

About the School Lunch Application and Account Transfer Payment Request Form:

1 About the changeover of school lunch funds to public sector accounting:

From April of this year, funds for school lunches in Kawasaki will be managed as part of the City budget as the program switches over to **public sector accounting**. As a result, from now on guardians of children in school will pay school lunch fees to the City rather than to the schools their children attend.

2 How to submit the School Lunch Application and the Account Transfer Request Form:

With school lunch fees changing over to public sector accounting, it becomes necessary for all guardians of schoolchildren to reconfirm their school lunch request and payment information by submitting a **School Lunch Application** and an **Account Transfer Payment Request Form**.

Therefore, we ask that you fill in the enclosed School Lunch Application (学校給食申込書) and Account Transfer Payment Request Form (口座振替納付依頼書) and complete the following procedures:

(1) School Lunch Application (4th sheet of the 4-sheet set of documents) → submit it to your child's school

- Separate this from the other sheets, fill in the required information, put the completed form in the envelope the documents came in, and **submit it to the school unsealed on the day of the entrance ceremony**. Please see the example on the reverse side of this page.

(2) Account Transfer Payment Request Form (Sheets 1 – 3 of the 4-sheet set of documents)
→ submit it to the financial institution

- Since this is a multiple-sheet form please complete it without separating the sheets. Submit the completed form to one of the financial institutions below. Please complete that institution's procedures to have school lunch fees paid via direct deposit from your account by **April 5th of this year**. For instructions on filling out the form, see the example on the back of the 3rd page. **You do not have to fill in the child's class in school.**

Financial institutions that handle account transfer payments of school lunch fees:

Banks	Trust banks (Shintaku Bank)	Credit unions (Shinkin Bank)	Others
Mizuho, Mitsubishi UFJ, Mitsui Sumitomo, Risona, Gunma, Kiraboshi, Yokohama, Higashi-Nippon, Kanagawa, Shizuoka Chuo, Japan Post Bank	Mitsui Sumitomo ※Mitsubishi UFJ does not handle these payments.	Yokohama, Kawasaki, Sawayaka, Shiba, Johnan Shinkin, Setagaya	Chuo Labour Bank, JA Ceresa Kawasaki

- Fees other than school lunch fees are to be paid by direct debit (account transfer payment) from an account at a financial institution designated by your school. School lunch fees need not be paid for from the same account; you may use any institution from the list above. You could, for example, use the same account that your family's salary is paid into, or any account you usually use.
- Once you complete this procedure, you won't have to do this again for as long as your child is enrolled in a Kawasaki City municipal school, even if you transfer to a different school (e.g. junior high school or special needs school).
- Bank fees associated with these transfers are borne by the City of Kawasaki, not the account holder.

3 About school lunch fees

Here is the planned schedule for the lunch fees to be paid by guardians (9 times a year)

	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
Payment deadline	6/30	7/31	8/31	9/30	10/31	11/30	1/4	1/31	2/28
for the month of --	Apr/May	June	July	Sep	Oct	Nov	Dec	Jan	Feb/Mar
Amount	Full lunch	¥9,200	¥4,600	¥4,600	¥4,600	¥4,600	¥4,600	¥4,600	¥9,200
	Without milk	¥7,600	¥3,800	¥3,800	¥3,800	¥3,800	¥3,800	¥3,800	¥7,600

- When the deadline falls on a weekend or holiday, it moves to the financial institution's next business day.
- The final fee schedule for the 2021 school year will be announced around June.
- 'Lunch without milk' is meant for children with a food allergy, lactose intolerance, or the like.

Q&A about paying for school lunches

Q1 What should I do if I can't finish the Account Transfer Request Form and related procedures by the deadline (Apr.5)?

A1 If the deadline is not met, the first installment (for April + May) cannot be automatically deducted from your account. In that case, Kawasaki City will send you an invoice for payment which you can **take to a bank or convenience store to pay**. Note that the first installment cannot be combined with the second installment and deducted together

Q2 What should we do if, because of food allergies or the like, we need to receive lunch without milk or milk only?

