
Foreign Language Manual for 2020 Year-End Tax Settlement

This manual provides information to foreign employees so that they can better understand Korea's year-end tax settlement process. Also, the translated version may differ from the Korean text of tax laws, so if you are using this manual for business purposes, please refer to the original Korean text and receive assistance from the withholding agent (company).

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I . Year-end Tax Settlement of Wage & Salary Income

□ What is year-end tax settlement?

- Year-end tax settlement is a process of finalizing the total amount of income tax to be borne by an employee (excluding daily workers) for the wage & salary income earned during the relevant taxable period (e.g. Jan. 1–Dec. 31, 2020), based on the report of income deduction and tax credit, etc. submitted by the employee.
- If the amount of total tax withheld monthly is more than the final amount of tax payable, the amount in excess shall be refunded to the employee. If the amount of total withheld tax is less, the amount in shortage shall be additionally collected from the employee.
- When year-end tax settlement is completed, the withholding agent should issue a receipt for wage & salary income tax withholding to the employee by the end of February. If a resident with only wage & salary income paid income tax through year-end tax settlement, he/she does not need to file a finalized return of global income tax base.

□ When to file year-end tax settlement

- ① Year-end tax settlement of a continuing employee
 - The year-end tax settlement amount shall be withheld when the person who pays wage & salary income (withholding agent) pays wage & salary income for February of the year following the relevant taxable period (the last day of

February if wage & salary income for February is not paid until the last day of February or if there is no wage & salary income for February).

② Year-end tax settlement of a retiree

- Where an employee retires during the year, the year-end taxes shall be settled when wage & salary for the retiring month is paid. Therefore, employees who retire during the year should submit the report of income deduction and tax credit and supporting documents to the withholding agent before he/she receives wage and salary for the month of retirement.

II . Foreigners' Year-end Tax Settlement

1. Resident and Non-Resident

□ Definition

- In principle, a resident means any individual who has had his/her domicile or place of residence in the Republic of Korea for at least 183 days. A non-resident means any individual who is not a resident.
- A domicile shall be determined by the objective facts of living relationship, such as the existence of a family living together in the Republic of Korea, the property located in the Republic of Korea, and occupation. A place of residence means a place where a person has lived for a long time besides his/her domicile, and in which there is no general living relationship as close as a domicile

- ※ A taxpayer who falls under the following is deemed to have a domicile in Korea:
- A person who has an occupation which requires him/her to reside in Korea for 183 days or more; or
 - A person who has his/her family members in Korea and is likely to reside in Korea for 183 days or more in view of his/her occupation or assets held in Korea.

□ Scope of tax obligations

Foreign Resident	Foreign Non-Resident
All income generated from sources both within and outside Korea (worldwide income)	Domestic source income

- ※ Taxation on foreigners who reside in Korea for a short-term
 In the case of foreign source income of a foreign resident whose sum of period of having a domicile or place of residence in Korea is five years or less for 10 years retroactively from the last day of the relevant taxable period, only the income paid in Korea or remitted to Korea shall be taxed.

□ Income deduction & tax credit of foreign employees

- The income deduction and tax credit applied to foreign employees are the same as those for domestic employees (however, housing related deductions and credits do not apply), and the scope differs depending on whether the foreigner is a resident or a non-resident.

Item		Deductibility		Note
		Resident	Non-resident	
Total wage & salary income		Including foreign source income	Domestic source income	Article 119, Income Tax Act (Withholding Tax). 7
Deductions for wage & salary income		○	○	
Personal deductions	Basic deductions (Self, spouse, dependent family)	○	Only yourself	Article 122, Income Tax Act
	Additional deductions (Aged, disabled, qualified female, etc.)	○	Only yourself	Article 122, Income Tax Act
Deductions for pension contributions		○	○	
Special income deductions	National health insurance, employment insurance premium	○	X	
	Housing fund	X	X	A foreigner is not deemed the head of a household or a household member
Other income deductions	Pension savings, etc.	○	X	
	Deposits made in a mutual aid fund for small enterprises and small entrepreneurs	○	X	
	Savings account for housing purchase	X	X	A foreigner is not deemed the head of a household or a household member
	Contributions to a small and medium business start-up investment fund	○	X	
	Credit card expenses	○	X	
	Workers in SMEs which maintain the same employment level	○	X	
	Long-term collective investment securities savings	○	X	
	Contributions to an employee stock ownership association	○	○	Deductible for association members regardless of resident/non-resident
Tax credits, etc.	Tax credit for wage and salary income	○	○	
	Child tax credit	○	X	
	Special tax credit (insurance premium, medical expenses, educational expenses, donation)	○	X	
	Tax credit for monthly rent	X	X	A foreigner is not deemed the head of a household or a household member
	Taxpayer association credit	○	○	Applicable where the income tax of a member of a taxpayer association is withheld and paid by a taxpayer association every month
	Foreign tax credit	○	X	
Standard tax credit		○	X	

2. Special Taxation for Foreigners

① 19% flat tax rate (Article 18-2 of the Restriction of Special Taxation Act)

- (Summary) A foreign employee can choose the 19% flat tax rate instead of the basic tax rate (6-42%) for wage & salary income (excluding cases where service was provided to a special related company) until the taxable period that ends within five years from the day of first providing service in Korea. However, for those who choose the flat tax rate, non-taxation, income deduction, tax reduction/exemption and tax credit do not apply.
- (How to apply) A foreign employee who wishes to have special taxation applied should attach an application for flat tax rate application for foreign employees to the report of income deduction and tax credit from wage & salary income and submit the documents to his/her withholding agent or taxpayers association.

* Relevant law: Article 18-2 of the Restriction of Special Taxation Act

② Reduction/exemption of income tax for foreign engineers (Article 18, Restriction of Special Taxation Act)

- (Summary) For the wage & salary income earned by a foreign engineer meeting certain qualifications, 50% of the income tax is reduced from the day of first providing service in Korea to the month to which five years elapse from such date belongs.
- * The reduction period (five years) shall apply starting from the day of first providing service in Korea on or after Jan. 1, 2019. If service was first provided on or before Dec. 31, 2018, the previous regulation (two years) shall apply.

- However, in the case of foreign engineers working for specialized leading companies pursuant to Article 16 of the Act on Special Measures for Strengthening of the Competitiveness of Materials, Components and Equipment Industries, income tax is reduced by 70 percent for wage & salary income incurred from the first day of providing labor in Korea on or after Jan. 1, 2020 (up to Dec. 31, 2022) until the month in which falls three years lapse from such date. For wage & salary income from the first day of the month following the aforementioned month to the month to which belongs the day on which two years lapse from such date, 50 percent of the income tax shall be reduced.
- **(Engineers eligible for tax reduction/exemption)** A person without a Korean nationality who: 1) provides technology based on an engineering technology introduction contract (US\$ 300,000 or more); or 2) works as a researcher at an R&D facility of a foreign-invested company that meets certain requirements such as having an independent research facility
- **(How to benefit)** Submit an application for wage & salary income tax reduction/exemption for foreign engineers by the 10th day of the month following the month in which the date of providing service belongs to the jurisdictional tax office via the withholding agent.

* Relevant law: Article 18 of the Restriction of Special Taxation Act

3. Summary of the 2020 Revised Tax Laws

1 Increased income deduction rate for credit card expenses

- Increased deduction rate is applied to the amount used in March ~ July among the amount of payments such as credit cards used in 2020.

Payment method & Where to use	Deduction rate			
	Jan-Feb	Mar	Apr-Jul	Aug-Dec
◇ Credit card	15%	30%	80%	15%
◇ Debit card·Pre-paid card·Cash receipt	30%	60%		30%
◇ Amount spent on Books·Performance·Museum·Gallery (applicable to persons with total wage&salary of 70 mil won or less)	30%	60%		30%
◇ Amount spent on traditional markets & public transportation fare	40%	80%		40%

2 Setting of ceiling on wage & salary income deduction

- Deduction ceiling : 20 mil. won(From wage & salary income generated after January 1, 2020)

3 Change of eligibility for child tax credit

- School children under the age of 7 are excluded from child tax credit(From wage & salary income generated after January 1, 2020)

4 Easing of requirement for minimum wage & salary income for non-taxation of manufacturing/production workers' night work allowance, etc.

- Among the requirements for non-taxation on night work allowance for production workers, the standard of total wage & salary income for the previous year is reduced from 25 mil won to 30 mil won or less.

* From wage & salary income generated after January 1, 2020

5 Exclusion of SME employees' profits from borrowing housing purchase/lease funds from wage & salary income

- The profits of employees of SMEs pursuant to the Restriction of Special Taxation Act from borrowing housing purchase/lease funds are excluded from the scope of wage & salary income.

* From wage & salary income generated after January 1, 2020

6 Expansion of non-taxation of profits from exercise of venture companies' stock option and extension of application period

