

# Year-end Adjustment Checklist

Nov-23

Please check the items of the documents to be submitted on the checklist below.

**Please be sure to check either "Yes" or "No".**

If there is any discrepancy between the checked items and the actual items, the year-end adjustment may not be possible.

Please note that documents without a check mark will be judged as "not submitted".

**If you are not going to make a year-end adjustment at our company (i.e., if you are going to file your own tax return), you do not need to return the documents, including the checklist.**

**If you do not need to return the checklist, we will send it to you by mail.**

If you do not need to return the checklist, please destroy the documents and return envelope we sent you.

		Yes	No
original	Original Certificate of Deduction for Life Insurance Premiums for 2023 (for general and long-term care medical insurance)	<input type="checkbox"/>	<input type="checkbox"/>
	Deduction certificate for life insurance premiums for 2023 (for individual annuity)	<input type="checkbox"/>	<input type="checkbox"/>
	Deduction certificate for non-life insurance premiums for 2023 (for earthquake insurance, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
	Application for Special Deduction for Housing Loan *for those who have a mortgage payment	<input type="checkbox"/>	<input type="checkbox"/>
	Withholding Tax Certificate for the past 5 years (for previous employment) *for those who started working at Lofty this year	<input type="checkbox"/>	<input type="checkbox"/>
	Deduction certificate for social insurance premiums (National Pension Insurance premiums)	<input type="checkbox"/>	<input type="checkbox"/>
copy	Copy Certificate of Deduction for Social Insurance Premiums (National Health Insurance Premiums, etc.) or Receipt *Originals not accepted <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other ( )	<input type="checkbox"/>	<input type="checkbox"/>
	Other ( )	<input type="checkbox"/>	<input type="checkbox"/>
	Year-end adjustment checklist (this form)	<input type="checkbox"/>	<input type="checkbox"/>

Return Deadline: Friday, November 24th \* Postmarked on the same day Dispatched to

Name of de factory \_\_\_\_\_  
Please fill in the place of employment, not the dispatch agency (Lofty).

Your name: \_\_\_\_\_