

To parents and guardians:

About the Procedures for Bank Account Transfers for School Fees (Request)

Here at the elementary and junior high schools in Minoh City, of the expenses required for your child during their school activities, we collect those expenses for school lunches/learning materials, etc., referred to as "school fees" by deducting them via bank account transfers (withdrawals). Please refer to the items shown below and on the reverse side of this notice, and please use the distributed "Bank Account Transfer Request Form" to complete the procedures.

1. How to Complete Procedures

(1) Applicable Financial Institutions

- Limited to one of the following: **Senshu Ikeda Bank, Ltd.**, or **Sumitomo Mitsui Banking Corporation**
- As long as you use either of the above financial institutions, **withdrawals can be made from any branch account within Japan.**
- If you do not possess a savings account at the financial institutions listed above, we ask that you first visit a bank teller at either bank to create a new account.

(2) Submitting a Bank Account Transfer Request Form

- Please fill out the required items to the bank account transfer request form, and submit it to a bank teller at an applicable bank (please refer to the entry example on the reverse side of this notice).
- If you have a savings account at the banks listed above, **you can submit this form at any of their branches.**
- You are required to submit 1 form for each individual child.
- In addition to Minoh City municipal elementary and junior high schools, bank account transfer request forms can also be obtained at the Minoh City Board of Education Secretariat, School Administration Center, as well as the individual branches of Senshu Ikeda Bank located in the city of Minoh.

(3) Changing a Currently Registered Bank Account

- Please submit a bank account transfer request form to the applicable financial institution to which you are changing your account to. Due to bank processing procedures, it will take roughly 2 months for such changes to withdrawal accounts to be applied. Although you will not be required to follow any procedures for your old account, we ask that you do not cancel your old account until a withdrawal has successfully been made from your updated account.
- If changes are made to the name of the account holder, you will be required to once again submit a bank account transfer request form. After you have completed the procedures to change the name of the account holder at your financial institution, please submit a bank account transfer request form that lists the name of the new account holder to a bank teller at your financial institution.

2. Bank Account Transfers for School Fees

(1) About Transfer Dates

- As a basic rule, bank transfers shall be made on the 9th of every month between June and March of the following year.
- Your school will notify you of the schedule for bank transfers.
- If a withdrawal cannot be made due to insufficient funds, a bank transfer will once again be attempted on the 27th. For such cases, please make sure to deposit the required amount to your registered account by the specified deadline.
- If funds still cannot be withdrawn during the subsequent bank transfer, there may be cases where we collect these fees by deducting them from your childcare allowance or financial assistance for school expenses (only applicable for recipients).

(2) About the Funds Being Transferred

- These expenses will be used to cover school lunch fees, learning material fees, funds for school trips and excursions, Japan Sport Council Disaster Mutual Aid premiums, and PTA membership dues, etc.
- Your school will notify you on details, such as the individual expense items and their amounts.

<<Contact info>> Minoh City Board of Education Brighter Futures for Children Office
School Life Support Division, School Administration Center
Minoh City Hall Annex Bldg. 3rd Floor, counter #34, 4-6-1 Nishishoji, Minoh-shi
Phone no.: 072-724-6779 (direct line)

Minoh City Municipal School Fees

For Minoh

Bank Account Transfer Request Form/Application Concerning Collection of School Fees, etc., for Childcare Allowance

Addressed to: Applicable financial institution
Mayor of Minoh City
Minoh City Superintendent

I hereby agree to pay Minoh City municipal school fees by having funds transferred from the following account, and after verifying the contents of this agreement, I would like to submit this request as shown here.

In the event that non-payment of school fees etc. is identified for the applicable student or a sibling living in the same household, in accordance with the provisions of Article 21 Paragraph 2 of the Childcare Allowance Act, I request that these expenses be deducted from the amount of childcare allowance to be received from the mayor of Minoh City, and that they be allocated toward fulfilling said payment on the payment deadline.

Moreover, the contents of this agreement shall remain in effect except for in cases where this application is rescinded or the contents of this application are changed (related to Article 12 Paragraph 10 of the enforcement regulations of the Childcare Allowance Act).

*Please use a ballpoint pen to fill out the items enclosed in the thick-framed borders.

		Date of entry	(year)	(month)	(day)
Student	Name of school	Furigana			
	Minoh City Municipal	Name			
		Date of birth	(year)	(month)	(day)
Applicant (Guardian/ childcare allowance recipient)	Furigana				
	Name				
	Address	Postal code	—		
	Phone no.	()	—	

Childcare allowances are disbursed with the purpose of promoting the healthy development of children. Toward this end, a system has been put in place for the Childcare Allowance Act that allows school fees, such as for expenses for school goods and school lunches, etc., to be collected from such childcare allowances. In the event that non-payment occurs for school fees and where subsequent transferring of funds cannot be performed, payments for such school fees will be diverted from your childcare allowance, and we kindly ask for your understanding on this matter.