- Non taxation ceiling : Up to 20 mil won per year → Up to 30 mil won per year

- Applicable period : Up to Dec. 31, 2020 → Up to Dec. 31, 2021

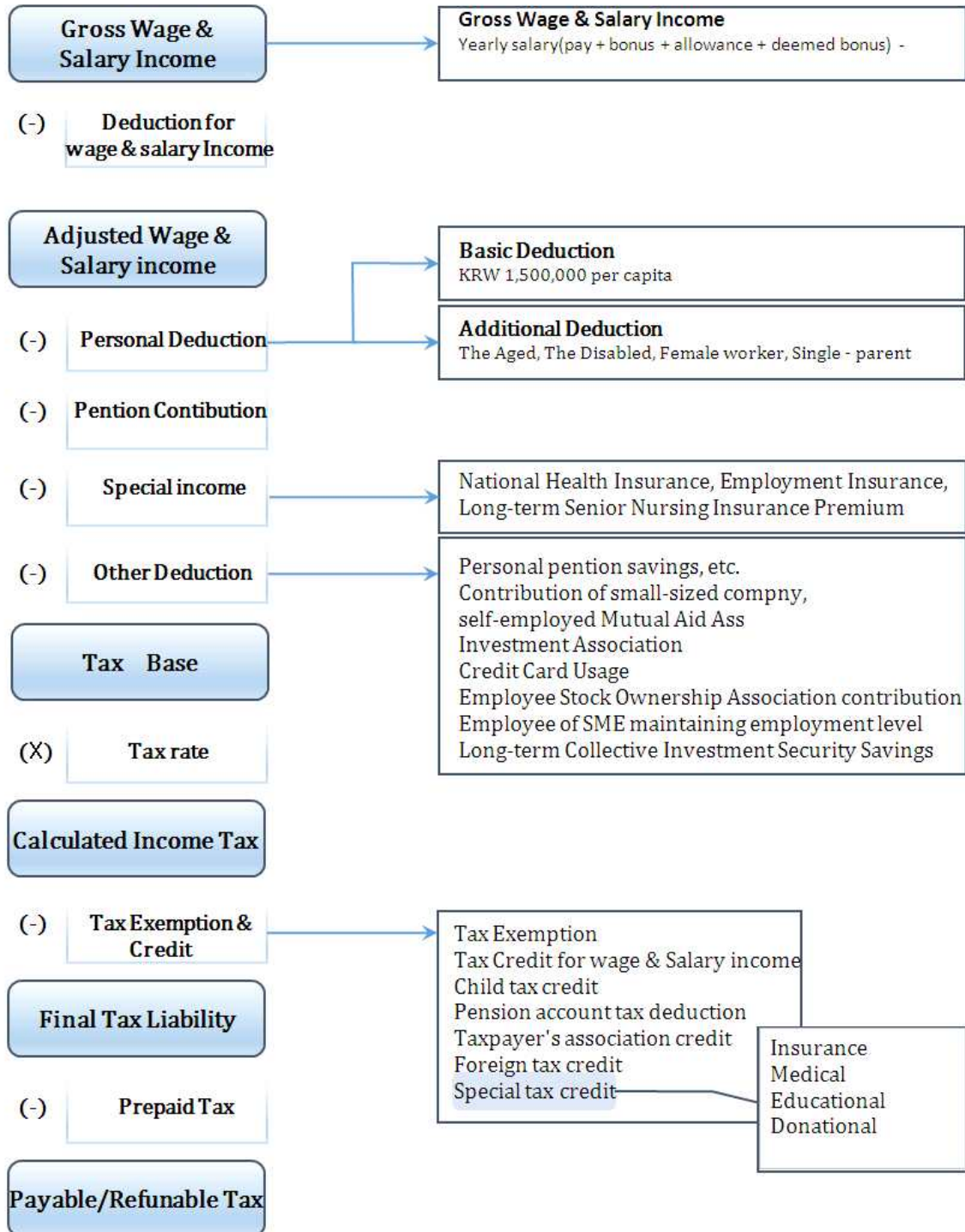
* Applicable to those who receive stock options after January 1, 2020.

7 Expansion of scope of businesses and Eased qualification as career-interrupted woman eligible for income tax reduction for new recruits of SMEs

- Expansion of scope of eligible businesses
 - Creative and art-related services, sports service businesses, service businesses related to libraries, historic places, and leisure activities
 - * From wage & salary income generated after January 1, 2020
- Eased qualification as career-interrupted woman
 - Marriage and child education added to the reason for retirement
 - Extend the period of career interruption from 3 to 15 years
 - * From wage & salary income generated after January 1, 2020

4. Year-End Tax Settlement – Calculation Process

Summary of flowchart of Year-end Tax Settlement



□ Calculation of wage & salary income tax base and tax amount

Classification	Details																				
Annual wage & salary income	All forms of compensation received in exchange for provision of service based on employment relations or a similar contract (excluding compensation for service provided by daily workers)																				
Non-taxable income	Income not included in wage & salary income e.g.: Owner driver subsidy (200,000 won per month), tuition fee, meal expenses, overseas wage & salary income (1 mil. won per month), childcare allowance for children aged 6 or under (100,000 won per month)																				
Gross wage & salary income	Taxable wage & salary income (= Annual wage & salary income – Non-taxable income)																				
(-) Deduction of wage & salary income	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #ffffcc;">Gross Wage & Salary Income Bracket</th> <th style="background-color: #ffffcc;">Deduction</th> </tr> </thead> <tbody> <tr> <td>Up to 5 mil. won</td> <td>70% of gross wage & salary income</td> </tr> <tr> <td>Over 5 mil. won – Up to 15 mil. won</td> <td>3.5 mil. won + 40% of the amount over 5 mil. won</td> </tr> <tr> <td>Over 15 mil. won – Up to 45 mil. won</td> <td>7.5 mil. won + 15% of the amount over 15 mil. won</td> </tr> <tr> <td>Over 45 mil. won – Up to 100 mil. won</td> <td>12 mil. won + 5% of the amount over 45 mil. won</td> </tr> <tr> <td>Over 100 mil. won</td> <td>14.75 mil. won + 2% of the amount over 100 mil. won</td> </tr> </tbody> </table> <p>※ up to 20 mil. won per year</p>	Gross Wage & Salary Income Bracket	Deduction	Up to 5 mil. won	70% of gross wage & salary income	Over 5 mil. won – Up to 15 mil. won	3.5 mil. won + 40% of the amount over 5 mil. won	Over 15 mil. won – Up to 45 mil. won	7.5 mil. won + 15% of the amount over 15 mil. won	Over 45 mil. won – Up to 100 mil. won	12 mil. won + 5% of the amount over 45 mil. won	Over 100 mil. won	14.75 mil. won + 2% of the amount over 100 mil. won								
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Adjusted wage & salary income	(= Gross wage & salary income – Deduction of wage & salary income)																				
(-) Personal deduction	<p>① Basic deduction: Taxpayer himself/herself, spouse and supporting family members who make a living together (whose annual income is 1 million won or less)</p> <p>○ Age requirement(no age requirement for spouses and the disabled)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #ffffcc;">Lineal ascendant</th> <th style="background-color: #ffffcc;">Lineal descendant</th> <th style="background-color: #ffffcc;">Sibling</th> <th style="background-color: #ffffcc;">Fostered children</th> <th style="background-color: #ffffcc;">Recipients for basic livelihood security</th> </tr> </thead> <tbody> <tr> <td>60 or older (born on or before Dec. 31, 1960)</td> <td>20 or younger (born on or after Jan. 1, 2000)</td> <td>60 or older, or 20 or younger</td> <td>Foster child reared for six months or longer during the taxable period</td> <td>No restrictions</td> </tr> </tbody> </table> <p>② Additional deduction : For persons subject to basic deduction falling under the following</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #ffffcc;">Deduction subject</th> <th style="background-color: #ffffcc;">The aged (aged 70 or older)</th> <th style="background-color: #ffffcc;">The disabled</th> <th style="background-color: #ffffcc;">Woman (having dependents / married)*</th> <th style="background-color: #ffffcc;">Single-parent</th> </tr> </thead> <tbody> <tr> <td>Deduction amount</td> <td>1 million won</td> <td>2 million won</td> <td>500,000 won</td> <td>1 million won</td> </tr> </tbody> </table> <p>1) A resident with global income of 30 mil. won or less who is a woman with a spouse, or a woman without a spouse with a dependant family member subject to basic deduction 2) An employee without a spouse who has a lineal descendant or adoptee subject to basic deduction</p> <p>※ Single parent deduction and deduction for woman cannot be applied at the same time (apply single parent deduction in case they both apply)</p>	Lineal ascendant	Lineal descendant	Sibling	Fostered children	Recipients for basic livelihood security	60 or older (born on or before Dec. 31, 1960)	20 or younger (born on or after Jan. 1, 2000)	60 or older, or 20 or younger	Foster child reared for six months or longer during the taxable period	No restrictions	Deduction subject	The aged (aged 70 or older)	The disabled	Woman (having dependents / married)*	Single-parent	Deduction amount	1 million won	2 million won	500,000 won	1 million won
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Classification	Details														
(-) Pension contribution deduction	Public pension (national pension, public officials pension, etc.) contributions borne by self: Deduction of full amount														
(-) Special income deduction	Deduction of insurance premium: Full amount - National health insurance premium, employment insurance premium, long-term care insurance premium														
(-) Other deduction	<p>① Personal pension savings (if account is opened on/before Dec. 31, 2000) - 40% of the deposits are deductible (up to 720,000 won per year)</p> <p>② Deposits made in a mutual aid fund for small enterprises and small entrepreneurs (Yellow Umbrella Deduction Cooperative) - Deposits in a mutual aid fund for small enterprises and small entrepreneurs</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #ffffcc;">Wage & salary income</th> <th style="background-color: #ffffcc;">Ceiling</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">40 mil. won or less</td> <td style="text-align: center;">5 mil. won</td> </tr> <tr> <td style="text-align: center;">Over 40 mil. won-100 mil. won</td> <td style="text-align: center;">3 mil. won</td> </tr> <tr> <td style="text-align: center;">Over 100 mil. won</td> <td style="text-align: center;">2 mil. won</td> </tr> </tbody> </table> <p>③ Contributions to a small and medium business start-up investment fund - For investments in a small and medium business start-up investment fund, venture company, etc., choose one taxable year from the taxable period starting in the year to which belongs to the investment or contribution date and ending in the year to which belongs the date on which two years elapse from the investment or contribution date.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #ffffcc;">Classification</th> <th style="background-color: #ffffcc;">Income deduction amount</th> <th style="background-color: #ffffcc;">Income deduction ceiling</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Contributions, investments in or after 2018</td> <td style="text-align: center;">10% of the contribution amount (100%, 70, 30%)*</td> <td style="text-align: center;">50% of the global income amount, 3 mil. won for venture investment trusts</td> </tr> </tbody> </table> <p>* Where directly investing in a venture company, etc.: 100% for 30 mil. won or less; 70% for 50 mil. won or less; 30% for over 50 mil. won</p> <p>④ Income deduction for amount spent on credit cards, etc. - Deduction amount: Where the annual sum (excluding the amount spent overseas) of the amount spent on credit cards, debit cards, pre-paid cards, cash receipts (including 10% of used car purchase expenses) exceeds 25% of gross wage & salary, 15% of the total amount (30% for books, performance tickets, museum and art exhibition tickets purchase expenses of persons with gross wage & salary of 70 mil. won or less; 40% for amount spent in traditional markets and public transportation) * Museum and art exhibition tickets: Applicable for amount spent on or after Jul. 1, 2019</p>	Wage & salary income	Ceiling	40 mil. won or less	5 mil. won	Over 40 mil. won-100 mil. won	3 mil. won	Over 100 mil. won	2 mil. won	Classification	Income deduction amount	Income deduction ceiling	Contributions, investments in or after 2018	10% of the contribution amount (100%, 70, 30%)*	50% of the global income amount, 3 mil. won for venture investment trusts
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<p>* In case of having the amount in excess of the deduction ceiling, the amount less than or equal to the excess amount and the total (up to 1 mil. won each) of 40% of the amount spent in traditional markets and 40% of the amount spent in public transportation (where the gross wage & salary is 70 mil. won or less, 30% of the amount spent on books, performance tickets, museum tickets and art exhibition tickets is added) is additionally deducted (up to 6 mil. won)</p>									
<p>(-) Other deduction</p>	<p>⑤ Income deduction for contributions to employee stock ownership association</p> <ul style="list-style-type: none"> - Amount that a member of an employee stock ownership association contributed to acquire company stocks (ceiling of 4 mil. won per year, 15 mil. won for venture companies) <p>⑥ Income deduction for workers in SMEs which maintain the same employment level</p> <ul style="list-style-type: none"> - 50% of pay reduced (total annual pay for the preceding taxable year - total annual pay for the relevant taxable year), (ceiling of 10 mil. won per year) <p>⑦ Income deduction for long-term collective investment security savings</p> <ul style="list-style-type: none"> - 40% of the amount deposited by an employee with gross wage & salary income of 50 mil. won or less (80 mil. won or less in the relevant taxable period) in the taxable period preceding the account opening year (ceiling of 6 mil. won per year): Up to 2.4 mil. won per year 								
<p>(+) Amount exceeding composite income deduction ceiling</p>	<p>Where income deduction subject to composite ceiling on income deduction* exceeds 25 mil. won, the amount in excess shall be added to the tax base.</p> <p>* Deposits made in a mutual aid fund for small enterprises and small entrepreneurs, contributions to employee stock ownership association, credit card expenses, contributions to a small and medium business start-up investment fund, deposits in a long-term collective investment security savings</p>								
<p>Tax base</p>	<p>(= Wage & salary income – Personal deduction – Pension insurance premium deduction – Special income deduction – Other income deductions + Amount exceeding composite income deduction ceiling)</p>								

