**Pension Refund**

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| **Before leaving Japan (JET participant)** | |
| Submit “Address Change Report” (*tenshutsu todoke*) to **local municipal office**  Obtain “Claim Form for the Lump-sum Withdrawal Payments (for National Pension and Employees’ Pension Insurance)” (*dattai ichijikin seikyu-sho (kokumin nenkin/kousei nenkin hoken*)  Designate a tax representative by submitting “Declaration Naming a Person to Administer the Taxpayer’s Tax Affairs (For use by aliens)” (*nozeikanrin no todokedesho (gaikokujin-yo)* to your **local tax office** | **Get from local municipal office**  **Download from:**  https://www.nenkin.go.jp/international/english/lumpsum/lumpsum.html  **Get from local tax office or download from:**  http://www.nta.go.jp/tetsuzuki/shinsei/annai/shinkoku/pdf/07.pdf |
| **After leaving Japan (JET participant)** | |
| Mail “Claim Form for the Lump-sum Withdrawal Payments” to **Japan Pension Service**  Receive Lump-sum Withdrawal Payment into overseas account  Receive “Notice of Lump-sum Withdrawal Payment” (*dattai ichijikin shikyu kettei tsuchisho*)  Mail above notice to tax representative | **Include in the packet:**   * Pension book * Copy of Passport (DOB, country, signature, visa and date of departure from Japan) * A certified bank stamp OR all pertinent bank information for your home country bank   **Mail to:**  Social Insurance Operation Center  Takaido-nishi 3-5-24, Suginami-ku, Tokyo 168-8505  (〒168-8505東京都杉並区高井戸西 3丁目 5番 24号社会保険業務センター) |
| **After JET Receives Lump-sum Payment (Tax Representative)** | |
| After receiving “Notice of the Lump-sum Withdrawal Payment,” apply for tax refund (*kakutei shinkokusho*) at **local tax office**  Receive tax refund in Japanese bank account  Transfer tax refund to JET participant | **Get from local tax office** |