充実させると共に、学部、研究科、同窓会の枠を超えた在学生、卒業生、教職員によるコミュニティ形成を目的としています。令和6年度の広島大学創立75周年事業に向けて、オール広島大学のネットワーク拡充を目指していますので、未入会の方はぜひ入会ください。

校友会の終身会費2万円は、給与控除により支払い可能です。別紙申出書により「一括」または「毎月500円で40回」いずれかの支払い方法を選択ください。

広島大学では、教職員一丸となって未来社会に貢献できる人材の育成に取り組みたいと思います。格別のご理解とご支援をいただきますようお願いいたします。

■校友会の会費及び基金への寄附金の納付方法について

校友会の会費及び基金への寄附金は、別紙の「入会・寄附申出書、賃金控除に関する同意・委任書、個人情報提供に関する同意書」（以下「入会・寄附申出書等」）を提出することにより、給与から差し引くことができます。

- ① 給与からの控除データ作成等のための期間が必要になりますので、「入会・寄附申出書等」は、入会又は寄附開始の前月25日までに基金室または部局等の担当部署（各部局等支援室、病院総務グループ又は各理事室等総務担当）へご提出願います。
- ② 基金室または部局等の担当部署への提出が上記期日を過ぎた場合（26日～月末）は、提出月の翌々月から入会又は寄附開始することになりますので、「入会・寄附申出書等」の記載内容をご確認願います。
「入会・寄附申出書等」に係るお問合せにつきましては、下記にお願いいたします。

【提出・お問合せ先】

■「広島大学基金」に関すること

広島大学基金室 内線：(東広島) 5018, 5199
E-mail: soumu-koyu@office.hiroshima-u.ac.jp
(ウェブサイト) <https://www.hiroshima-u.ac.jp/yakudou>

■「広島大学校友会」に関すること

広島大学校友会事務局（広島大学基金室内）
内線：(東広島) 4403, 6015
E-mail: soumu-koyu@office.hiroshima-u.ac.jp
(ウェブサイト) <https://www.hiroshima-u.ac.jp/koyukai/>

入会・寄附申出書，賃金控除に関する同意・委任書，個人情報提供に関する同意書

入会・寄附申出書

広島大学長

広島大学校友会会長 越智 光夫 殿

私は、以下にチェックした事項について申し出ます。

① 広島大学基金への寄附

- (新規) 令和___年___月から毎月，一口500円×_____口の寄附を開始する。
- (変更) 令和___年___月から毎月，一口500円×_____口の寄附に変更する。
- 基金への寄附のうち_____口を「修学支援事業基金」への寄附とする。
- 基金への寄附のうち_____口を「外国人留学生支援基金」への寄附とする。
- 寄附金情報のホームページ公開について承諾する。
- 確定申告用の領収書発行を希望する。

② 広島大学校友会への入会（終身会員の会費：2万円）

- 既に入会している。
- 令和___年___月から入会する。（毎月500円×40回）
- 令和___年___月から入会する。（一括：2万円）

※ 該当事項にチェック（レ印）し，下線部に必要事項を記入してください。

賃金控除に関する同意・委任書

広島大学長 越智 光夫 殿

私は、上記で入会又は寄附を申し出た事項の会費又は寄附金について，私に支給される当該月分の給与から，毎月控除されることに同意するとともに，控除された会費又は寄附金について，広島大学から会又は基金へ支払われることを委任します。

個人情報提供に関する同意書

広島大学長 越智 光夫 殿

私は、広島大学の人事・給与情報として届け出ている私の職員番号，氏名，所属，職名，現住所，郵便番号及び雇用期間のデータが，賃金控除に同意した広島大学校友会に提供され，又は広島大学基金に関する事務担当に提供されることに同意します。

令和 年 月 日

職員番号 _____

ふりがな

所 属 _____

氏 名(自署) _____

※上記に記載された個人情報及び広島大学から提供されたデータは，広島大学校友会又は広島大学基金において行われる入会又は寄附手続，会員情報の管理及び会報等の送付のために使用するものであり，それ以外の目的で使用又は提供することはありません。

入会・寄附申出書、賃金控除に関する同意・委任書、個人情報提供に関する同意書

入会・寄附申出書

記載例

広島大学長

広島大学校友会会長 越智 光夫 殿

私は、以下にチェックした事項

「外国人留学生支援基金」は令和3年9月から給与控除が可能です。

① 広島大学基金への寄附

- (新規) 令和 3 年 9 月から毎月、一口500円× 3 口の寄附を開始する。
- (変更) 令和 年 月から毎月、一口500円× 口の寄附に変更する。
- 基金への寄附のうち 1 口を「修学支援事業基金」への寄附とする。
- 基金への寄附のうち 1 口を「外国人留学生支援基金」への寄附とする。
- 寄附金情報のホームページ公開について承諾する。
- 確定申告用の領収書発行を希望する。