A2 You'll need to **submit a form (学校給食費区分変更届)**. Ask about this form, supporting documents, etc. at your school.

Q3 What if we are receiving welfare benefits or school expense subsidy?

A3 Recipients of welfare benefits or school expense subsidy can receive school lunches for free. It can take some time to approve this, but any school lunch fees you have paid before being approved will be refunded to you. **(In the meantime you do have to submit a School Lunch Application and an Account Transfer Request Form.)**

Q4 On the Account Transfer Request Form, what do I put for "person obligated to pay" (納付義務者名) and "payment (change) start date"?

A4 The "person obligated to pay" on this form should be **the same as the "school lunch fee payer (guardian, etc.)" (学校給食費負担者 (保護者等)) on the School Lunch Application**. It does not have to be the same person as the account holder. The payment (change) start date should be the deadline for the first installment, in other words **June 2021**.

第1号様式
学校給食申込書
(宛先) 川崎市長
令和 3 年 2 月 16 日

学校給食費負担者 (保護者等)	フリガナ	① カワサキ タロウ	学校給食を 受ける者から 見た続柄	②
	氏名	川崎 太郎 印 <small>(印) 自署の場合は、押印を省略することも可能です。</small>		父
	住所	③ 川崎市川崎区宮本町1番地 給食ビル 1001号室		
	連絡先	④ 携帯電話など日中に連絡の取れる電話番号 090 - 1234 - 5678		
学校給食を受ける者	学校名	⑤ 川崎市立 ○ ○ 小 学校 学年 1 年		
	フリガナ	⑥ カワサキ ミライ		
	氏名	川崎 未来		

- ① Write the name of the school lunch fee payer (the child's guardian, etc.) here with *furigana*. Please make it the same name as the "person obligated to pay" on the Account Transfer Request Form.
- ② Write the relationship from the standpoint of the child (e.g. mother, father, grandmother, grandfather, etc.)
- ③ Please write the person's address here.
- ④ Please write the person's daytime phone number (e.g. their cell phone number).
- ⑤ Name of the school the child will be attending and the child's year in school.
- ⑥ Child's name with *furigana*.

Contact:

Direct questions or comments about the switch to public sector accounting for school lunch funds, about submitting these forms, etc. to the office below:

Kawasaki Board of Education, Office of Health and School Lunch Promotion

TEL: 044-200-2539

E-mail: 88kyusyoku@city.kawasaki.jp

URL: <https://www.city.kawasaki.jp/880/page/0000121366.html>

Check here
for Q&A



School Lunch Fees Account Transfer Payment for Kawasaki City Municipal Elementary Schools, Junior High Schools and Special Education Schools

☆ Please take advantage of the convenient, safe and efficient service of account transfer payments to pay school lunch fees.

記入例

様式第1号 口座振替納付依頼書兼取消届[金融機関保管用] **学校給食費** **川崎市**
自動払込利用申込書[ゆうちょ銀行保管用]

申込日 西暦 2020年 1月 1日 区分 **新規(申込)** ※ 取消(2,3はゆうちょ銀行を除く)

口座振替依頼者(保護者等)(一筆)	フリガナ	カワサキ ハナコ	口座番号	川崎
	氏名	川崎 花子		
	フリガナ	カワサキ タロウ		
	氏名	川崎 太郎	<input type="checkbox"/>	口座名義人と同じ(記入不要)
	住所	〒 川崎市川崎区宮本町1番地	<input checked="" type="checkbox"/>	口座名義人と同じ(記入不要)
	連絡先	電話番号 090-1234-5678		

※ ボールペンで強く記入してください。フリガナ欄は、濁点・半濁点を1マスとして、姓と名の間は1マスあけて記入してください。
※ 納付義務者(保護者等)が口座名義人と同じ場合は、口印を印をつけ、氏名及び住所の記入は不要です。

(児童生徒等)	フリガナ	カワサキ ミライ	口座番号	川崎
	氏名	川崎 未来		
	学校名	川崎市立 〇〇小学校 1年1組		

私(納付義務者)は、学校給食費を支払うことを承認します。
私(口座名義人)は、学校給食費について、口座振替(自動払込)の方法で納付することについて承認し、契約事項を確認の上、口座振替(自動払込)の依頼します。また、滞り事由が生じた時は、滞り金を下記の口座に振り込んでください。

