(Sample)

Application for Approval of a Special Case of the Time for Payment of Withholding Income Tax and Notification Concerning the Person who is Approved a Special Case of the Time for Payment

Receipt Stamp of Tax Office

① Date of application filing Name of tax office	② Applicant and the notified party	Address of company	Zip code
		Name of company	
		Company number	(13 digit number)
		Number of tax collector	

Application is hereby made for the approval of a special case of the time for payment of withholding income tax according to the prescription in Article 216 of the Income Tax Law. In case this application is approved, this notification is made at the same time, as a special case of the time for payment is also to be approved according to the prescription in Article 8, Paragraph 1 in The Tax Special Measure Law.

③ Name of employee and provided amount of money at the end of every months during 6 months the day before application	Monthly classification	Provided employees	Provided money	Monthly classification	Provided employees	Provided money

④
1.Describe the specific reason of delay of tax payment in case there were unavoidable case.

2.Describe the specific date in case the special case of due date was cancelled within a year of application day.

(Note) This application comes into effect from the next month payment after applied.
[Example] In case this application is made on 3 March.

(Salary etc.)	(the time for payment)
For March	10 April
From April to June	10 July

Tax office use column										
	Approval or Dismissal of special case of payment	Proposal		Year month day		Approval Seal	Chief	Deputy Chief	Supervised tax officer	Person in charge
		Approval								
		Enforcement								
	Classification	Name list	Input	Reference column	Notification	(Reason of dismissal)				
	Special case of Classification									
	Special case of the due date									

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