


<Collection kit> Faculty members (except adjunct members)

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1-1 Minami-Osawa, Hachioji-shi, 192-0397

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Public University Corporation Ü ^ • [] ^] D
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4 Reply envelop

<Sample pattern>

- 富士 太郎 (Addressee)
- 富士 花子 (Spouse : Dependent in terms of the tax code)
- 富士 隼人 (Dependent other than spouse in terms of the tax code)



192-0397
 八王子市南大沢1-1 ←Minami-Osawa address
 ○○系○○コース ←Faculty

富士 太郎 様 ←Your name in Japanese



1-1 Minami-Osawa, Hachioji-shi,
 Tokyo, Japan 192-0397

Personnel/Accounting Section,
 General Affairs Div.
 Tokyo Metropolitan University,
 Public University Corporation

Request for Individual Number(My Number)

In the effect of Social Security and Tax Number System (also called My Number System), the Individual (ID) Number (= My Number) must be printed on withholding slip, payment record and social security (healthcare, Welfare, Labor, Pension, etc.) documents and submitted to public offices from January 2016. Please allow us to request you to provide of you and dependents' ID Number as follows.

On receiving employees' ID Number, an employer is required to verify identity. Need to confirm 1. the number is correct and 2. the person who provides the number is the correct owner of the number. Please check and refer "Preparation of Materials to Submit" and prepare your documents accordingly. Use enclosed reply-envelope and seal it; do not use the internal mailing system, directly hand in to your Accounting Section staff. Your cooperation would be highly appreciated.

Final Deadline to Return Materials

April 15th (Fri), 2016

Materials to Return

(1) For yourself & Category 3 insured person: submission form with Notification Card	1 person
(2) For yourself & Category 3 insured person: submission form with personal identification	1 person
(3) Submission form with your dependent's Individual Number	2 person

If you have any questions or concerns regarding the required materials to prepare such as the enclosed materials to fill out or the documentation for personal identification, please personally contact the Fuji Xerox My Number Support Center and be prepared to inform your "Inquiry Number" shown below. If you would like to contact the support center by email, please include your name, date of birth (or address), and your inquiry number.

Fuji Xerox My Number Support Center

Telephone Number: 0120-053-509

e-mail: support@bpo-mynumber.jp

Business Hours: 9:00 am-8:00 pm (excluding weekends, holidays
 and year end holidays (Dec. 31 to Jan. 3))

Inquiry Number: **1000111**

This operation is conducted through outsourcing to Fuji Xerox Co., Ltd. The contents of the call will be recorded for operational management and quality assurance purposes. The Individual Numbers and identification information you provide will not be used beyond the scope of usage that is stipulated by law.

Preparation of Materials to Submit

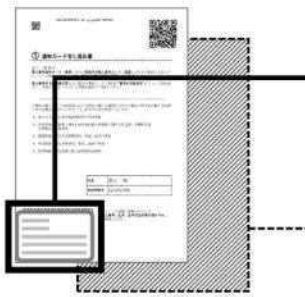
Please make sure to check the names of materials and sets of materials to include listed in "Materials to Return" on the front cover when returning materials.

Materials to be submitted differ according to the composition of your household.

- Addressee on front of this "Request for Individual Number (My Number) Submission"
- Persons designated as Category 3 insured person of the National Pension system of the addressee of this letter. Please return these two types of documents below:
 - (1) For yourself & Category 3 insured person: submission form with Notification Card
 - (2) For yourself & Category 3 insured person: submission form with personal identification
- Dependents of the addressee on the front of this letter. Please return this single document below for each dependent:
 - (3) Submission form with your dependent's Individual Number

If a Category 3 insured person is no longer under your care, please return the materials with an "X" clearly marked in the Individual Number Notification Card and personal identification material fields for each of the two types of said materials. Furthermore, if a dependent other than a Category 3 insured person is no longer under your care, please return the materials after marking an "X" for deletion in the red boxes for the Individual Number for dependents to submit for said person. Moreover, if you would like to add a dependent, you may not copy and return the copied form as an alternative. Please contact a representative at your place of employment.

