



Once your date for leaving Japan is decided, carry out procedures to end contracts for your place of residence, utilities, phone, and bank etc. as early as possible.

When it reaches the week in which you will leave Japan, please complete any procedures at the City Hall.



Things to do at the City Hall

Where	What	What to bring
General Counter  City Hall 1F	① Submit a Departure Notification (転出届 tenshutsu todoke) ② Return your My Number Card ③ Leave National Health Insurance*	<input type="checkbox"/> Residence Card <input type="checkbox"/> 'My Number' Card (if you have one) <input type="checkbox"/> Health Insurance Card
Residential Tax Division  City Hall 2F	④ Pay remaining residential tax or choose a tax payment administrator.	<input type="checkbox"/> Documents related to departure date (your plane ticket etc.) <input type="checkbox"/> Payroll Statement (給与明細書 kyuyomeisaisho)

* only for those enrolled in national health insurance

Residents Tax

Even if you leave part way through the financial year, you must still pay residential tax for that year.

Those who have received a Tax Payment Notification (納税通知書 nozei tsuchisho) pay at city hall etc.

Those who will depart prior to receiving a Tax Payment Notification... elect someone in Japan who will become a 'Tax Payment Administrator' (納税管理人 nozei kanrinin), and pay on your behalf.

Prior to departing, please complete the procedure to elect a 'Tax Payment Administrator' at city hall.

National pension lump-sum withdrawal

Those who have paid National Pension insurance premiums for more than 6 months are eligible to apply for a lump-sum withdrawal after departure.

If someone in Japan will complete this procedure on your behalf, a letter of authorization will be required.



For more information  Japan Pension Service Home Page <https://www.nenkin.go.jp/service/jukyu/todoke/kyotsu/20150406.html>



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3 additional languages