Guide to "Postal applications" of the Special Cash Payments

We have enclosed the application form for the Special Cash Payment (100,000yen/person).

Please follow the instructions given below, and make sure to use an indelible pen when filling in the form.

- Enclosures
 - The application form of the special cash payment
 ■Guide to "Postal applications" of the special cash payments (this leaflet)
 ■A return envelope
- The special cash payments
 - <Who will get the benefit?> Those who are registered with Basic Resident Registration System of Suginami City as of April 27, 2020.
 - <Who can apply?> The head of the household to which the beneficiaries belong.
- How to apply
 - (1) Fill in the application form (please refer to the example on the back).
 - The fields to be filled in are "the head of the household" and "the receiving bank account".
 - Please fill in the bank account information completely and correctly. If there are omissions and errors, it will take a much longer time to transfer.
 * Make sure to fill in the financial institution (bank) code.
 - (2) On the back of the form, you need to attach the following:
 - Top of the back page of application form: A copy of the document providing the applicant's ID
 ID: Driver's license, my number card, health insurance card, residence card, special permanent resident certificate (for foreign nationalities), etc.
 - Bottom of the back page of application form: A copy of the document verifying the bank account where you would like to receive payment.

Confirmation document of the bank account: passbook (facing pages of inside of the front cover), cash card, the screenshot of the online banking services that shows the name of financial institution, the account number and the name of account holder.

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(3) Put your application form in the return envelope and drop it into a post box. (Please keep your reference number on the upper left-hand corner of the form in case you need to make an inquiry.)

[Your reference number:

ONotes

- The total payments will be transferred to the head of household's bank account.
- Do not use this form for those who apply from Mynaportal website.
- The deadline for accepting the application is Monday. August 24, 2020 (must be postmarked by the date).
- In the following cases, you will be required to return the benefit.
 - 1 You get duplicate payments from another local governments.
 - 2 It is found that your household members received the benefit in a certain condition.
- If you want someone else to receive the payment on your behalf, the proxy form below and other documents may be required depending on each situation. For more details, please contact the call center below.

Suginami call center for the special cash payments

Hours: 8:30am - 6:30pm, including weekends and holidays until September 30, 2020

0120-798-063 *Please do not call the wrong number.

------ line to cut off------

Proxy form for someone who is applying on your behalf (The applications by proxy are allowed in limited cases. Please contact the call center in advance.)

	Pronunciation in Katakana	Relationship	Date of birth of proxy	y Address of proxy/phone number	
	The name of the proxy	with the			
P		applicant			
Proxy			year month day	Address	
				Daytime phone number ()
				, , ,	
The ab	pove person is recognized as a	nalf The head of the household (signature or seal)			
of the i	recipient. (Please circle one.)				



To: The Mayer of Suginami City Date of Application: Year 任

I am applying for the Special Cash Payment in compliance with conditions mentioned below.

	NI	Pronunciation in Katakana スギナミ タロウ							
Head of Household (Applicant/Recipient)	Name	②Suginami Taro 🕮							
sel	Date of B								
do Re	3 1	969 年 4 月 4 日							
of F Sant	Current Address								
ead	4								
±€	Daytime Phone Number								
	⑤ ()							

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- Date when the application was filled in (year, month, day)
- Name of the head of household If the head of household has signed his/her name, no seal will be required.
- Date of birth (year, month, day) (3)
- 4 **Current address**
- (5) Daytime phone number

*When you make a mistake, cross it out and write the correct one in empty space.

<example> when you correct "Hanako Suginami" → "Taro Suginami"

Taro Hanako Suginami

Your Bank Account Information (Do not pick out the account that has not been used in a long time.)

月

Bank Name (Excluding Japan Post Bank)	6	Bank JA Bank Shinkin Bank 阿佐ヶ谷 Credit Union]佐ヶ谷	Honten · Shiten Honsho · Shisho Syucchosho			
	Bank Code			Bra	Branch Code			/pe	of Account (8)	Bank Account Number (Fill in the squares, right-justified)	
				7				Sa	ing	2 Current	9
Japan Post	Bank Code				Passbook Code					Passbook Number (Fill in the squares, right-justified)	
Bank	9	9	0	0	1				0	10	
	Name (Pronunciation in Katakana) (Left-justified, Leave a space between the family name and the first name)										
Name of	ス キ ・ ナ ミ タ ロ ウ										
account holder	Name (Please write exactly same as the name on your passbook)										
	スギ	ナミ	タロ	ウ						·	

<When your receiving account is NOT Japan Post Bank>

- (6) Write bank and branch name
- (7) Write financial institution code and branch code
- You can find the financial institution code on the back of the passbook front cover. Also, you can find it on the official website of Suginami City government.
- (8) Circle the appropriate type of account
- Write bank account number
- (1) Write name of account holder

<When your receiving account IS Japan Post Bank>

- 10 Write passbook Code and passbook number
- 11 Write name of account holder
- Please write numbers clearly and correctly for an accurate transfer. For inquiries (e.g. I do not have a bank account), please contact the call center on the front page.

STOP FRAUD!

The Japanese government and the city government NEVER do any of the below:

- Ask to use an ATM
- Request service charges related to the benefit payment
- Send emails and ask to click attached URLs or open attached files

Please feel free to contact if you find anything suspicious.

- Consumer hotline: 188 (Three digits without the area code)
- Consumer hotline on cash benefits programs for COVID-19: 0120-213-188
- Suginami No Fraud Dial: 5307-0800
- Suginami Police Station: 3314-0110
- Takaido Police Station: 3332-0110
- Ogikubo Police Station: 3397-0110

(As of May 2020, Department of Special Cash Payments of Suginami)