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Basic tax rate (6-42%)	○ Calculate by multiplying the basic tax rate to the tax base																
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(-) Tax reduction/exemption	① Tax reduction/exemption according to tax treaties																
	- Where a foreigner dispatched to Korea receives pay from the government of both or either country that is party to a tax treaty, the amount of the relevant wage & salary income shall be reduced from the calculated income tax amount.																
	② Tax exemption for foreign teachers																
	- (Summary) A resident from a country that has a tax treaty with Korea containing a tax exemption clause for teachers (professors) who meet the requirements for tax exemption can receive tax exemption for income related to lecture and research received for a certain period (mostly two years). Because the tax exemption clauses differ by country, it is advised to check in advance.																
	- (Application for exemption) An employee who wishes to receive tax exemption benefits should submit an application for non-taxation/exemption of income tax according to tax treaty (attached Form 29-2 (3) of the Enforcement Rules of the Income Tax Act) to the school (the income payer), and the school should send the document to the jurisdictional tax office by the 9 th day of the month following the month to which the income payment date belongs.																
	③ Income tax reduction for foreign engineers																
	- For a foreign engineer, 50(70)% of the calculated tax on wage & salary income generated for five years until the month to which the day on which five years elapse from the day of first providing service in Korea belongs shall be reduced (valid if the first day of providing service is on or before Dec. 31, 2021).																

Classification	Details
<p>(-) Tax reduction/exemption</p>	<p>④ Income tax reduction for new recruits of SMEs</p> <ul style="list-style-type: none"> - (Summary) Where young adults aged 15 to 34 as of the date of signing an employment contract, persons aged 60 or older, the disabled or career-interrupted women meeting certain qualifications become hired by an SME, 70% (90% for young adults) of the income tax for income generated until the month to which belongs the day on which three years (five years for young adults) elapse from the date of employment shall be reduced (up to 1.5 million won per year) - (Employees excluded from tax reduction) Daily workers, executives, largest shareholder, largest contributor (representative in the case of private businesses) and his/her spouse, etc., persons whose payment of public pension contribution and national health insurance premium is not confirmed - (Businesses excluded from tax reduction) Professional service businesses such as law, taxation and accounting, hospitals, finance and insurance, etc. - (Application for tax reduction) The employee shall submit an application for income tax reduction for new recruits of SMEs (attached Form no. 11 of the Enforcement Rules of the Restriction of Special Taxation Act) to the withholding agent by the last day of the month following the month to which the date of employment belongs, and the withholding agent shall send a specification of eligibility of income tax reduction for new recruits of SMEs to the jurisdictional tax office.

Classification	Details								
	<p>① Tax credit for wage & salary income</p> <ul style="list-style-type: none"> - (Tax credit amount): 55% tax credit for calculated tax of 1.3 mil. won or less; if the calculated tax amount is over 1.3 mil. won, 715,000 won + 30% of the excess amount - (Tax credit ceiling) 								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #ffffcc;">Gross wage & salary</th> <th style="background-color: #ffffcc;">Tax credit amount</th> </tr> </thead> <tbody> <tr> <td>Up to 33 mil. won</td> <td>740,000 won</td> </tr> <tr> <td>Over 33 mil. won & not over 70 mil. won</td> <td>The higher of ①, ② ① 740,000 won - [(Gross wage & salary - 33 mil. won) × 0.008] ② 660,000 won</td> </tr> <tr> <td>Over 70 mil. won</td> <td>The higher of ①, ② ① 660,000 won - [(Gross wage & salary - 70 mil. won) × 1/2] ② 500,000 won</td> </tr> </tbody> </table>	Gross wage & salary	Tax credit amount	Up to 33 mil. won	740,000 won	Over 33 mil. won & not over 70 mil. won	The higher of ①, ② ① 740,000 won - [(Gross wage & salary - 33 mil. won) × 0.008] ② 660,000 won	Over 70 mil. won	The higher of ①, ② ① 660,000 won - [(Gross wage & salary - 70 mil. won) × 1/2] ② 500,000 won
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<p>② Child tax credit</p> <ul style="list-style-type: none"> - (Children subject to basic deduction) Children aged 7 and up - 150,000 won for one child, 300,000 won for two children, 300,000 won + 300,000 won per child for the third child and up if there are three or more children (e.g. 600,000 won for three children, 900,000 won for four children, 1,200,000 won for five children) - (Newborn, adopted children) The following is deducted from the calculated tax amount: 300,000 won for the 1st child, 500,000 won for the 2nd child, and 700,000 won for the third child and up 									
<p>③ Tax credit for pension account : 12% of the deposits made to a retirement pension, pension savings account (15% for persons with gross wage & salary of 55 mil. won or less)</p> <ul style="list-style-type: none"> - (under 50) up to 7 mil. won per year(4 mil. won for pension savings; 3 mil. won if the gross wage & salary is over 120 mil. won) - (50 or older) up to 9 mil. won per year(6 mil. won for pension savings; 3 mil. won if the gross wage & salary is over 120 mil. won) 									
<p>(-) Tax credit</p>	<p>④ Taxpayers association tax credit</p> <ul style="list-style-type: none"> - 5% of the calculated tax amount is deducted for wage & salary income withheld by the relevant taxpayers association <p>⑤ Foreign tax credit</p> <ul style="list-style-type: none"> - Where the global income tax base includes wage & salary income generated overseas, the amount of tax paid or payable overseas for the overseas income shall be deducted from the calculated tax amount - Tax credit ceiling = Calculated tax amount × [(Overseas wage & salary income - Wage & salary income subject to reduction or exemption) / Adjusted wage & salary income] 								

Classification	Detail									
(-) Tax credit	<p>⑥ Standard tax credit</p> <ul style="list-style-type: none"> - If application for special income deduction and special tax credit was not made, tax credit of 130,000 won is applied per year <p>⑦ Tax credit for insurance premium</p> <ul style="list-style-type: none"> - 12% of coverage insurance (e.g. life insurance, accident insurance) premium paid (up to 1 mil. won per year) - 15% of deposits to coverage insurance for the disabled (up to 1 mil. won per year) <p>⑧ Tax credit for medical expenses</p> <ul style="list-style-type: none"> - (Tax credit items) Medical expenses, medical supply expenses, expense for purchasing glasses (up to 500,000 won), post-partum care center expenses (up to 2 mil. won per birth for persons with gross wage & salary income of 70 mil. won or less) in excess of 3% of gross wage & salary <p>* Plastic surgery expenses and expenses for purchasing health supplements are excluded.</p>									
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⑧ Other dependent family members	7 mil. won per month									
<p>⑨ Tax credit for education expenses</p> <ul style="list-style-type: none"> - 15% of the education expenses spent for self and persons subject to basic deduction 										
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② Pre-school children	Daycare center expenses, kindergarten tuition fee, private education institute expenses, sports facility tuition fee, meal expenses, afterschool program expenses (including book expenses)	3 mil. won per person								

Classification	Details			
(-) Tax credit	Eligibility	Tax credit items	Tax credit ceiling	
	③ Elementary, middle & high school students	Tuition fee, admission fee, meal expenses, textbook expenses, afterschool program expenses, excursion expenses (up to 300,000 won per year), uniform purchase expenses (500,000 won a year for middle & high school students)	3 mil. won per person	
	④ University students	Tuition fee, admission fee	9 mil. won per person	
	⑤ The disabled	Rehabilitation expenses	Full amount	
(-) Tax credit	⑩ Tax credit for donations			
	- 15% of the donations made by a resident and his/her dependent family members subject to basic deduction (no age limit) during the taxable period within the tax credit ceiling			
	※ In the case of political donations and contributions to an employee stock ownership association, only the amount paid by the employee himself/herself is subject to tax credit			
	Type of donation	Tax credit ceiling	Tax credit rate	
	① Political fund donation	Adjusted Wage & Salary income ×100%	0-100,000 won	100/110
			Over 100,000 won	15% for not over 30 mil. won, 25% for over 30 mil. won
	② Statutory donation	(Adjusted Wage & Salary income - ①) × 100%	②+③+④+⑤ :15% (30% for over 10 mil. won)	
③ Contributions to employee stock ownership association	(Adjusted Wage & Salary income - ① - ②) × 30%			
④ Donation to religious organizations	(Adjusted Wage & Salary income - ① - ② - ③) × 10% + The lesser of: 20% of (Adjusted Wage & Salary income - ① - ② - ③); and amount paid to non-religious organizations			
⑤ Designated donation (non-religious organizations)	(Adjusted Wage & Salary income - ① - ② - ③) × 30%			

Classification	Details
Tax determined	(=Calculated income tax – Tax credit and exemption) ※ Foreign employees who applied for flat tax rate application = (Gross wage & salary + Non-taxable income) × 19%
(-) Pre-paid tax	Tax prepaid at principal (present) workplace + Tax prepaid at secondary (previous) workplace
Tax payable/ refundable	(= Tax determined - Pre-paid tax) ※ Tax determined > Pre-paid tax: The difference is payable Tax determined < Pre-paid tax: The difference is refundable

※ The above tax amount calculation table simply explains the related tax laws, so it does not explain the necessary requirements for the application of tax reductions . credits. Therefore, in case of reporting taxes using this manual, please be careful not to get penalties such as additional taxes imposed due to excessive reduction by checking the additional requirements for the application of tax reductions and the eligibility of the reductions from the related tax laws or the withholding agent (company).

