

# Leaving Japan for good: a checklist

Job, taxes, city office, airport and your pension refund — deadlines counted from the day you leave Japan.

Departure date: \_\_\_\_\_

Write the date here: the deadlines on the right count from it. "14 days" means no later than the 14th day after it.

## 1–2 months before

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| <input type="checkbox"/> 1. Hand in your resignation: by law at least 2 weeks ahead, by company rules often 1–2 months.<br><a href="https://japaneasy.io/work/leaving-japan/#job">japaneasy.io/work/leaving-japan/#job</a>                                                                                                                      | <b>1–2 months ahead</b> |
| <input type="checkbox"/> 2. Appoint a tax agent (納税管理人, nōzei kanrinin) — any person or company in Japan — and notify the tax office and the city office (納税管理人申告書) separately. No agent? Then file and pay your taxes before you leave.<br><a href="https://japaneasy.io/work/leaving-japan/#taxes">japaneasy.io/work/leaving-japan/#taxes</a> | <b>before you leave</b> |
| <input type="checkbox"/> 3. Apartment, utilities, large items of garbage (粗大ごみ, by appointment) — start early.<br><a href="https://japaneasy.io/work/leaving-japan/#bank">japaneasy.io/work/leaving-japan/#bank</a>                                                                                                                             | <b>a month ahead</b>    |
| <input type="checkbox"/> 4. Decide which accounts to close and where your last salary and refunds will be paid; tell your bank you are leaving.<br><a href="https://japaneasy.io/work/leaving-japan/#bank">japaneasy.io/work/leaving-japan/#bank</a>                                                                                            | <b>before you leave</b> |

## Last working day

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| <input type="checkbox"/> 5. Year-end adjustment of income tax (年末調整, nenmatsu chōsei) and the withholding record (源泉徴収票) — your employer does them by your departure.<br><a href="https://japaneasy.io/work/leaving-japan/#taxes">japaneasy.io/work/leaving-japan/#taxes</a>                                                              | <b>before you leave</b>                 |
| <input type="checkbox"/> 6. The rest of your resident tax in one sum from your last pay (required when you leave a job between January and April, if the pay covers it).<br><a href="https://japaneasy.io/work/leaving-japan/#taxes">japaneasy.io/work/leaving-japan/#taxes</a>                                                           | <b>last pay</b>                         |
| <input type="checkbox"/> 7. Take the document with your Basic Pension Number (基礎年金番号通知書 or the older 年金手帳) — you need it for the pension refund claim.<br><a href="https://japaneasy.io/work/leaving-japan/#job">japaneasy.io/work/leaving-japan/#job</a>                                                                                 | <b>before you leave</b>                 |
| <input type="checkbox"/> 8. Ask in writing for your last pay, your money and belongings: the employer must hand them over within 7 days of your request (Labor Standards Act, Article 23) — so ask at least 7 days before your flight.<br><a href="https://japaneasy.io/work/leaving-japan/#job">japaneasy.io/work/leaving-japan/#job</a> | <b>at least 7 days before departure</b> |
| <input type="checkbox"/> 9. Notify immigration that your contract has ended — within 14 days of leaving the job; easiest online before your flight.<br><a href="https://japaneasy.io/work/leaving-japan/#job">japaneasy.io/work/leaving-japan/#job</a>                                                                                    | <b>14 days after leaving the job</b>    |

## City office and before the flight

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| <input type="checkbox"/> 10. Moving-out notification (転出届, tenshutsu todoke) at the city office, with your departure date. One visit can cover the whole household.<br><a href="https://japaneasy.io/work/leaving-japan/#city">japaneasy.io/work/leaving-japan/#city</a> | <b>from about 14 days before</b>     |
| <input type="checkbox"/> 11. Days between your job and departure: National Health Insurance and, if you are 20 to 59, the National Pension.<br><a href="https://japaneasy.io/work/leaving-japan/#city">japaneasy.io/work/leaving-japan/#city</a>                         | <b>14 days after leaving the job</b> |
| <input type="checkbox"/> 12. Phone and internet: cancel the contracts, check for unpaid phone installments; keep your number until the last day for SMS codes.<br><a href="https://japaneasy.io/work/leaving-japan/#bank">japaneasy.io/work/leaving-japan/#bank</a>      | <b>before you leave</b>              |

## At the airport

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| <input type="checkbox"/> 13. Without a re-entry permit your residence card is taken at passport control and your status of residence ends — permanent residency included.<br><a href="https://japaneasy.io/work/leaving-japan/#airport">japaneasy.io/work/leaving-japan/#airport</a> | <b>on departure day</b> |
| <input type="checkbox"/> 14. Cash, checks or securities worth over ¥1,000,000 — declare them to Customs.<br><a href="https://japaneasy.io/work/leaving-japan/#bank">japaneasy.io/work/leaving-japan/#bank</a>                                                                        | <b>on departure day</b> |

## After you leave

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| <input type="checkbox"/> 15. Resident tax that arrives after you leave (if you had an address in Japan on January 1, the city calculates the new year's tax by June) — your tax agent pays it.<br><a href="https://japaneasy.io/work/leaving-japan/#taxes">japaneasy.io/work/leaving-japan/#taxes</a>                                                                                   | <b>June</b>                         |
| <input type="checkbox"/> 16. Lump-sum Withdrawal Payment (脱退一時金, dattai ichijikin) — or keep your pension periods if your country has a social security agreement with Japan that adds them up. A claim posted from Japan must arrive on or after your departure date.<br><a href="https://japaneasy.io/work/insurance/pension-refund/">japaneasy.io/work/insurance/pension-refund/</a> | <b>within 2 years after leaving</b> |
| <input type="checkbox"/> 17. Reclaim the 20.42% tax withheld from the Employees' Pension part of the refund — through your tax agent.<br><a href="https://japaneasy.io/work/leaving-japan/#pension">japaneasy.io/work/leaving-japan/#pension</a>                                                                                                                                        | <b>after the payment</b>            |

Every item is explained on [japaneasy.io/work/leaving-japan/](https://japaneasy.io/work/leaving-japan/). Your insurance and pension: [japaneasy.io/work/insurance/](https://japaneasy.io/work/insurance/).

Free help in English: Foreign Residents Support Center (FRESC), 0570-011000, weekdays 9 a.m. to 5 p.m. — status of residence, work and legal questions; Telephone Consultation Service for Foreign Workers (Ministry of Health, Labour and Welfare), 0570-001-701, Monday to Friday 10 a.m. to 3 p.m., closed noon to 1 p.m. — problems at work.