		Financial institution code					Branch code				Account type	Account no. (Please align numbers to the right.)
Financial institution	Bank										Savings account	
	Name of account holder	Furigana										
	Name											
												Please also affix seal to 2nd sheet.

Applicable financial institutions (Must either be Senshu Ikeda Bank, Ltd., or Sumitomo Mitsui Banking Corporation.)

— Agreement —

- When an invoice has been sent to my bank, I ask that the bank transfer the amount of payment given in the invoice, etc., from my specified account on the specified date of transfer without providing me with prior notification.
- Regarding the procedure for withdrawing funds from my deposits and savings, notwithstanding the regulations regarding savings accounts, as a request will not be submitted for the disbursement of checks or savings passbooks, nor shall one be submitted to request for a withdrawal of savings, I ask that the bank process this transaction in accordance with its prescribed method of payment.
- It will not be necessary to issue a receipt after funds have been transferred.
- If the remaining balance in the specified account on the date of transfer is less than the amount given in the invoice, etc., I will have no objections even if the invoice is returned to sender without my notification.
- I will have no objections even in cases where this bank account transfer agreement is cancelled without my notification in the event that the bank deems cancellation to be necessary.
- In the event that I intend on cancelling this bank account transfer agreement, I shall notify my bank and the Minoh City Board of Education.
- I shall not cause any inconvenience for my bank even in the event that a dispute were to arise in relation to the handling of these bank account transfers.

Field for financial institution use	(Reception seal)		

Financial Institution → Minoh City

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Field for Minoh City use	(Reception seal)	Entered by/Verified by		
(Special notes)				

箕面市学校徴収金 預金口座振替依頼書
兼 児童手当にかかる校徴収金等の徴収等に関する

Entry example

取扱金融機関
箕面市長 宛
箕面市教育長

私は、箕面市学校徴収金を下記預金口座から口座振替によって支払うことを了承し、約定を確認のうえ依頼します。
私は、児童手当法第21条第2項の規定に基づき、当該児童生徒、同一世帯のきょうだいにかかる学校徴収金等に未納が生じた場合、その費用については、児童手当から徴収することをお願いいたします。児童手当法では学用品費や給食費等の学校徴収金を児童手当から徴収できる仕組みが設けられていますが、児童手当から学校徴収金の支払いに充てますので、ご理解いただきますようお願いいたします。

Please fill out the name of the school that the student is scheduled to enter. If the student is already enrolled in a school, please write the name of that school.

Name/furigana/date of birth of child

Date of entry

児童生徒	学校名	フリガナ	●年 ●月 ●日
	箕面市立 ●● Elementary School/Junior High School	ミノ モジ	
申込者 (保護者・児童手当受給者)	フリガナ	名前	生年月日
	ミノ イチロウ	Minoh Momiji	●年 ●月 ●日
	名前	Please write the name of the guardian that is receiving childcare allowances.	
	住所	〒 562 - ●●●● Minoh-shi, ●●●● ● chome ●● - ●● Room no. △△	
	電話番号	(●●●) ●●●● - ●●●●	

児童手当は、子どもの健やかな成長を支援するために、児童手当法に基づき、児童手当から学校徴収金を徴収できる仕組みが設けられています。学校徴収金に未納が生じた場合は、児童手当から学校徴収金の支払いに充てますので、ご理解いただきますようお願いいたします。

Please leave a space between the first and last name. Please use 1 space for diacritic marks.

Please write one of the following.

Please circle the one that applies.

Please align the account number to the right.

金融機関	口座名義人	フリガナ	預金種目	金融機関お届出印
	ミノ オ	ハナコ	本店 支店 出張所	普通 0 1 2 3 4 5 6
	名前	Minoh Hanako	The bank account holder's name can be different to that	

取扱金融機関 (池田泉州銀行・三井住友銀行のいずれかに限る。)

- 約定 —
- 銀行に請求書が送付されたときは、貴行において、私に通知することなく、振替指定日に指定口座から納付書等の記載額を振替納付してください。
 - 預貯金の払出手続については、普通預金規定にかかわらず、小切手の振出又は預貯金通帳及び預貯金払戻請求書等の提出はいたしませんから、貴行所定の方法で処理してください。
 - 振替後は、領収書の発行は不要です。
 - 指定口座の残高が振替日において納付書等の金額に満たないときは、私に通知することなく、請求書を返却しても異議ありません。
 - この口座振替契約は、貴行が必要と認めた場合は、私に通知することなく解除されても異議ありません。
 - この口座振替契約を解除する場合には、私から貴行及び箕面市教育委員会へ通知します。
 - この口座振替の取り扱いについて、万一紛議が生じても貴行には迷惑をかけません。

金融機関使用欄 (受付印)

Since your financial institution will use this to verify your account, please make sure the seal has been affixed clearly. **Please also affix seal to 2nd sheet.**

Please take the 3 sheets (including duplicates), and submit them to a bank teller at your financial institution.