

## Proving your income

To have your enrollment subsidy application considered, you must report 2025 resident tax (2024 income) for all members of your household (ages 20 and over). If you haven't done so, we won't be able to consider your application, and it will be placed on hold. If you fail to take the steps necessary to remove the hold, your application will be declined.

Once you've submitted your application, take the steps described below.

### 1. If you **had** already registered as a resident of Shinjuku City as of January 1, 2025

File your 2025 resident tax (2024 income).

Occupations required to file an income tax return	Where to file
People with wage income (salaried employees)	
[1] If you had only wage income (If your withholding statement does not indicate ordinary collection)	Please verify that your company has filed your tax return.
[2] If you had other types of income, or if you started or stopped working partway through the year (if your withholding statement indicates ordinary collection)	Tax Section, Shinjuku City Office
	Tax office with jurisdiction
People with business income (self-employment income, etc.) and others (part-time workers, etc.)	Tax Section, Shinjuku City Office
	Tax office with jurisdiction
People without income	Tax Section, Shinjuku City Office

- Even if the Tax Office tells you don't need to file a return, you need to file a return with the Tax Section at the Shinjuku City Office, regardless of whether you had any income (even if you didn't have any income). Be sure to indicate if you have any dependents.
- Children under 20 don't need to file a return if they don't have any income, but if your family includes any child dependents age 20 and over, be sure to indicate that fact on your return.

### 2. If you **had not** registered as a resident of Shinjuku City as of January 1, 2025 (but **were in Japan**)

File your 2025 resident tax form (2024 income) after contacting the ward, city, town, or village where you lived as of January 1, 2025, and then submit either of the following:

- (1) 2025 Resident Tax (Non-tax) Certificate (Including Dependents and Total Income)\*2 for all household members\*1 from the ward, city, town, or village where you were a resident on January 1, 2025
  - \*1 The form doesn't need to be submitted for qualified spouse dependents and dependent family members.
  - \*2 Withholding statements cannot be submitted to meet this requirement.
- (2) Individual Number Form for 2025 Shinjuku City Enrollment Subsidy
  - This form will be mailed to applicants whose Shinjuku City resident tax information cannot be verified around the end of June.
  - Please contact the program if you don't receive a form.

### 3. If you **had not** registered as a resident of Shinjuku City as of January 1, 2025

(if you were overseas or were unable to file a return)

Please contact the program as instructed under "Inquiries."

#### [Inquiries]

School Management Support Section, School Management Division,

Shinjuku City Board of Education Secretariat

Phone: 03-5273-3089 (direct)