所得税法上の優遇措置を手続きする際は領収書が必要です。

寄附口数のうち、修学支援または留学生支援を希望する口数を、内数で指定ください。(指定がない口数は使途一任とします)

② 広島大学校友会への入会（終身会員の会費：2万円）

- 既に入会している。
- 令和 3 年 9 月から入会する。（毎月500円×40回）
- 令和 年 月から入会する。（一括：2万円）

※ 該当事項にチェック（レ印）し、下線部に必要事項を記入してください。

賃金控除に関する同意・委任書

広島大学長 越智 光夫 殿

私は、上記で入会又は寄附を申し出た事項の会費又は寄附金について、私に支給される当該月分の給与から、毎月控除されることに同意するとともに、控除された会費又は寄附金について、広島大学から会又は基金へ支払われることを委任します。

個人情報提供に関する同意書

広島大学長 越智 光夫 殿

私は、広島大学の人事・給与情報として届け出ている私の職員番号、氏名、所属、職名、現住所、郵便番号及び雇用期間のデータが、賃金控除に同意した広島大学校友会に提供され、又は広島大学基金に関する事務担当に提供されることに同意します。

控除希望月の前月25日までに
お申し出ください。

令和 3 年 8 月 20 日

職員番号 ○○○○○○○

所 属 ○○○○

ふりがな
氏 名(自署) ○ ○ ○ ○

※上記に記載された個人情報及び広島大学から提供されたデータは、広島大学校友会又は広島大学基金において行われる入会又は寄附手続、会員情報の管理及び会報等の送付のために使用するものであり、それ以外の目的で使用又は提供することはありません。

申出書は、各理事室・各部局等の総務担当部署、または基金室へご提出ください。

教職員各位

障がいがある方の在職状況の確認について（依頼）

広島大学障がい者雇用推進室
(財務・総務室人事グループ)

近年、共生社会の進展に伴い、障がいがある方の就業意欲が高まる中、障がいがある方の就業機会の拡大による職業的自立を図ることが求められており、本学でも、障がいがある方とない方がお互いに区別されることのない共生社会の実現に向け、さまざまな取り組みを進めております。

また、「障害者の雇用の促進等に関する法律」により、すべての事業主は、障がい者雇用率を達成、維持するよう法律上の義務が課せられており、民間企業は労働者の 2.0%、国・地方公共団体・大学等の公的機関は 2.3%の障がい者雇用率を達成することや、毎年 1 回雇用状況について報告することが義務づけられています。

つきましては、障がいがある方の在職状況を把握させていただきたいため、下記による申出についてご理解の上、ご協力くださいますようお願いいたします。

なお、この確認は、厚生労働省作成のガイドラインに基づいて、全職員にお渡ししておりますことを申し添えます。

記

【申出の対象者】

- ・ 身体障害者福祉法に規定する身体障害者手帳保持者
- ・ 児童相談所、知的障害者更生相談所、精神保健福祉センター、精神保健指定医又は障害者職業センターにより知的障害者と判定された者
- ・ 精神障害者保健福祉手帳保持者

【申出の方法】

- ・ 以下「申出書」にご記入の上、採用日から 30 日以内に障がい者雇用推進室（財務・総務室人事グループ（職員人事担当））宛に学内便又はメール（jinji-soumu@office.hiroshima-u.ac.jp）で申出願います。

【利用目的及び情報の管理等】

- ・ 申出のあった情報は障がい者雇用状況報告のみに毎年度利用し、厳重に保護・管理します。なお、この報告は数値のみの報告であり、個人が特定されるものではありません。
- ・ 申出又は申出されないことにより、不利益な取扱いがされることはありません。

【担当】財務・総務室人事グループ（職員人事担当） TEL: (東広島) 6026
e-mail : jinji-soumu@office.hiroshima-u.ac.jp

----- 切り取り線 -----

申出書

所属 ()
職名 ()
氏名 ()