(1) Notification Card Submission Form

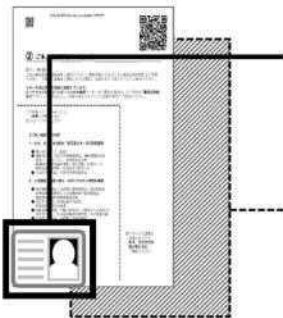


Please place the side with Individual Number (My Number), name, and date of birth facing up, and copy one of the two following cards:

- Individual Number Notification Card
- Individual Number Card with photograph (back side)

Or please place an "X" mark in "Materials attached separately" check box if you are attaching a copy of your residence certificate which includes your Individual Number (My Number), and then attach its copy to the back side of this submission form

(2) Personal Identification Submission Form

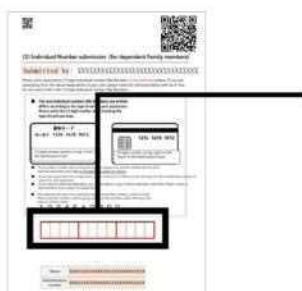


Please place the side with your facial photograph, name, and date of birth facing up, and copy one of the following personal identification materials,

- A card such as a driver's license/ Individual Number Card with picture (frontside)
- A passport

Two types of identification are required for identification materials "without a picture". If submitting materials which size extends beyond the designated red dotted lines or if submitting two types of identification materials, please place a check in the "Materials attached separately" check box, and then attach the copies to the back side of this submission form

(3) Dependent Individual Number Submission Form



Please write the 12-digit Individual Number (My Number) in the red boxes. If you have made a mistake, please cross out the mistake with two lines, and then right the correct number in the white space under the red boxes



① For Yourself & Category 3 Insured Person: Submit A Copy(s) of the Notification Card(s)

Name of Person to Submit:
富士 太郎

Please place the side of the Notification Card with its Individual Number (My Number) facing up within the red dotted lines on the bottom-left of this submission form, and then make a copy. Procedures on making a copy are included on the back side of this form. When attaching a copy of your residence certificate, which includes your Individual Number, please place an "X" mark in "Materials attached separately" check box within the red dotted lines to the bottom-left, and then attach the copy to the back side of this submission form. The person submitting this form shall mark an "X" clearly in the red Individual Number Notification Card boxes if that person is no longer a Category 3 insured person and dependent.

Individual Numbers will be used for the following purposes of administrative tasks related to Individual Numbers:

1. Administrative creation of tax withholdings related to salary income/pension income
2. Administrative creation of salary payment notifications related to local taxes
3. Administration related to employment insurance notification
4. Administration related to health insurance and welfare pension notifications
5. Administrative creation of payment records such as remuneration, fees, contract money, and rewards in addition to payment records such as usage fees for real estate properties
6. Administrative notifications of Category 3 insured persons for welfare pensions
7. Administrative applications for tax exemptions of asset-formation house savings and asset-formation pension savings

Name	富士 太郎
Administration Number	1000111

Please place the card with the top "at this position" for the
- Individual Number Notification Card (front side)
Or
- Individual Number Card (with picture) (front side)
and then make a copy
Please check the following when attaching a copy of a "residence certificate" which includes an Individual Number

- ☐ Materials attached separately
- ☐ Individual Number Card not issued

*Please confirm that the Individual Number, name, date of birth, and address included in the copied material is clearly printed on the copy
*In cases where the Notification Card is not issued due to reasons such as the applicant residing overseas, place a check mark in "Individual Number card not issued"
*In cases where a copy of the "residence certificate" which includes an Individual Number of yourself or a Category 3 insured person is submitted as Notification Card information, please attach a copy for each person



② For Yourself & Category 3 Insured Person: Submit A Copy(s) of Personal Identification Material(s)

Name of Person to Submit:

富士 太郎

Please submit a copy of the submitter's personal identification material(s) by referring to the [Example of Personal Identification Materials] below. Only one type of photo identification is required for personal identification. Two types of identification are required for personal identification "without photo". The procedure to create submission materials using a copy machine is included on the backside of this letter. When submitting materials which size extends beyond the designated dotted lines below or if submitting two types of personal identification, please place a check in the "Materials attached separately" checkbox in the red box on the lower left, and then attach the copied material to the back of this submission form.

