

Work Schedule and Transfer Application Form

MM

YYYY

Name:

day	work content	start and finish time	brake	attended	day	work content	start and finish time	brake	attended
1		~	~		17		~	~	
2		~	~		18		~	~	
3		~	~		19		~	~	
4		~	~		20		~	~	
5		~	~		21		~	~	
6		~	~		22		~	~	
7		~	~		23		~	~	
8		~	~		24		~	~	
9		~	~		25		~	~	
10		~	~		26		~	~	
11		~	~		27		~	~	
12		~	~		28		~	~	
13		~	~		29		~	~	
14		~	~		30		~	~	
15		~	~		31		~	~	
16		~	~		<div><div>total</div><div>hourly pay</div><div>attendance total</div><div>yen</div><div>①</div><div>yen</div></div>				

【源泉徴収の要否】

withholding tax

1

payment needed

payment not needed

※Enter "1" in one of the boxes.

Regarding the withholding tax, see 6) below.

Net taxable amount

...

①

Withholding Tax

...

② (① × tax rate)

Post tax

...

① − ②

Specific work content

Traffic Expense Application Form

means of transportation	section	fare(round-trip)
sub-total③		

the number of the work days④

total⑤(③x④)

As my work content is as above, please transfer the money to the designated bank account.

address

MM

DD

YYYY

〒

-

☎

-

-

name in Katakana

Name

DOB

MM

DD

YYYY

(

□

M

□

F

)

Department/Faculty

ID number

【Bank Account】

Transfer the money to the account below, which is not registered to KGU.

Bank

Branch (Branch code

)

(

□

Savings

□

Current

)

Account Number

Account Holder

(in Katakana)

My account has already been registered to KGU.

I hereby certify that all the data entered above are true.

Hirer (researcher)

sea

l

or

【Note】

1) Wages based on hourly rate shall be handled by this form.

2) Please fill in the work content and work hours on a daily basis,

3) Please keep a photocopy of this form.

4) Research office or Audit office may make inquiries about the application.

5) The personal information on this form will not be used for any purpose other than payment and audit.

6) Resident individual who is applicable to all of the three conditions bellow, payment of the withholding tax is not necessary.

①Successive work period is calculatedwithin two months.

②Payment(daily basis) is smaller than ¥9,300.

③No other employment such as TA, RA and LA exists.