障がいの種類	障がいの程度
身体 ・ 知的 ・ 精神	級

適切な経費の執行について

大学の経費は、教育・研究等の大学の活動のために使用するものであり、税金等を原資として広島大学の教育・研究・診療等の活動のために負託された貴重な財源です。

これら経費を使用するにあたっては、経済性や説明責任の観点からルールが定められており、これを遵守する必要があります。

よって、経費の趣旨と無関係な目的で使用したり、ルールを逸脱した使用方法については、不適切な使用となります。

広島大学では、適切な経費の執行のため、経費を執行する際は、必ずシステム入力を行うこととしています。また、経費執行後には、確認作業を行うこととしています。

「物を買う」、「出張に行く」、「謝金を払う」場合は、原則として事前にシステム入力をしていただくとともに、確認作業に必要な各種手続きについて、ご協力をお願いします。

教員等個人宛の助成金・寄附金を学外から受け入れる場合、必ず大学への寄附手続きを行った上で、大学として管理するようにしてください。個人的に経理してはいけません。

不適切な使用の具体例

- ・実際には出張していないのに、架空の出張報告を行い、旅費を請求する。
- ・研究室の学生の名義で、架空の作業報告を行い、学生が受け取った謝金を研究室のものにする。
- ・業者に架空の請求書を作成させ、別の物を購入する。

不明な点がありましたら、所属部局等の事務担当者に確認してください。

The Appropriate Use of Research Budgets and Subsidies

Money provided by Hiroshima University or other institutions/companies must be used for educational and research activities. It is precious money coming from taxes or organizations to promote high-quality research activities and educational and medical services. There are rules and regulations we need to follow from the viewpoints of efficiency and accountability when we use the budget. Therefore, if it is used for other purposes or in any irregular ways, it is considered illegal.

All staff members of Hiroshima University are expected to use the school on-line system when they use any budget, and also to confirm the typed information by themselves. Please type in all the necessary information when you buy things, go on business trips, and pay honoraria.

When you receive outside subsidies or donations as an individual, you need to report it to the university and use its on-line accounting system. You are not allowed to use your own accounting system.

Below are some examples of inappropriate use:

- Claiming business trip expenses which are actually not incurred;
- Claiming TA/RA money under the names of students and using it for the department;
- Using traders/dealers to write bogus invoices or to make bogus purchases.

If there is anything you would like to ask about the use of research money and subsidies, please feel free to ask the support staff of your department for further information.

職員各位

広島大学長

個人情報の管理徹底について

個人情報等の情報資産の管理・運用等に当たっては、「広島大学個人情報の取扱いに関する規則」、「広島大学情報セキュリティポリシー」等を定め、その徹底について周知してきているところです。

個人情報の漏えいは、本学の信用を失墜するだけでなく、情報を漏えいされた個人に、多大な迷惑を掛けることとなります。

また、**個人情報**が漏えいしたときは、**職員個人の責任が問われ、就業規則に基づき、懲戒等の対象**となります。

については、個人情報の管理について一層の徹底に努めるよう、特に以下の点についてご留意願います。

- **重要な個人情報を含む書類等は、施錠がなされている部屋、又は金庫等で保管し、紛失や盗難に遭うことがないように、細心の注意を払うこと。**
- **個人情報は、原則として学外へ持ち出さないこと。**
職務のため、やむを得ず持ち出す場合は、
 - ① 持ち出す情報を必要最小限にとどめる。
 - ② 紛失や盗難に遭うことがないように、細心の注意を払う。
 - ③ パソコンには、パスワードによるアクセス制御など管理対策を行う。
 - ④ USBメモリは、暗号化を行った上で使用する。
 - ⑤ 持ち出したデータは、利用後、必ず削除する。不要となったデータを蓄積しない。
 - ⑥ 学内で持ち運ぶときも、学外へ持ち出すときと同様に取り扱う。

<参考>

平成24～25年度に発生した本学における個人情報漏えい事案

平成24年4月	患者等の個人情報を保存したUSBメモリの紛失	315人分
平成24年4月	学生の成績等を保存したノートパソコンの盗難	1,005人分
平成24年11月	学生の指導所見や教員選考結果等を保存したUSBメモリの紛失	203人分
平成25年3月	患者等の個人情報を保存したUSBメモリの紛失	265人分
平成25年11月	入学志願票等（写し）の紛失	9人分
平成25年12月	学生の成績等を保存したノートパソコンの盗難	231人分

本学におきましては、平成24年度、25年度と個人情報の不適切な管理事例が複数発生し、そのことにより、国立大学法人評価委員会による平成24年度、25年度の業務実績評価の「その他業務運営に関する重要目標」において【中期計画達成のためにはやや遅れている】（Ⅱ）との評価を受けました。この評価は、第三期中期目標・中期計画の実施にかかわる運営費交付金に反映されることとなります。

担当：広島大学財務・総務室総務グループ
TEL 082-424-5014