Please place documents open "at this position" to copy the documents below:

- A passport

[Example of Personal Identification Materials]

1) Personal identification materials "with picture" including name and date of birth

- Individual Number Card (front side)
- Drivers license, health insurance card with picture, certificate of driving history, passport, physical disability certificate, mental disability certificate, rehabilitation certificate, residence care, special permanent residence certificate, basic resident registration card
- Student ID with picture/certification with picture

2) Two types of the following is required when submitting the above is difficult

- National health insurance card, health insurance card without picture, mariner's insurance card, insurance certificate for latter-stage elderly health care or nursing care insurance, healthcare insurance specially-insured day laborer certificate
- National pension book, child-rearing allowance, special child-rearing allowance certificate
- Certificate of seal registration, copy of official family registry (transcript or abridgement), copy of residence certificate, certificate of items stated in resident register, maternity health booklet
- Student ID without picture

3) For changes of name or address in identification materials

- For updated information on the back of a driver's license etc., please place a check in "Materials attached separately" and attach the materials (front and back for a driver's license) related to the information before and after the change

[Caution to Personal Identification Materials]

- *If the submitter of this material is a Category 3 insured person and is no longer a dependent, please mark an "X" in the personal identification field of this form, and write "not dependent" within the field
- *Please confirm that the name and date of birth in the copied material is clearly printed
- *In case there are recorded items on the backside of the personal identification materials, place a check mark in "Materials attached separately" and submit the material
- *For identity verification documents with validity dates, upon confirming that the documents have valid dates, copy the documents so that the validity date can be confirmed
- *For materials issued by government offices such as residence certificates and certificate of seal registration, submit those that are issued within the recent 3 months

Please place the card with the top "at this position" for the

- Individual Number Card (with picture)
- Driver's license
- Other personal identification materials with picture and then make a copy

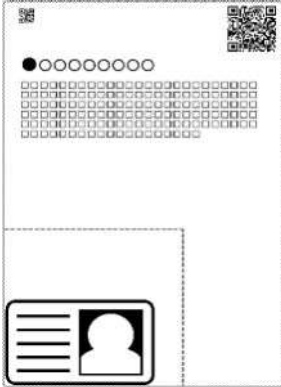
Please check the following when attaching copies of other materials.

☐ Materials attached separately

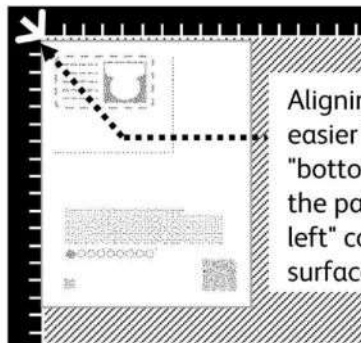
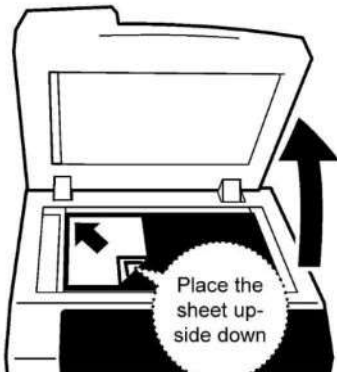
⑤

Creating Submission Form(s) Using ACopy Machine

1. Align the materials required for copying (Notification Card, etc.) at the bottom left corner of the submission form (form sheet).



2. Place the submission form face down on the glass surface of the copy machine, and then make a copy. Please align the submission form to the upper left of the glass surface. When doing this, aligning the materials is easier if you align the submission form to the upper left of the glass surface of the copy machine and turn the form over.

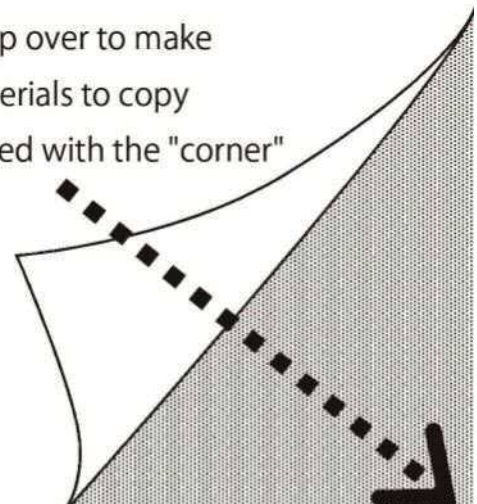


Aligning the materials is easier if aligning the "bottom-left" corner of the paper to the "upper-left" corner of the glass surface

[When placed on glass surface]

3. Please don't forget to pickup the original documents from the glass surface after coping.
4. Please be sure the Notification Card and the QR code at the top right is clearly copied, without filth. The copies may be printed in color or black & white.

