

6-2 Sample of the account transfer request form (Japan Post Office)

The account transfer request form is in a three-copy format, so please press hard with a ballpoint pen.

船橋市学校給食費預金口座振替依頼書兼自動払込利用申込書

船橋市指定金融機関・船橋市収納代理金融機関・ゆうちょ銀行 御中

平成26年11月 1日

私（納付義務者）は、船橋市が提供する学校給食の食材に対する費用を、学校給食費として船橋市に納めることを承知します。
私（納付義務者・口座名義人）は、上記の学校給食費について、預金口座振替（自動払込）の方法で納付することを了承し、裏面記載の契約事項に従って口座振替（自動払込）を依頼します。
なお、還付事由が生じた時は、下記（ゆうちょ銀行は通帳記号・番号の振込用）の口座に振り込んでください。

指定 口座	金融機関名	本支店名	預金種別	口座番号	
	金融機関コード	支店コード	カナ	フナバシ タロウ	
	通帳記号	通帳番号（右詰めで記入）	氏名	船橋 太郎	
	1 0 5 8 0 の	1 2 3 4 5 6 7	住所	船橋市湊町 2-10-25	
納付義務者 （保護者等）	住所	船橋市湊町 2-10-25	取扱店 日付印	00100-8-4980	
	氏名	船橋 太郎		払込先加入者名	船橋市会計管理者
	電話	090 (1234) 5678		種目 C D	166
	所属	船橋小 学校 6 年 1 組 1 番		契約種別 CD	30
給食喫食者 （児童生徒等）	カナ	フナバシ イチロウ	検印	印鑑照合係印	
	氏名	船橋 一郎	男・女		

Please write the account for an automatic deduction. Please check there are no mistakes.

Please make sure to put the seal (Inkan) on the second page.

Please put the same seal (Inkan) registered with the bank on the first page. The automatic deduction will not start if you put the seal different from the registered one.

One form per student is required, e.g. two sets of the transfer request form should be submitted when two children attend schools the Funabashi Municipal schools.

Please write name, address and contactable phone number of a guardian (either father or mother) in the space of the person responsible for paying charge for school meals.



Important Announcement: Payment of School Meals



Public-sector accounting starts from FY2015 (Heisei 27) -

The charge for school meals is collected by each school currently, however, the City of Funabashi is introducing the public sector accounting for school meals from FY2015 (Heisei 27). Instead of schools, the City of Funabashi is going to collect and manage the charge for school meals directly from April 2015.

Therefore, we kindly ask you to submit the enclosed account transfer request form to a financial institution after filling out.

1 20 financial institutions are available for an account transfer

It will be convenient for all guardians to use the account of usual checkable deposit for deducting the charge for school meals. Please make sure to go through a procedure because a refund will be transferred to this account when children will be absent from school for long periods of time.

City Bank	Local Bank	Trust Bank	Shinkin/ Credit Union	Others
<ul style="list-style-type: none"> The Bank of Tokyo-Mitsubishi UFJ Mizuho Bank Sumitomo Mitsui Banking Corporation Resona Bank 	<ul style="list-style-type: none"> The Chiba Bank The Chiba Kogyo Bank The Keiyo Bank The Tokyo Tomin Bank The Tokyo Star Bank 	<ul style="list-style-type: none"> Mitsubishi UFJ Trust and Banking Corporation Mizuho Trust & Banking Sumitomo Mitsui Trust Bank 	<ul style="list-style-type: none"> Chiba Shinkin Bank Tokyo Bay Shinkin Bank The Tokyo Higashi Shinkin Bank Yokohama Chuo Credit Union 	<ul style="list-style-type: none"> Japan Post Bank Chuo Labour Bank JA Ichikawa JA Chiba Tokatsu

※All branches/ a head office of financial institutes mentioned above are available. You can go through a procedure smoothly when you submit the account transfer request form to the branch you opened your account.

2 Please submit the account transfer request form by the deadline below.

A student who needs to submit the account transfer request form	Deadline for submission of the account transfer request form
The present 1 st and 2 nd grade of junior high school students	Friday, November 14, 2014
The present 6 th grade of elementary school students	Friday, November 28, 2014
The present 1 st to 5 th grade of elementary school students The present students of special schools (except graduating students of this year)	Tuesday, December 30, 2014
Persons scheduled to enter the elementary school/ special school in 2015	

※The school meal fee will not be paid automatically from your account when the procedure is not complete even after you submit the account transfer request form. Please note that you have to pay it with a payment slip in such a case.