III. Calculation Examples

1. Year-end Tax Settlement of Continuing Employees (1)

□ Basic information

- James works for Company ABC and earned 200,000,000 won as wage & salary income in 2020.
 - Annual wage & salary income 200,000,000 won - Non-taxable income 5,000,000 won
- His family members are as follows: James (aged 36), Jane (His wife, aged 38) (His wife is subject to basic deduction with annual wage & salary income of 1,000,000 won or less for the relevant tax year)
- Expenditure details
 - National pension contribution 2,500,000 won - National health insurance premium 1,500,000 won
- Monthly prepaid tax amount (excluding local income tax) 44,334,000 won

Year-end tax settlement		19% flat tax rate application	
Total Income	₩200,000,000	Total Income	₩200,000,000
Non-taxable income	(-) 5,000,000		
Gross Wage & Salary Income	₩195,000,000		
Deduction for wage & salary income	16,650,000		
Adjusted Wage & Salary Income	₩ 178,350,000		
Personal deduction			
-Basic deduction	3,000,000		
Pension contribution deduction	2,500,000		
Special income deduction			
-National health insurance premium	1,500,000		
Other deduction			
Tax Base	₩ 171,350,000		
Calculated Income Tax (basic tax rate)	₩ 45,713,000		
Tax Credit for Wage & Salary Income	500,000		
Determined tax	₩ 45,213,000	Determined tax	₩ 38,000,000
Prepaid tax	(-) 44,334,000	Prepaid tax	(-) 44,334,000
Tax due	₩ 879,000	Tax due	₩ △6,334,000

2. Year-end Tax Settlement of Continuing Employees (2)

□ Basic information

- James worked as an instructor in 2020 under a labor contract with a private English education institute. He earned 3,000,000 won every month (including 500,000 won offered by the institute to pay monthly rent).
- His family members are as follows: James (aged 40), Mary (his wife, aged 35), Brian (his son, aged 7), Wilkins (his father, aged 71). James and his family members live together and all his family members have annual income of less than 1,000,000 won, and are therefore eligible for basic deduction.
- Expenditure details
 - Life insurance premium: 1,100,000 won
 - National pension premium: 1,200,000 won
 - Child education expenses: 4,800,000 won (paid to domestic education institute)
- Amount of tax withheld: 26,690 won every month (flat tax rate not applied)

Year-end tax settlement	Details
<p>Annual wage & salary income ₩36,000,000</p> <p>Non-taxable income① (-) 0</p>	<p>① The 500,000 won offered by the institute for payment of monthly rent does not fall under non-taxable income.</p>
<p>Gross wage & salary income ₩36,000,000</p> <p>Deduction from wage & salary income② 10,650,000</p>	<p>② $7,500,000 + (36,000,000 - 15,000,000) \times 15\%$</p>
<p>Adjusted wage & salary income ₩ 25,350,000</p> <p>Personal deduction</p> <p>– Basic deduction③ 6,000,000</p> <p>– Additional deduction④ 1,000,000</p> <p>Pension premium deduction 1,200,000</p> <p>Special income deduction 0</p>	<p>③ (4 persons \times 1,500,000)</p> <p>④ (1 person \times 1,000,000), the elderly</p>
<p>Tax base ₩ 17,150,000</p>	
<p>Computed tax amount(basic tax rate) 1,492,500</p> <p>Computed tax amount (basic tax rate)⑤ 716,000</p>	<p>⑤ (Deduction amount): 772,750 $715,000 + (1,492,500 - 1,300,000) \times 30\%$ (Deduction ceiling) 716,000 $740,000 - [(36,000,000 - 33,000,000) \times 0.8\%]$</p>
<p>Child tax credit 150,000</p>	
<p>Coverage insurance premium</p> <p>– Coverage insurance premium⑥ 120,000</p> <p>– Educational expense⑦ 450,000</p>	<p>⑥ $1,000,000 \times 12\%$</p> <p>⑦ The deduction ceiling for elementary school child educational expense is 3,000,000 won.</p>
<p>Tax determined ₩ 56,500</p> <p>Prepaid tax ⑧ (-) 320,280</p>	<p>⑧ $26,690 \times 12$ months</p>
<p>Tax due ₩ Δ 263,780</p>	<p>Tax refundable</p>

IV. FAQ on Foreigners' Year-End Tax Settlement

1

I am a foreign wage & salary income earner and my company withholds tax from my monthly income. What is the year-end tax settlement?

- When paying an employee's monthly salary, the withholding agent (company) should pay the amount of tax withheld according to the simplified tax table* to the competent tax office after considering the employee's monthly salary and income deduction items such as the number of dependent families, and should file year-end tax settlement before salary for February of the following year is paid.

* A table that determines the amount of tax to be withheld every month depending on the monthly salary and the number of dependent family members.

- Year-end tax settlement is a process of finalizing the total amount of income tax to be borne by an employee for the wage & salary income earned during the relevant taxable period.
 - The final amount of tax payable is determined by reflecting the report of income deduction and tax credit submitted by the employee to the wage & salary income of the relevant taxable period.
- If the final amount of tax payable is determined by reflecting the income deduction and tax credit items, the withholding agent (company) shall compare the amount to the sum of monthly withheld taxes. If the amount of total withheld tax is more, the amount in excess shall be refunded (added to salary), and if it is less, the amount in shortage shall be additionally collected (subtracted from salary).

※ Related law: Article 134, 137 of the Income Tax Act

2

How do I file year-end tax settlement if I retired in the middle of the year?

- If an employee retires in the middle of the year, the withholding agent collects the year-end tax settlement amount when paying the wage & salary income for the retiring month.
- Therefore, an employee who retires in the middle of the year should submit a report of income deduction and tax credit and supporting documents to the company before he/she receives salary for the retiring month. If the employee only has wage & salary income from one place of work in the relevant taxable period, his/her income tax payment obligations are fulfilled with the aforementioned year-end tax settlement.

※ Relevant law: Article 137 of the Income Tax Act

3

I'm paid by a company in a foreign country. How do I pay my taxes?

- Wage and salary from foreigners or foreign companies outside the country are excluded from withholding but taxes should be paid.
- Since there is no one in the country who pays income, the worker must fulfill his or her own tax obligation. Therefore, the taxpayer is required to file a tax return on the income received outside the country in May of the following year.
- However, if the taxpayer joined a taxpayers association, the association should withhold tax on income paid from overseas and perform year-end tax settlement. In this case, the taxpayer can receive a tax credit of 5% of the tax amount.

※ Relevant law: Article 3, 150 of the Income Tax Act

4

Where a foreign resident is paid from a foreign country by providing labor, should the foreign-source income be combined with his/her domestic income for year-end tax settlement?

- A foreigner who is a resident of Korea should settle year-end tax for his/her income earned both in Korea and a foreign country.
- However, in the case of a foreign resident whose sum of period of having a domicile or place of residence in Korea is five years or less for 10 years retroactively from the last day of the relevant taxable period, only the income paid in Korea or remitted to Korea shall be taxed.
- ※ Relevant law: Articles 3 and 20 of the Income Tax Act

5

Are medical expenses paid to an overseas medical institution deductible?

- They are not deductible as foreign medical institutions do not fall under medical institutions as prescribed by Medical Service Act.
- ※ Relevant laws: Article 59-4 (2) of the Income Tax Act, Article 118-5 (1) of the Enforcement Decree of the Act

6

If the medical expenses shown at the Simplified Year-end Tax Settlement Service are less than the actual, how can a foreign employee claim deduction for the actual medical expenses?

- If the Simplified Year-end Tax Settlement Service (www.hometax.go.kr) does not show the full records of medical expenses spent by a resident worker, he/she can claim the deduction for his/her actual medical expenses by entering the omitted amount in the statement of medical expenses payment and submitting supporting documents issued by hospitals or pharmacies.
- ※ Relevant law: Article 59-4 (2) of the Income Tax Act

7

Are pre-school children's private education expenses spent abroad deductible?

- Educational expenses paid to overseas private educational institutes are not deductible because private educational institutes abroad are not qualified as private institutes or sports facilities stipulated in the relevant Korean laws, such as the Infant Care Act and the Act on the Establishment and Operation of Private Teaching Institutes and Extracurricular Lessons.

※ Relevant laws: Article 59-4 (3) of the Income Tax Act, Article 118-6 (1) of the Enforcement Decree of Income Tax Act

8

Are the education expenses deductible if a foreign taxpayer working in Korea spent educational expenses for their children studying abroad?

- As educational expenses paid to a foreign educational institute are deductible only when a resident who holds Korean nationality as of the end of relevant taxable period paid the education expenses, a foreigner is not able to claim deduction for the expenses.

※ Relevant laws: Article 59-4 (3) of the Income Tax Act, Article 118-6 (4), (5) of the Enforcement Decree of Income Tax Act

9

I paid insurance premium for December 2019 in January 2020. In this case, from what year is the insurance premium deducted?

- Insurance premium is deductible from the year in which it was paid. So if the payment was in January of 2020, it should be deducted from income for 2020.