Please flip over to make sure materials to copy are aligned with the "corner"





① For Yourself & Category 3 Insured Person: Submit A Copy(s) of the Notification Card(s)

Name of Person to Submit:

富士 花子

Please place the side of the Notification Card with its Individual Number (My Number) facing up within the red dotted lines on the bottom-left of this submission form, and then make a copy. Procedures on making a copy are included on the back side of this form. When attaching a copy of your residence certificate, which includes your Individual Number, please place an "X" mark in "Materials attached separately" check box within the red dotted lines to the bottom-left, and then attach the copy to the back side of this submission form. The person submitting this form shall mark an "X" clearly in the red Individual Number Notification Card boxes if that person is no longer a Category 3 insured person and dependent.

Individual Numbers will be used for the following purposes of administrative tasks related to Individual Numbers:

1. Administrative creation of tax withholdings related to salary income/pension income
2. Administrative creation of salary payment notifications related to local taxes
3. Administration related to employment insurance notification
4. Administration related to health insurance and welfare pension notifications
5. Administrative creation of payment records such as remuneration, fees, contract money, and rewards in addition to payment records such as usage fees for real estate properties
6. Administrative notifications of Category 3 insured persons for welfare pensions
7. Administrative applications for tax exemptions of asset-formation house savings and asset-formation pension savings

Name	富士 花子
Administration Number	1000111

Please place the card with the top "at this position" for the

– Individual Number Notification Card (front side)

Or

– Individual Number Card (with picture) (front side)

and then make a copy
Please check the following when attaching a copy of a "residence certificate" which includes an Individual Number

- ☐ Materials attached separately
☐ Individual Number Card not issued

*Please confirm that the Individual Number, name, date of birth, and address included in the copied material is clearly printed on the copy

*In cases where the Notification Card is not issued due to reasons such as the applicant residing overseas, place a check mark in "Individual Number card not issued"

*In cases where a copy of the "residence certificate" which includes an Individual Number of yourself or a Category 3 insured person is submitted as Notification Card information, please attach a copy for each person



2

For Yourself & Category 3 Insured Person:

Submit A Copy(s) of Personal Identification Material(s)

Name of Person to Submit:

富士 花子

Please submit a copy of the submitter's personal identification material(s) by referring to the [Example of Personal Identification Materials] below. Only one type of photo identification is required for personal identification. Two types of identification are required for personal identification "without a photo". The procedure to create submission materials using a copy machine is included on the backside of this letter. When submitting materials which size extends beyond the designated dotted lines below or if submitting two types of personal identification, please place a check in the "Materials attached separately" checkbox in the red box on the lower left, and then attach the copied materials to the back of this submission form.

Please place documents open "at this position" to copy the documents below:

- A passport

[Example of Personal Identification Materials]

- 1) Personal identification materials "with picture" including name and date of birth
 - Individual Number Card (front side)
 - Drivers license, health insurance card with picture, certificate of driving history, passport, physical disability certificate, mental disability certificate, rehabilitation certificate, residence care, special permanent residence certificate, basic resident registration card
 - Student ID with picture/certification with picture
- 2) Two types of the following is required when submitting the above is difficult
 - National health insurance card, health insurance card without picture, mariner's insurance card, insurance certificate for latter-stage elderly healthcare or nursing care insurance, healthcare insurance, specially-insured day laborer certificate
 - National pension book, child-rearing allowance, special child-rearing allowance certificate
 - Certificate of seal registration, copy of official family registry (transcript or abridgement), copy of residence certificate, certificate of items stated in resident register, maternity health booklet
 - Student ID without picture
- 3) For changes of name or address in identification materials
 - For updated information on the back of a driver's license etc., please place a check in "Materials attached separately" and attach the materials (front and back for a driver's license) related to the information before and after the change

[Caution to Personal Identification Materials]

- * If the submitter of this material is a Category 3 insured person and is no longer a dependent, please mark an "X" in the personal identification field of this form, and write "not dependent" within the field
- * Please confirm that the name and date of birth in the copied material is clearly printed
- * In case there are recorded items on the backside of the personal identification materials, place a checkmark in "Materials attached separately" and submit the material
- * For identity verification documents with validity dates, upon confirming that the documents have valid dates, copy the documents so that the validity date can be confirmed
- * For materials issued by government offices such as residence certificates and certificate of seal registration, submit those that are issued within the recent 3 months

Please place the card with the top "at this position" for the

- Individual Number Card (with picture)
- Driver's license
- Other personal identification materials with picture and then make a copy

Please check the following when attaching copies of other materials.