3 Submit the reporting form below 6-1 to the school after submitting the account transfer request form to financial institutes.

Please submit the reporting form below 6-1 to the school which your child attends after submitting the account transfer request form to financial institutes. Persons scheduled to enter the elementary school/ special school in 2015 are required to submit the reporting form after entering school.



4 The transfer fee is borne by the City of Funabashi.

The transfer fee of school meal charge has been borne by guardians, however, it will be borne by the City of Funabashi after the public accounting starts.

5 The charge of school lunch is debited from your account at the end of month. (If the due date does not fall on a business day, it will be debited on the following business day.)

The schedule of account transfer is as follows.

Type of School	The schedule of account transfer					
Junior High School (Prepayment System)	The charge of school meals is collected based on an application sheet in principle. It is deducted two months before school meals are provided (the end of month). For the charge of milk, total yearly charge is collected at the end of August.					
	February	March	April	May	June	July
	(Charge For April)	(Charge For May)	(Charge For June)	(Charge For July)	(Charge For September)	(Charge For October)
	August	September	October	November	December	January
Elementary School & Special School	The yearly charge of school meals are paid in five installments depending on the number of school meals provided. Funabashi City makes 4 equal payment of the entire amount in units of 1000 yen for the first to the fourth payment and the balance is collected at the last time. e.g.) A child in the lower grade of elementary school: (208yen/meal + 51.34yen/milk) ×186 times = 48,237yen e.g.) A child in the upper grade of elementary school: (248yen/meal + 51.34yen/milk) ×186 times = 55,677yen					
		June	August	October	December	February
	The 1 st -3 rd Grade of elementary school	10,000	10,000	10,000	10,000	8,237
	The 4 th -6 th Grade of elementary school	12,000	12,000	12,000	12,000	7,677

6-1 Sample of the account transfer request form (Ordinary financial institutes)

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なお、選付事由が生じた時は、下記（ゆうちょ銀行は通帳記号・番号の振込用）の口座に振り込んでください。

指定口座	金融機関名	〇〇銀行		本支店名	××支店		預金種別	① 普通 ② 当座								
	金融機関コード			支店コード			口座名義人	1	2	3	4	5	6	7		
	通帳記号	1 0 の		通帳番号（右詰めで記入）			氏名	フナバシ タロウ								
	住所	船橋市湊町 2-10-25						住所	船橋市湊町 2-10-25							
納付義務者（保護者等）	住所	船橋市湊町 2-10-25		氏名	船橋 太郎		取扱店 日付印	払込元口座番号		00100-8-4980		金融機関届出印		船橋		
給食喫食者（児童生徒等）	電話	090 (1234) 5678		氏名	船橋 一郎			払込先加入者名		船橋市会計管理者		種目 C D			166	
	所属	船橋小 学校 6 年 1 組 1 番		氏名	船橋 一郎			契約種別 CD		30		検印			印鑑照合	
	カナ	フナバシ イチロウ		氏名	船橋 一郎			係		印						

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Please write name, address and contactable phone number of a guardian (either father or mother) in the space of the person responsible for paying charge for school meals.

※Please detach and submit the reporting form below to the school after which your child attends after submitting the form to financial institutes.

連絡票
REPORT

学校給食費の預金口座振替依頼書を金融機関へ提出しました。
I submitted the account transfer request form of school meals to the financial institute.

学校	現・新入学	年	組	児童生徒氏名
Name of School	Current student / New student	Grade	Class	Student Name
銀行提出日	月	日	提出先	銀行 信金 信組 信託銀行 農協 労金
Date of Submission	MM	DD	Name of Bank	Bank/ Shinkin/ Credit Union Trust Bank/ JA/ Labour Bank
				本店 支店 出張所 Head Office Branch Office

※新小学1年生は12月末までに手続きを済ませ、入学後、学校が指定する日までに提出してください。
※Persons scheduled to enter the elementary school/ special school in 2015 are required to submit the reporting form after entering school.