

How to complete the Certificate of Salary Payment form (for employers)

Year and month of payment (month of work)	Amount paid	Notes
Enter <u>Reiwa 2. Month</u> (for <u> </u>) Enter <u>the year and month in which the salary was paid here.</u> Enter <u>the month in which the work was actually performed here.</u> (Note: if the salary for work was paid in the same month as the work was performed (not the month following the month in which it was performed), then the “month of payment” and “month of work” will be the same.)	Please enter the total amount paid to the bank account of the applicant (or paid in cash to the applicant), including allowances such as commuting allowances and bonuses.	If there are any supplementary notes, please enter them here.

*Please note: if there are any omissions, etc., in the content or the period certified, the applicant may be required to re-submit the certificate. If you do not use the form provided, please be sure to clearly indicate the date of hiring, and whether a commuting allowance is included in the payments, or if no commuting allowance is paid to the applicant.

If a monthly salary period spans two calendar months, please enter the month of payment and the month of work. (For example, if the monthly salary period is set from April 16 to May 15, and the salary for work done in April was paid in May, please enter April for the month of work and May for the month of payment.)

Sample of completed form

Certificate of Salary Payment

Date of hiring (initiation of employment): Heisei/Reiwa 31 M: March D: 1

Name: Taro Kyodai

*Please certify the salaries paid for the work performed from January to June, 2020.

(For details of how to complete this form, please refer to the attached “How to complete the Certificate of Salary Payment form (for employers)”)

Year and month of payment	Amount paid	Notes
Reiwa 2, January (for January)	8 0, 0 0 0 yen	
February (for February)	8 0, 0 0 0 yen	
March (for March)	8 0, 0 0 0 yen	
April (for April)	4 0, 0 0 0 yen	
May (for May)	3 0, 0 0 0 yen	
June (for June)	3 0, 0 0 0 yen	

*Please enter the total amounts paid to the bank account of the applicant (or paid in cash to the applicant), including allowances such as commuting allowances and bonuses.

This form will be used to confirm whether the applicant satisfies the requirements for the scholarship. We appreciate your kind cooperation.

I hereby certify that the above information is true and correct.

Reiwa 2 July 3

Certifier (business owner)

Address: 2nd floor of XX Building, 1-1 XX-cho, Shimogyo-ku, Kyoto

Telephone: 075-221-XXXX

Name: XXX Staff Service Corporation

Seal