※ Relevant law: Article 59-4 (1) of the Income Tax Act

10 Can a foreign employee, who is a resident, claim deduction for his/her overseas credit card usage?

- Income deduction is not permitted for purchases made overseas with credit cards.

※ Relevant law: Article 126-2 (1) of the Restriction of Special Taxation Act

11 Is the amount spent on a credit card under my family member's name deductible?

- The amount spent on a credit card under the name of a resident's spouse or lineal ascendant/descendant with annual income of 1 million won or less (gross wage & salary of 5 million won for persons with only wage & salary income) can be included in the resident's income deduction amount for credit card expenses, etc. However, the amount spent on a sibling's credit card, etc. is not included in the deductible amount even if the sibling is subject to basic deduction.

※ Relevant law: Article 126-2 (1) of the Restriction of Special Taxation Act

12 What are the general requirements for foreign teachers to be eligible for tax exemption?

- The NTS English website (<http://www.nts.go.kr/eng> ⇒ Resources ⇒ Tax Treaty) provides information on foreign teachers' eligibility for tax exemption, and because the eligibility for tax exemption differs by country, foreigners should check the applicable tax treaty between Korea and his/her home country. However, in the case of tax treaties with Canada, Norway, Sweden, etc., tax exemption is not granted.
- An American resident meeting the following requirements can be exempted from paying taxes on his/her wage and salary income.

- Inviting institution: Government, local governments or authorized educational institutes
 - * Not including private language institutes, English camps run by an English village, etc.
- Purpose of invitation: For the purpose of teaching/researching at a university or an authorized educational institute
- Purpose of visit: Primarily for the purpose of teaching or engaging in research, at a university or an authorized educational institute
- Period of invitation: Not exceeding two years
 - ※ Relevant laws: Article 20 (1) of the Korea-U.S. Tax Treaty

13

What income deduction and tax credit items do not apply to foreigners when filing year-end tax settlement?

- Housing related items (housing fund deduction, income deduction for comprehensive housing subscription saving deposits, tax credit for monthly rent) apply only to household heads and members. Because foreign employees cannot be a household head or member, they are not eligible for such deduction items.
 - ※ Relevant law: Article 95-2 of the Restriction of Special Taxation Act

14

If a foreigner omits some items for income deduction or tax credit in the year-end tax settlement, can he/she get deduction or tax credit later?

- If items for income deduction or tax credit were omitted in the Year-end Tax Settlement, a foreign taxpayer can claim for correction of the originally filed tax return to the competent tax office in the filing period of global income tax, May of the following year. They can also

claim for correction within five years since the period of wage & salary income tax payment lapsed.

※ Relevant law: Article 45-2 of the Framework Act on National Taxes

15

How do I claim a refund when I am eligible for a tax refund?

- If you are eligible for a refund, you can receive a refund through your employer (place of work), and there is no need to undergo a separate procedure.

※ Relevant law: Article 137 of the Income Tax Act

16

I have missed the year-end tax settlement. How can I file my income tax return?

- If you failed to settle year-end taxes, did not settle year-end taxes by summing up the income you received from all companies you worked for in the same year, or wish to claim additional deductions due to the omission of some income deduction and tax credit items, you may file a global income tax return by attaching evidence and related documents, including simplified year-end settlement documents, in May.

※ Relevant law: Article 73 of the Income Tax Act

V. How to Use the Simplified Year-End Tax Settlement Service

① What is the Simplified Year-End Tax Settlement Service?

- It is a service that NTS electronically build income · tax reductions data electronically submitted by banks, schools, hospitals. etc. and shows employees via Hometax (www.hometax.go.kr).
- By selecting and submitting only those data which meet the income · tax reductions requirements, employees can get the data recognized as documentary evidence.

② Looking up income deduction and tax credit data

- A. Simplified Year-end Tax Settlement Service website (<http://www.hometax.go.kr>)
- B. Log-in with public key certificate
 - Click [로그인] on the upper right corner of the home page ⇨
Click [공인인증서 로그인]
 - Select the drive where the public key certificate is stored ⇨
Enter password ⇨ Click [확인]
- * A public key certificate stored in the cell phone can be used to log-in as well.
Also, log-in as a non-member(a public key certificate) is allowed.

To access the Hometax website and look up income deduction and tax credit data, a public key certificate is needed. This is a tool to verify a user's identity on the Internet and protect valuable personal information.

* A public key certificate can be issued by banks, etc.

** Foreigners can only use a digital key certificate issued with their alien registration number.

C. Looking up & printing income deduction and tax credit records

- Click 「연말정산간소화」 from [세금종류별 서비스].



- From the simplified year-end tax settlement page, click 소득·세액공제 조회/발급 under [근로자].



- All income deduction and tax credit items will show.
- Click one of the items to see the amount you spent at each place of expenditure, Click one of the entities to check how much you have paid for the item per month.
- Click [한번에 인쇄하기] to print out the records under all items you have looked up.
 - ※ You cannot use this function if you need to print out the amount of expenditures per month (or per day).

소득·세액공제 자료 조회

간소화자료 제출 예상세액계산 공제신고서작성 한번에 내려받기 **한번에 인쇄하기** 제공동의현황

* 귀속년도 2019년

전체월해제 1월 2월 3월 4월 5월 6월
 7월 8월 9월 10월 11월 12월

의료비신고 영수증발급기관조회

건강보험 (National Health Insurance)	국민연금 (National Pension)	보험료 (Insurance)	의료비 (Medical Expenses)	교육비 (Education Expenses)	신용카드 (Credit Card)	직불카드 등 (Debit Card)
현금영수증 (Cash Receipt)	개인연금저축/ 연금계좌 (Pension Savings)	주택자금 (Housing Funds)	주택미련저축 (Home Purchasing Savings)	장기집합투자증권저축/ 벤처기업투자신탁 LT investment savings/ Venture investment trust	소기업/소상공인 공제부금 (Membership Fee For Small Size Enterprises)	기부금 (Donation)

※ 연말정산간소화 자료는 소득·세액공제 증명서류 발급기관이 제출한 자료를 그대로 보여주는 것이므로 공제요건은 근로자가 확인해야 합니다.

※ The data provided by the simplified year-end tax services is collected with the alien registration number only. For example, if an employee got an insurance with a passport number or temporary number, etc. instead of an alien registration number, insurance fees paid cannot be looked up.

3 Submission of electronic documents for income deduction and tax credit

The NTS conducts paperless year-end tax settlement service so that employees and withholding agents do not have to print out, submit and keep paper-based income deduction and tax credit documents. Companies should visit the electronic document data extraction program website (www.hometax.go.kr) and install the data extraction program on the company's year-end tax settlement program in advance.

A. Look up and download income deduction and tax credit data

- Click [세금종류별서비스] 「연말정산 간소화」 on the top of the home page.
- Look up data as described in ‘Looking up income deduction and tax credit data’ above. After checking the data, click [한번에 내려받기] or [PDF 다운로드] to download the electronic documents.
- ※ When downloading a PDF document, you can choose whether to set a password (any seven digits) for the document.
- ※ The default file name is set as "Name (first six digits of user's resident registration number)-Name of the item.PDF", and can be changed into a name you want to use.

B. Using the downloaded electronic documents (paperless year-end tax settlement)

- Employees should submit the downloaded electronic documents to their employer (withholding agent).
- The employees of a company providing paperless year-end tax settlement service can upload the downloaded electronic documents on the company's year-end tax settlement program and automatically prepare income deduction and tax credit report forms, etc. with the program.

4 Application for consent to providing dependant family members' income deduction and tax credit data

A. When a dependent family member is an underage child

- An employee with a public key certificate may access his/her underage child's (under 19, born on or after Jan. 1, 2001) income deduction and tax credit records without obtaining consent.
- On the [세금종류별서비스] menu on the upper side of Hometax home page, click[연말정산간소화]→[자료제공동의 신청]→[미성년자녀 신청]
* An employee who wishes to access his/her child's records must have a public key certificate.

- Enter the personal information of the child whose record you wish to access and click [신청하기], which will automatically register your child after confirming family relations.
- * If the address of the parent and the underage child do not match, automatic registration shall not be done. In this case, attach documents certifying family relations and apply online (upload documents), by fax, or by visiting a tax office (refer to b-1)-②, b-3)).

근로자가 부양가족의 자료를 조회하려면 그 부양가족(자료제공자)의 자료제공동의가 필요합니다. - 아래 방법 중 하나를 클릭
 ※ 만 19세 미만의 자녀인 경우 조회자 부모 자신의 공인인증서로 자료 제공동의를 신청합니다. - [미성년자녀 신청] 클릭

본인인증 신청
 자료제공자(부양가족) 명의의 공인인증서, 신용카드, 마이핀, 휴대전화기 있는 경우 본인 인증을 통해 자료제공 동의를 신청하는 화면입니다.

미성년자녀 신청
 만 19세 미만의 자녀인 경우 조회자 부모 자신의 공인인증서로 자료 제공 동의를 신청하는 화면입니다.

온라인 신청
 자료제공자(부양가족)의 ①본인인증수단이 없거나 ②가족관계가 확인되지 않는 경우(외국인 / 최근 3개월 이내 가족관계 변동)

팩스 신청
 자료제공자(부양가족)의 ①본인인증수단이 없거나 ②가족관계가 확인되지 않는 경우(외국인 / 최근 3개월 이내 가족관계 변동)

세무서 방문 신청
 [첨부서류] 본인신청: 신분증, 대리인신청: 대리인의 신분증, 신청인(정보제공자)의 신분증 사본, 위임장
 [신청만이라면] 근로자의 부양가족인 자료제공자

미성년 자녀자료 조회신청

귀속년도: 2019년

주민등록번호: [Redacted]

<미성년 자녀자료 조회안내>

1. 근로자가 부양가족의 자료를 조회하기 위해서는 사전에 해당 가족의 동의가 있어야 합니다.
2. 다만, 부양가족이 만 19세 미만의 자녀(미성년자)인 경우에는 별도의 동의 절차가 없더라도 부모인 근로자가 해당 자녀의 자료를 조회할 수 있습니다.
3. [소득세액공제자료 제공동의]는 부양가족 본인의 각종 금융정보 및 의료비 교육비 납입금액 자료를 제3자인 근로자가 인터넷에서 조회할 수 있도록 동의 신청하는 절차로서, [소득세액공제자료 제공동의]는 실제 소득세액공제 가능여부와는 관계가 없습니다.
4. 2018년 귀속 연말정산 시 부양가족 중 성년이 된 자녀(1999년 출생)는 **자녀가 직접 자료제공 동의를 신청**해야 근로자가 해당 자녀의 소득세액공제 자료를 조회할 수 있습니다.
5. 미성년자녀의 경우에는 부모 등 법정대리인에 의해 자료제공 동의가 가능하지만, 성년 자녀는 본인 이 직접 자료제공 동의를 하여야 합니다.
6. '00년 출생자녀는 '19년 귀속 연말정산 시 성년이 되었으므로 미리 자료제공동의신청을 준비하시면 편리합니다.

