

# Pasting Sheet for Pay statements

Student No.: \_\_\_\_\_

Student Name: \_\_\_\_\_

① Name on this statement ( \_\_\_\_\_ ) ② Relationship ( \_\_\_\_\_ )

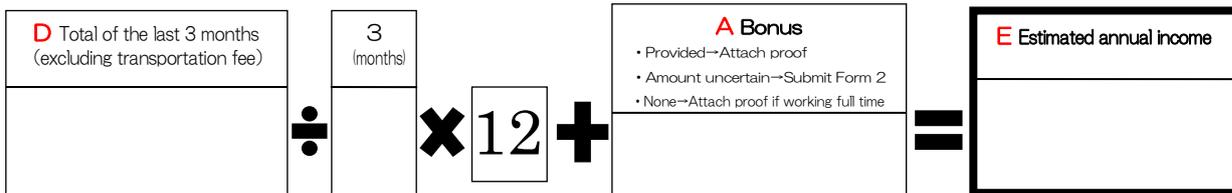
③ Company name ( \_\_\_\_\_ ) \*if you are employed at multiple places, attach payslips to this sheet by each work place.

④ Employment date ( \_\_\_\_\_ day \_\_\_\_\_ month \_\_\_\_\_ year)

⑤ Bonus payment Yes ( \_\_\_\_\_ yen/year **A** ) • No

(If Yes, write the annual amount and submit copies of the documents that show the bonus amount)

⑥ Estimated annual income Calculate based on salaries of the last three months.

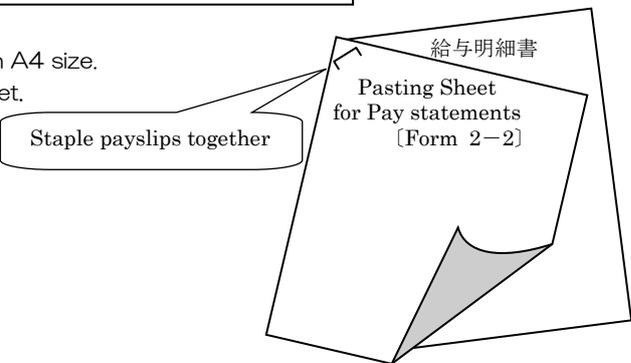


**Monthly salary =**  
**B (Gross pay) - C (Transportation fee)**  
 (month) \_\_\_\_\_ yen  
 (month) \_\_\_\_\_ yen  
 (month) \_\_\_\_\_ yen  
**D [Total of 3 months]** \_\_\_\_\_ yen

**【Notes】**  
 Please **submit (Form 2) instead** if:  
 • Estimated income will be different from the above calculation.  
 • You lost pay statements.  
 • You have been newly employed and yet to work for 3 months.  
 • Bonus amount is unclear.  
 • Monthly pay is inconsistent. (Payslips are not acceptable if the difference in amount is more than 50,000yen between certain months)

⑦ Paste pay statements (給与明細書) of the last three months here

- Please paste them on this sheet if copies are smaller than A4 size.
- If the copies are A4 size or larger, staple them to this sheet.



## Example

支給年月	所属コード	社員コード	氏名
年 月			
基本給			
通勤手当			
控除項目	健康保険料	厚生年金料	
課税額計			
総支給額			
控除項目			
年調過不足額			
当月支給額			

Labels in the example table:  
 - **C**: 通勤手当 (Transportation fee)  
 - **B**: 総支給額 (Gross pay)  
 - **Net pay**: 当月支給額 (Net pay)  
 - **Red X**: 控除項目 (Deductions)

Formula callout: **Monthly salary = B (Gross pay) - C (Transportation fee)**