依頼先	<input checked="" type="checkbox"/> 銀行等 <input type="checkbox"/> 銀行 <input type="checkbox"/> 農協 <input type="checkbox"/> 本店 <input type="checkbox"/> 出張所	欄
	<input type="checkbox"/> 金庫 <input type="checkbox"/> 労働会 <input type="checkbox"/> 支店	欄
	ゆうちょ銀行	横浜貯金事務センター

指定預貯金口座	銀行等	金融機関コード	店種コード	預金種別	口座番号(右づめで記入)
	ゆうちょ銀行	99001	0	1 普通 2 当座	1234567
	種別コード	新規 166	契約種別コード	加入者名	川崎市会計管理者
	払込先	加入者名	払込先	口座番号	払込日 月末
	払込(変更)開始年月	西暦 2021年 6月			※ 非営業日の場合は翌営業日

Account transfer payment request form/cancellation notification [for the financial institution to keep]
Automatic payment application form [for Japan Post Bank to keep]

Please fill in with the date you complete the form (notification date).

Please circle (○) 1 if you are submitting this form for the first time.

Please affix a clear imprint of the seal or signature used for the financial account on the first and third sheets.

Write the name and address of the account holder here.

Please be sure to write the name and address if the person obligated to pay is different from the person whose name is on the financial account.

Please put a check mark (✓) if the person obligated to pay is the same person whose name is on the financial account.

Please write the account number, bankbook code and bankbook number aligned to the right.

There is no need to write the financial institution code or branch code in this space.

Precautions When Applying for Account Transfer Payment

<p>Financial Institutions That Handle Account Transfer Payments of School Lunch Fees</p>	<ul style="list-style-type: none"> ○ Financial Institutions Banks: Mizuho, Mitsubishi UFJ, Mitsui Sumitomo, Risona, Gunma, Kiraboshi, Yokohama, Higashi-Nippon, Kanagawa, Shizuoka Chuo, and Japan Post Bank Trust banks (Shintaku Bank): Mitsubishi UFJ and Mitsui Sumitomo Credit unions (Shinkin Bank): Yokohama, Kawasaki, Sawayaka, Shiba, Johnan Shinkin, and Setagaya Other: Chuo Labour Bank and JA Cereso Kawasaki
<p>Application Procedure</p>	<ul style="list-style-type: none"> ○ After filling out the account transfer payment request form with the required information, take your bankbook and the personal seal you use for the account to the financial institution service counter and submit your application in person. *When completing the procedures, you may be asked to show an official form of personal identification to verify your identity. ○ It takes one to two months from the time of application until account transfer payments (automatic payments) begin. You will be sent invoices for payment until automatic payments begin. ○ Once you complete this procedure, automatic payments will be made for as long as your child is enrolled in a Kawasaki City municipal school, even if you transfer to a different school.
<p>Precautions When Applying</p>	<ul style="list-style-type: none"> ○ This form can only be used for Kawasaki City municipal elementary school, junior high school and special education school lunch fees. ○ If the date you complete the procedure is between the 1st and 20th of the month, account transfer payments will begin from the following month. If the date is outside that period, payments will begin from the month after the following month. (There may be some delayed cases.) ○ Account transfer payments for applications received your financial institution between January 21 and May 20 will begin from June. Note: Applications received during FY2020 will be scheduled to begin account transfer payment from June 2021. ○ The transfer (payment) date is the last day of each month. If that date is a Saturday, Sunday or national holiday, the transfer date will be the following business day. ○ If there is a change, such as in the parent or guardian, please notify the City Office as soon as possible. Account transfer payments will continue to be made as before until you complete the procedure for change or termination (cancellation) with the financial institution. ○ Please read the contract terms between Kawasaki City and the financial institution carefully.
<p>Inquiries</p>	<p>Kawasaki City Board of Education Office of Health and School Lunch Promotion, Tel: 044-200-2539</p>