☐ Materials attached separately



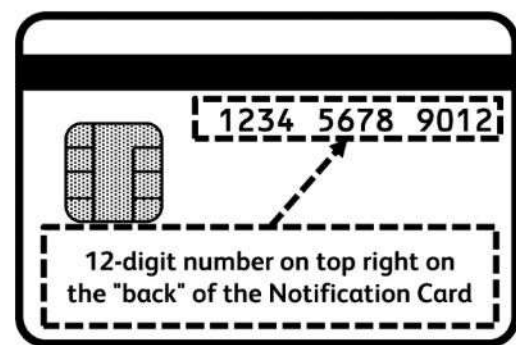
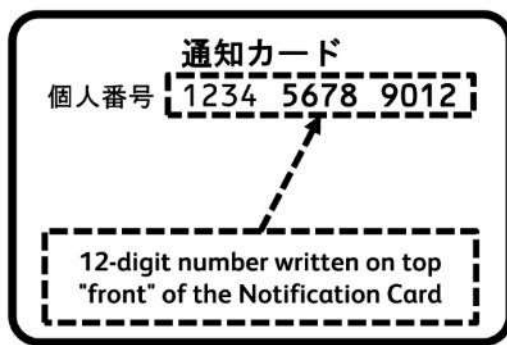
③ For Your Dependent(s): Submit A Copy(s) of Individual Number(s) of Your Dependent(s)

Name of Person to Submit:

富士 隼人

Please write the dependents 12-digit Individual Number (My Number) in the red boxes below. If your dependent(s) is no longer under your care, please mark the red boxes below with an X and write "Not dependent" under the red boxes. You do not need to fill in the 12-digit Individual Number (My Number).

- The area where the Individual Numbers are written differs according to the type of card in your possession. Please write the 12-digit number according to the type of card you have



- If you make a mistake when writing the number, please cross out the mistake with two lines, and then write the correct digit in the blank area under the red box
- If your dependent(s) is no longer under your care, please mark the red boxes below with an "X" and write "Not dependent" under the red boxes
- If you have an additional dependent, you may not copy and submit the copied form as an alternative. Please contact a representative at your place of employment
- The materials will need to be resubmitted again if the written numbers cannot be read. Please write the numbers clearly within outside of the red boxes while referring to the style of numbers below

1 2 3 4 5 6 7 8 9 0

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Name:	富士 隼人
Administration Number:	000

<The front of Reply Envelop> Faculty members (except adjunct members)

TMU address
(Please directly hand in to your Accounting staff or Personnel)

To : 八王子市南大沢 1 - 1
公立大学法人首都大学東京 総務部人事課給与福利係 行
(所属の給与担当者又は人事課までご持参ください。)

192-0397

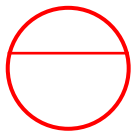
This documents are related to
My Number as Personal Identification
Information. Seal it tight and **NEVER** use
internal mailing system.
Directly hand in to your Accounting staff

<The back of Reply Envelop>

剥がれないように糊付けしてください

●差出人 From :
〒 Your Address
お名前 Your Name

Seal tight!



Your address
Your name

Confidential

Important

Fuji Xerox Document Center
2274 Hongo, Ebina-shi, 243-0494
(Personnel/Accounting, General Affairs Division
Tokyo Metropolitan University
Public University Corporation)

Carefully peel from this corner
Take extra care when wet

2016.4

富士 太郎 様

Individual Number (My Number) Request

We have not been able to confirm the reception of necessary documentation from you by the deadline mentioned in the previously sent "Request for Individual Number (My Number) Submission".

If you have not sent the requested submission form yet, please kindly send it with the necessary documents as soon as possible to the address mentioned in the letter. If the required documents are not submitted, necessary future administration processing may not be possible.

Please make sure when sending the submission form and necessary documents that you leave enough time so that the documents arrive at the Fuji Xerox Document Center by the final deadline.

Personnel/Accounting, General Affairs Division
Tokyo Metropolitan University
Public University Corporation

In preparation necessary materials to resubmit, if you have any question regarding the necessary documents or require documents to be reissued, please contact the following

When contacting the office, please beforehand the following "Inquiry Number" when you call. When contacting by e-mail, make sure to include your name, date of birth (or address), and inquiry

My Number Support Center

Phone Number : 0120-XX-0000

E-mail : support@bpo-mynumber.jp

Business Hours: 9:00 am – 8:00 pm
(excluding weekends, holidays and year end holidays
Dec.31 to Jan. 3)

Inquiry Number : 1000111