※ 특히, **군입대에정인 자녀가 있으신 경우 군입대 전에 자녀가 자료제공동의신청을 하여야 군입대로 인한 불편을 줄일 수 있습니다.**

닫기 신청하기

B. When a dependent family member is an adult

For an employee to access the income deduction and tax credit data of a dependent family member who is an adult, the relevant family member's consent is required. Application for consent may be made through the following methods:

1) How to consent to providing information on-line

If the information provider and the information viewer's family relations can be confirmed on-line, application for consent to provision of information can be made using personal authentication methods (public key certificate, cell phone, credit card). If there are no means of personal authentication or if family relations cannot be confirmed, you can apply for consent to provision of information by attaching a family relations certificate, etc. via on-line or fax.

① How to consent to providing information on-line using a personal authentication method (authentication certificate, cell phone, credit card)

1. Log on to Hometax (www.hometax.go.kr) → 2. Click [세금종류별 서비스] → Click [연말정산 간소화] → 3. From [자료제공동의 신청] on the right hand side click 「본인인증신청」 → 4. Fill in the matters required for application and then click [신청하기] → 5. Select personal authentication method (public key certificate, cell phone, credit card, i-pin) → Authentication and application

② Apply for consent to provision of information via ON-LINE

1. Log on to Hometax (www.hometax.go.kr) → 2. Click [세금종류별 서비스] → Click [연말정산 간소화] → 3. Click 「온라인신청」 from [자료제공동의 신청] on the right hand side → 4. Fill in the matters required from [제공동의 신청정보 입력] and then click [다음] → 5. Click [파일찾기] of the copy of ID from [첨부서류 대상 파일 선택] → 6. Select the copy of ID file and click [열기] → 7. click [첨부서류 제출하기]
* Where family relations cannot be checked electronically, attach the family relations documents. When the information viewers log on and apply, the power of attorney must be attached.

③ Apply for consent to provision of information via fax

1. Log on to Hometax (www.hometax.go.kr) → 2. Click [세금종류별 서비스] → Click [연말정산 간소화] → 3. Click 「팩스신청」 from [자료제공동의 신청] on the right hand side → 4. Fill in the matters required from [제공동의 신청정보 입력] and then click [신청하기 및 출력하기] → 5. Send the printed out application form, copy of ID and certificate of family relations via fax (☎1544-7020)

연말정산간소화

병원·학교·은행 등 영수증 발급기관이 전산 파일로 제출한 소득·세액공제 증명서류를 국세청에서 홈택스를 통해 근로자에게 제공하는 서비스입니다.
개인, 사업자 등 로그인한 사용자 유형별로 보여지는 메뉴가 다를 수 있습니다.

- [근로자] 간소화 자료 조회 : 매일 08:00~24:00
- [영수증 발급기관] 공제자료 제출 : 1월1일~7일 08:00~22:00
- [기부금 단체] 자료제출 신청 : 11월 중 08:00~24:00

<p>이용절차 안내</p> <p>01 공인인증서 로그인 ※은행, 우체국 등에서 발급</p> <p>02 부양가족 자료제공동의 신청 신청</p> <p>03 연말정산간소화 자료 조회 ※ 근무기간에 해당하는 월 체크 조회</p> <p>04 PDF 다운로드 및 인쇄 ※ 공제요건에 맞지 않는 자료는 체크 해제</p> <p>05 회사제출 ※ 조회되지 않는 자료는 발급기관에서 직접 영수증을 발급받아 회사에 제출</p> <p>매뉴얼·FAQ</p>	<p>근로자</p> <p>▶ 연말정산간소화 자료 조회</p> <p>근로자가 부양가족의 자료를 조회하려면 부양가족의 제공동의 필요</p> <ul style="list-style-type: none"> 소득·세액공제 자료 조회/발급 > 소득·세액공제 자료 삭제 > 조회되지 않는 의료비 신고센터 > 신용카드 오류 신고센터 > 영수증 발급기관 연락처 안내 > 소득·세액공제 조회/발급(사업소득자) > <p>영수증 발급기관</p> <p>병원, 은행 등 영수증 발급기관이 자료를 제출 조회하는 화면</p>	<p>자료제공동의 신청 동의방법</p> <p>▶ 본인인증 수단이 있는 경우</p> <p>제공자의 공인인증서, 신용카드, 휴대폰, 아이핀 필요</p> <ul style="list-style-type: none"> 본인인증 신청 > 미성년자녀 신청 (부모의 공인인증서로 신청 가능) > <p>▶ 본인인증 수단이 없는 경우</p> <ul style="list-style-type: none"> 온라인신청 (조회자와 제공자 모두 신청 가능) > 팩스신청 (신청서, 증빙서류 등을 팩스 전송) > 세무서방문 신청 (가까운 세무서 방문 신청) >
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2) Apply for consent to provision of information via mobile phone

Application can be made only when the information provider has logged on. When the information viewer and the information provider's family relations can be certified, apply for consent to information provision by using a personal authentication method (public key certificate, cell phone). If family relations cannot be certified, upload a family relations certificate, etc. to make an application.

- ① Where family relations can be certified electronically
 1. Log on to Hometax → 2. Choose [연말정산] → 3. Choose [연말정산 제공동의] → 4. Choose [제공동의 신청] → 5. Enter information provider's information → 6. Choose a personal authentication method (cell phone authentication, public key certificate) → 7. Personal authentication → 8. Enter the information of the information viewer → 9. Choose [다음]
- ② Where family relations cannot be certified electronically (foreigner or change in family relations within the past three months due to marriage, etc.)
 - 1~9 same → 10. Select [파일제출 신청] → 11. Select [첨부] and choose a personal identification or family relations certificate stored in the cell phone → 12. Choose [증빙서류 제출]

3) Visit a tax office

Fill out an application form for provision of information on income deduction and tax credit and attach a copy of the personal identification of dependent families (alien registration certificate, etc.) and submit them to the nearest tax office.

- How to download application for consent to provision of income deduction and tax credit data

1. Log on to website (www.hometax.go.kr) → 2. Click [세금종류별 서비스] → Click [연말정산 간소화] → 3. Click [자료제공동의 신청] 세무서 방문 신청 → 4. Click [서식다운로드]

5 Search status of consent to provision of information on income deduction and tax credit and cancellation of consent

1. Log on to website (www.hometax.go.kr) → 2. Click [세금종류별 서비스] → Click [연말정산 간소화] → 3. Click [자료제공동의 조회·취소] on the right hand side → 4. Click [제공동의 현황조회] or [제공동의 취소 신청]

VI. Related Documents

■ [Tax Form 24(1)] <Revised on Mar. 13, 2020>

(Page 1)

Control No.	<input type="checkbox"/> Receipt for Wage & Salary Income Tax Withholding <input type="checkbox"/> Statement on Wage & Salary Income Payment (<input type="checkbox"/> For Employee <input type="checkbox"/> For Employer <input type="checkbox"/> For issuer to submit to tax office)	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">Residency</td> <td colspan="2">Resident 1. / Non-Resident 2</td> </tr> <tr> <td>Country</td> <td></td> <td>Country Code</td> <td></td> </tr> <tr> <td colspan="2">Nationality</td> <td colspan="2">Citizen 1 / Foreigner 9</td> </tr> <tr> <td colspan="2">Application of Flat tax rate</td> <td colspan="2">Yes 1 / No 2</td> </tr> <tr> <td colspan="2">Foreign company dispatched employee to korea</td> <td colspan="2">Yes 1 / No 2</td> </tr> <tr> <td colspan="2">Religion-related worker</td> <td colspan="2">Yes 1 / No 2</td> </tr> <tr> <td>Nationality</td> <td></td> <td>Nationality Code</td> <td></td> </tr> <tr> <td colspan="2">Household</td> <td colspan="2">Householder 1, Member2</td> </tr> <tr> <td colspan="2">Year-end Tax Settlement</td> <td colspan="2">Under employment 1, Retired 2</td> </tr> </table>	Residency		Resident 1. / Non-Resident 2		Country		Country Code		Nationality		Citizen 1 / Foreigner 9		Application of Flat tax rate		Yes 1 / No 2		Foreign company dispatched employee to korea		Yes 1 / No 2		Religion-related worker		Yes 1 / No 2		Nationality		Nationality Code		Household		Householder 1, Member2		Year-end Tax Settlement		Under employment 1, Retired 2	
Residency		Resident 1. / Non-Resident 2																																				
Country		Country Code																																				
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Nationality		Nationality Code																																				
Household		Householder 1, Member2																																				
Year-end Tax Settlement		Under employment 1, Retired 2																																				
Employer	① Company name	② Representative's name																																				
	③ Business registration no.	④ Resident (alien) reg. no.																																				
Employee (Taxpayer)	③-1 Per-business unit taxable entrepreneur	Yes 1 / No 2	③-2 Minor place of business serial no.																																			
	⑤ Address																																					
Employee (Taxpayer)	⑥ Name		⑦ Resident (alien) reg. no.																																			
	⑧ Address																																					
I Details	Description	Current Job	Previous Job	Previous Job	⑩-1 Taxpayer Association	Total																																
	⑨ Company Name																																					
	⑩ Business Reg. No.																																					
	⑪ Length of Service Attributable	~	~	~	~	~																																
	⑫ Period of Tax Exemption	~	~	~	~	~																																
	⑬ Gross Payroll																																					
	⑭ Gross Bonus																																					
	⑮ Deemed Bonus																																					
	⑮-1 Stock Option Execution Profit																																					
	⑮-2 Employee Stock Ownership Assoc. Drawings																																					
	⑮-3 Amount Exceeding the Limit of an Executive's Retirement Benefits																																					
	⑮-4 Reward for inventions																																					
⑯ Total																																						
II Non-taxable Income	⑰ Overseas Allowances	MOX																																				
	⑰-1 Night Shift Allowances	OOX																																				
	⑰-2 Childbirth/Childcare Allowances	QOX																																				
	⑰-4 Subsidies for Research	HOX																																				
	⑰-5																																					
	⑰-6																																					
	~																																					
	⑰-34																																					
	⑱ Subsidies for Training	Y22																																				
	⑲ Total (Non-taxable income)																																					
⑲-1 Total (Income subject to tax exemption)																																						
III Tax	Classification		⑳ Income Tax	㉑ Local income Tax	㉒ Special Tax for Rural Development																																	
	㉓ Final Tax Liability																																					
	Prepaid Tax	㉔ Previous Job	Business Reg. No.																																			
		㉔ Current Job																																				
	㉕ Tax Amount for Special Case on Tax Payment																																					
	㉖ Taxes Due (㉓-㉔-㉕)																																					
We acknowledge the withholding (or payment) of above taxes (or payroll income).																																						
Taxes withheld by			Year. Month. Day																																			
To Head of O O District Tax Office			(Signature or seal)																																			

