**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 accountReceive “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 accountTransfer tax refund to JET participant | **Get from local tax office** |