

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

- **Senshu Ikeda Bank, Ltd.,** or **Sumitomo Mitsui Banking Corporation**
- As long as you use either of the above financial institutions, you may select an account at any of their branches regardless of whether or not they are located in this city.
- 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 and affix your registered bank seal 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 financial institutions listed above, you may 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 Lunch Fees, etc., for Childcare

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 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, during the period where the applicable student is enrolled in a Minoh City municipal school, 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	<i>Furigana</i>			
	Minoh City Municipal	Name			
		Date of birth			
		(year)	(month)	(day)	
Applicant (Guardian/ childcare allowance recipient)	<i>Furigana</i>				
	Name				
	Address	Postal code	—		
	Phone no.	()	—		
					Seal
					Please also affix seal to 2nd sheet

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	<i>Furigana</i>											Registered bank seal				
		Name											Please also affix seal to 2nd sheet.				

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

— Agreement —

- 1 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.
- 2 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.
- 3 It will not be necessary to issue a receipt after funds have been transferred.
- 4 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.
- 5 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.
- 6 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.
- 7 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 Minoh City use	(Reception seal)		
	Verified by	Entered by	Handled by