IV Items	① Gross Wage & Salary(⑩ or ⑩+⑳ in cases where a flat tax rate applies)			④⑧ Taxable Income (Tax Base)				
	② Deduction for Wage & Salary Income			④⑨ Calculated Income Tax				
	③ Adjusted Wage & Salary Income			Tax Exemption ⑤① 「Income Tax Act」 ⑤② 「Restriction of Special Taxation Act」 (excluding ⑤②) ⑤③ Article 30 of the 「Restriction of Special Taxation Act」 ⑤④ 「Tax Treaty」 ⑤⑤ Sub-Total ⑤⑥ Tax Credit for wage & salary income ⑤⑦ For Households with Children Child for basic deduction () New born/adopted child ()				
	Basic	④ Employee						
		⑤ Spouse						
		⑥ Dependents (No. of dependents:)						
	Additional	⑦ The Aged (No. of the aged:)						
		⑧ The Disabled (No. of the disabled:)						
		⑨ Women						
		⑩ Single-parent Family						
	Pension Contribution	⑪ For National Pension Contribution					Eligible amount	Deduction amount
		Public Pension Contribution	⑫ Government employee's pension				Eligible amount	Deduction amount
			⑬ Military pension		Eligible amount	Deduction amount		
			⑭ Private school personal pension		Eligible amount	Deduction amount		
		⑮ Special post office pension		Eligible amount	Deduction amount			
		Insurance	⑯ National health insurance (Included in Long-term care insurance for senior citizens)		Eligible amount	Deduction amount		
			⑰ Employment insurance		Eligible amount	Deduction amount		
		Special Deduction	⑱ Principal, interest payment of home rental loans		If loans are Borrowed from financial institutions or private loan providers If loans are borrowed from individuals Less than 15 Yrs 15 Yrs-29 Yrs Over 30 Years			
			Housing Fund	⑲ Interest payments of loans for long-term mortgage	Borrowed after 2012 (15 years or more)	Fixed interest rate or Non-deferred repayment loan		
						Other loans		
	Borrowed after 2015			Over 15 Years		Fixed interest rate or Non-deferred repayment loan		
10 Yrs-15 Yrs				Fixed interest rate or Non-deferred repayment loan				
⑳ Donation (Carried over)								
㉑ Sub-Total								
㉒ Income after Deduction			Tax Credit ⑤⑧ New born/adopted child () Amount applicable for deduction Amount applicable for deduction ⑤⑨ Guarantee of Workers' Retirement Benefits Amount applicable for deduction Tax Credit ⑤⑩ Pension savings Amount applicable for deduction Tax Credit ⑤⑪ insurance Indemnity Amount applicable for deduction Tax Credit Indemnity for the Disabled Amount applicable for deduction Tax Credit ⑤⑫ Medical Expenses Amount applicable for deduction Tax Credit ⑤⑬ Educational Expenses Amount applicable for deduction Tax Credit ⑤⑭ Political Fund Donation Under ₩100,000 Amount applicable for deduction Tax Credit Above ₩100,000 Amount applicable for deduction Tax Credit ⑤⑮ Legal Donation Amount applicable for deduction Tax Credit ⑤⑯ Donations of the employee stock ownership association(donation made from Jan.1, 2015) Amount applicable for deduction Tax Credit ⑤⑰ Designated donations (excl. religious organizations) Amount applicable for deduction Tax Credit ⑤⑱ Designated donations (religious organizations) Amount applicable for deduction Tax Credit ⑤⑲ Sub-Total ⑤⑳ Standard Tax Credit ⑥① Taxpayer Assn. Credit ⑥② Home Mortgage Interests ⑥③ Foreign Tax Credit ⑥④ Monthly rent Amount applicable for deduction Tax Credit ⑥⑤ Sub-Total ⑥⑥ Final Tax Liability (④⑨-⑤④-⑥⑤) ⑥⑦ Effective tax rate (⑥⑥/②①)					
㉓ Personal Pension Plan Deduction								
㉔ Deductions for Contribution Made to Small-sized Company and Self-employed Mutual Aid Association								
Income deduction of House-purchasing Savings	㉕ Saving for subscription							
	㉖ Housing Total subscription saving							
	㉗ Worker's house- purchasing savings							
㉘ Investment Association								
㉙ Credit Card Usage								
㉚ Contributions of the employee stock ownership association								
㉛ S/M Enterprises Maintaining Employment								
㉜ Long-term collective investment securities savings								
㉝ Sub-Total								
㉞ Excess of Global Limit of Income Deduction								

⑦ Personal Deduction · Tax Credit List (As for Personal Deduction, put “○” in relevant items (If you or your dependents are disabled, please write down the relevant code), and as for each item under deduction · tax credit, write down the amount of money you actually spent.)															
Personal Deduction						Special Deduction, Tax credit									
Relation ship Code	Name	Basic		Aged	New born/ adopted	Description	Insurance Premium				Medical Expenses			Education Expenses	
		Women	Single Parent				Disabled	Child	Health	Employment	Guaranteed	Guaranteed for Disabled person	General	Infertility	Age 65 or over, The disabled, those exempt from national health insurance calculatio n
	Resident (Alien) Reg. No.														
No. of people eligible for personal deduction (No. of children:)						NIS Data total									
						Other Data total									
0			○			NTS Data									
	(Myself)					Other Data									
						NTS Data									
	-					Other Data									
						NTS Data									
	-					Other Data									
						NTS Data									
	-					Other Data									

Special Deduction, Tax credit								
Description	Credit Cards etc. Usage Deduction							Donation
	Credit Card	Debit Card	Cash Receipt	Purchase of books, performance tickets (only for those with total pay of 70 ml. won or less)	Amount spent in traditional markets	Amount spent in public transportation		
NTS Data total								
Other Data total								
NTS Data								
Other Data								
NTS Data								
Other Data								
NTS Data								
Other Data								

Instruction

This form is used when a tax association specified in the Article 149(1) of the Income Tax Act conduct the year-end tax settlement f earned income which falls into the category specified in the Article 127-1(4) of the Income Tax Act. Enter the company name and the regis number of which your actual working place for ⑨ Company Name ⑩ Tax Reg. No. If the business is not registered, enter the bu registration number of the tax association.

- The State of residence and code for state of residence field is only required for non-residents. The abbreviated name of country or the state code should be entered according to the International Organization for Standardization (ISO) code designated by the ISO.
(※ Checking the ISO country code : NTS website→Resources→Additional Info.→ ISO country code).
ex) Republic of Korea : KR, United States: US
- For the nationality, check "Foreigner 9" if the wage/salary income earner is a foreigner and write the nationality code specified by the ISO country code. If applicable for flat tax rate, select "Yes 1" with submission of an Application of the flat tax rate. Also, where a wage & salary income earner is a religion-related worker, select "Yes 1" in the "Religion-related worker" box.
- Where a withholding agent is subject to a per-business unit taxable entrepreneur under the Value-added Tax Act, select 'Yes 1' on ③-1 and fill in ③-2.
- Withholding agents must submit payment records by March 10 of the following year (or, by the end of the month which is two months after the suspension/closing of business) which includes the day of issuance.
- I. In the box, Details of Income by Company, enter the income amount not including non-taxable income. II. The non-taxable income should be entered separately in the box by code. If there are too many non-taxable items, enter the total amount only in the box ②0, Non-taxable Income, and ②0-1, Total reduction from income. II and then Use another paper for details of non-taxable income.
- When conducting the year-end tax settlement for the wage and salary income and other earned income specified in the Article 127-1(4) of the Income Tax Act, Enter data on taxpayer association in the ①⑥-1 Taxpayer association section, and enter wage and salary income which falls into the Article 127-1(4) of the Income Tax Act. Enter the taxpayer association credit specified in the Article 150 of the Income Tax Act in the ①⑥ Taxpayer association credit section.
If a wage and salary income earner moved from a branch having separate business registration number to another one, when the new branch conducts the year-end tax settlement, he/she should enter the income incurred at the previous branch on the section of "I. Details" of this form.
- ②1 Gross Wage & Salary: Enter the amount of "①⑥ Total". If the foreign worker wants application of a flat tax rate under the provision of RSTA§18-2②, he/she shall enter the sum of "①⑥ Total" and non-taxable income amount. In this case, the regulation of non-taxation, deduction, exemption or tax credit related to the income tax are not applicable.
- Fill in the global income special deduction (③③~③⑤) section and other income deduction sections (③⑧~④⑥) with the deduction amount from the Report of Deduction · Tax Credit from Income/ Report of Deduction · Tax Credit from Wage & Salary Income [Tax Form 37]
- Fill in the pension account (⑤⑦~⑤⑨) section and Special Tax Credit (⑥①~⑥⑤) section with the amount applicable for deduction and the tax credit amount from the Report of Deduction · Tax Credit from Income/ Report of Deduction · Tax Credit from Wage & Salary Income [Tax Form 37].

