

All TA/RA/Research Support Staff/Part-Time Temporary Workers

Submitting the 2015 Declaration of Wage-Earner Dependents form

A Declaration of Wage-Earner Dependents (*kyūyo shotoku-sha no fuyō kōjo-tō shinkoku-sho*) must be submitted by anyone receiving wages in 2015 related to being a TA, RA, research support staff member or part-time temporary worker for the following reasons.

1. To specify your principal place of employment

- **Persons receiving wages only from Waseda University must submit this form.**
- Persons with places of employment in addition to this university must submit this form **to only one of the employers.**

If you have already submitted this form to a part-time or other employer than Waseda University, you may not submit the form again (duplicate submission is prohibited by law).

2. To receive various tax deductions (the standard deduction, etc.)

By submitting this form, income tax is zero on monthly wages up to ¥88,000. If the form is not submitted, an income tax of at least 3.063% must be withheld at source regardless of the amount of income.

Completing the form

- 1) Confirm the name of the part of Waseda that employed you (the academic school, etc.) printed on the form.
- 2) **If you were employed by more than one part of Waseda, write the names in the parentheses “(Other Waseda employers/gakunai no hoka no kinmusaki-mei:)” and submit a declaration to each employer.**
- 3) Write the date of submission in the space at the upper right.
- 4) **Be sure to include your student number.** (Omit any numbers after the hyphen.)
- 5) Fill in your name, the furigana reading, and your date of birth.
- 6) For the address, use the address on your resident card.
- 7) If Waseda University is your principal employer, **you must submit this declaration even if you have no family dependents (wife, husband, children, parents, etc.).** However, please note that if you have family dependents, a different form needs to be used which you should request at your employer’s administrative office.
- 8) **For international students, this form is unnecessary for anyone who has submitted an application for treatment under a tax treaty (a “sozei jōyaku ni kansuru todokede-shō”).** Please explain to the administrative office of your employer that you are eligible for treatment under a tax treaty. Note that any such treatment applies only for the designated period of your contract, if designated.