Report of Deduction · Tax Credit from Income
/ Report of Deduction · Tax Credit from Wage & Salary Income
 (For the Year-end Tax Settlement of Income)

※ An employee should fill in and submit this form to his/her withholding agent with documentary evidence. The withholding agent should check if the submitted form and attached documents are correct, calculate the tax amount for the employee's wage and salary income and immediately issue a withholding receipt to the employee. Later, when it is found out that the employee paid more than he had to, the withholding agent shall pay back the overpaid tax amount.

Employee Name		Resident(Alien) Reg. No. -	
Employer(Company) Name		Tax Registration No. - -	
Householder status	Householder <input type="checkbox"/> Member <input type="checkbox"/>	Nationality (Nationality code:)	
Period Attributable ~		Period for exemption ~	
Residency Resident <input type="checkbox"/> Non-resident <input type="checkbox"/>		State of Residence (State Code :)	
Change for Personal Deduction Same as before <input type="checkbox"/> Changed <input type="checkbox"/>		Divided Payment Request <input type="checkbox"/> Not Request <input type="checkbox"/>	
Select of Tax Withholding 120% <input type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/>			

I Personal Deduction · Tax Credit List	Personal Deduction						Special Deduction, Tax credit										
	Relationship Code	Name	Basic		Aged	New born/adopted	Description	Insurance Premium				Medical Expenses			Education Expenses		
			Citizen / Foreigner	Resident (Alien) Reg. No.	Women	Single Parent		Disabled	Child	Health	Employment	Guaranteed	Guaranteed for Disabled person	General	Infertility	Age 65 or over, etc.	Indemnity insurance
	No. of people eligible for personal deduction (No. of multiple children:)						NIS Data total										
	0		○				NTS Data										
		(Myself)					Other Data										
		-					NTS Data										
		-					Other Data										
		-					NTS Data										
		-					Other Data										
Special Deduction, Tax credit																	
	Credit Cards etc. Usage Deduction																
	Description	Credit Card	Debit Card	Cash Receipt	Purchase of books, performance tickets (only for those with total pay of 70 mil. won or less)	Amount spent in traditional markets	Amount spent in public transportation	Donation									
	NTS Data																
	Other Data																
	NTS Data																
	Other Data																
	NTS Data																
	Other Data																

Note

1. If the list of personal deduction is the same that of the last year, do not submit a copy of resident registration certificate.
2. Relationship code

Category	Relation code	Category	Relation code	Category
Taxpayer himself/herself (Article 50①1 of Income Tax Act)	0	Taxpayer's linear ascendant (Article 50①3 · 7 of Income Tax Act)	1	Spouse' linear ascendant (Article 50①3 · 7 of Income Tax Act)
Spouse (Article 50①2 of Income Tax Act)	3	Taxpayer's linear descendant (children · adopted children) (Article 50①3 · 4 of Income Tax Act)	4	Spouse' linear descendant (Except subjects of code 4) (Article 50①3 · 4 of Income Tax Act)
Sibling (Article 50①3 · 4 of Income Tax Act)	6	Recipient(Except subjects of code 1~6) (Article 50①3 · 4 of Income Tax Act)	7	Fostered child (Article 50①3 · 4 of Income Tax Act)

* If a linear descendant or his/her spouse is handicapped, include the spouse.
 ※ Relation codes from 4 to 6 are the relations with the taxpayer himself/herself or with the taxpayer's spouse

3. Age criteria
 - Preferential treatment for senior citizens : Born on/before Dec. 31,(). (Aged 70 or older: deduction of ₩1,000,000)
4. In "Women", mark only if you are a woman and satisfy both of the following conditions:
 - A. The amount of composite income added when calculating the composite income tax base for the relevant taxable period is 30 mil. won or less.
 - B. You are a woman with no spouse and are the head of a household with dependent families as prescribed by Article 50 (1) 3 of the Income Tax Act, or are a woman with a spouse.
5. If you or your dependents are disabled, please enter the relevant code.

Classification	A disabled person specified in the "Act on Welfare of Persons with Disabilities"	A wounded and disabled person who does not have the ability to work specified in the "Act on the Honorable Treatment and Support of Persons, etc. of Distinguished Services to the State"	A severely-wounded patient who needs continued treatment
Code	1	2	3

6. Citizen · Foreigner: Citizen=1, Foreigner=9. If a religious worker is a foreigner, write down his/her nationality and refer to the country code for the nationality code.
7. Citizen/foreigner : Citizen=1, Foreigner=9. If a wage & salary income earner is a foreigner, specify the nationality refer to the table of nationality code.

Items		Expenditure Details		Classification	Amount	Limit	Deduction Amt.	
II. Pension premium Deduction	Pension Premium (National Pension, Public Employee Pension, Military Pension, Teachers' Pension, etc.)	National Pension Contribution	Previous Place	Premium		Total Amt.		
			Current Place	Premium		Total Amt.		
		National Pension Contribution	Previous Place	Premium		Total Amt.		
			Current Place	Premium		Total Amt.		
		Subtotal						
III Special Deduction	Insurance	Health Ins. (Elderly Long-term Care Ins. Included)	Previous Place	Premium		Total Amt.		
			Current Place	Premium		Total Amt.		
		Employment Ins.	Previous Place	Premium		Total Amt.		
			Current Place	Premium		Total Amt.		
		Subtotal						
	Housing Funds	Housing Rental Loans	If borrowed from financial institutions or private loan providers		principle / interest			
			If borrowed from individuals					
		Long-term Mortgage Loan	Borrowed before 2011	Less than 15 Years	interest			
				15 Years - 29 Years				
				Over 30 Years				
			Borrowed after 2012 (15 years or more)	Fixed interest rate or Non-deferred repayment loan				
				Other loans				
			Borrowed after 2015	Over 15 Years		Fixed interest rate, Non-deferred repayment loan		
						Fixed interest rate or Non-deferred repayment loan		
				Other loans				
				10 Yrs-15 Yrs		Fixed interest rate or Non-deferred repayment loan		
			Subtotal					
	Donations (Carried over)	Legal donation		Donations carried over				
		Designated donations (excl. religious organizations)						
		Designated donations (religious organizations)		Donations carried over				
		Donations carried over (sum)						
	IV Other Deduction	Individual Pension Savings (opened before 2000)			Payment		₩720,000 or 40%	
		Deductions for Contribution of Small-sized Company and Self-employed Mutual aid association			Payment			
		House-purchasing Savings	Subscription deposit		Payment			
			Worker's home purchasing saving		Payment			
Housing Total subscription saving			Payment					
Subtotal								
Investment Assn. Deduction		Invested on 2018	Associations, etc.	Amount of investment				
			Ventures, etc.					
		Invested on 2019	Associations, etc.	Amount of investment				
			Ventures, etc.					
		Invested on 2020	Associations, etc.	Amount of investment				
Subtotal								
Credit Card Usage Deduction		① Credit cards		Amount spent				
		② Debit cards		Amount spent				
		③ Cash Receipt		Amount spent				
		④ Amount spent on books and performance tickets (for taxpayers with total pay of 70 mil. won or less)		Amount spent				
	⑤ Amount spent in traditional markets		Amount spent					
	⑥ Amount spent on public transportation		Amount spent					
	Subtotal (①+②+③+④+⑤+⑥)							
Contributions of the employee stock ownership association			Contribution					
S/M Enterprises Maintaining Employment			Amount of wage cut					
Long-term collective investment securities			Payment					

Items		Detail of Deduction · Tax Credit from Income									
Tax Exemption	Foreign workers	Purpose of Entry <input type="checkbox"/> Convention b/w Government <input type="checkbox"/> Technology Importation Contract <input type="checkbox"/> Exemption under Restriction of Special Taxation Act <input type="checkbox"/> Exemption under Tax Treaty									
		Date of making a technology importation contract or starting to provide labour			Due date for exemption period						
		Exemption on wage&salary income of foreign workers		Date of acceptance		Date of submission					
		Exemption on wage&salary income under the tax treaty		Date of acceptance		Date of submission					
		Tax reduction for performance-based wages of achievement-sharing SMEs		Starting date		End date					
	Tax reduction for performance compensation fund for core personnel of SMEs		Starting date		End date						
	Exemption on the employee in SMEs		Date of employment		Due date for exemption period						
	Tax Credit	Pension account	Kinds of Tax Credit		Details		Limit	Amount applicable for deduction	Deductible ratio	Tax Credit	
			Scientific technician		Payment						
			Guarantee of Workers' Retirement Benefits		Payment					12% or 15%	
Pension savings			Payment								
Subtotal											
Special Tax Credit		Insurance	Indemnity Ins. (life, accident, etc.)		Premium		₩ 1,000,000		12%		
			Insurance for the disabled		Premium		₩ 1,000,000		15%		
			Subtotal								
		Medical Expenses	yourself, The aged, The Disabled · Those exempted from national health insurance calculation		Expenses					15%	
			Subfertility treatment		Expenses					20%	
			For Other dependents		Expenses					15%	
			Indemnity insurance premium		Receipt						
		Subtotal									
		Educational Expenses	Yourself		Tuition		Total Amt.				
			For Child before entering an elementary school (No.)		Tuition etc.		3 mil/person				
For Students (No.) (elementary, secondary, high)			Tuition		3 mil/person			15%			
For Undergraduates (No.) (college or university)			Tuition		9 mil/person						
For the disabled (No.)			Tuition etc.		Total Amt.						
Subtotal											
Donation		Political donation	Under ₩ 100,000		Donation Amt.				100/110		
	Above ₩ 100,000		Donation Amt.								
	Legal donation		Donation Amt.								
	Donations of the employee stock ownership association		Donation Amt.					15% or 25% or 30%			
	Designated donations (excl. religious organizations)		Donation amount								
	Designated donations (Religious organizations)		Donation amount								
Subtotal											
Foreign Tax		Foreign Source Income									
		Amt. Paid(Foreign Currency)									
		Amt. Paid(₩)									
		Country		Date of Payment							
		Date of Submission of Application		Overseas Working Place							
Working Period		Position									
Home Mortgage Interest		Interest Paid		30%							
Monthly rent		Expenses		10% or 12%							

In accordance with the Article 140 of the Income Tax Act, I hereby file this report.

Date: . . . ,
(Signature)

Taxpayer :

VI Additional dispatched documents					
1. Do you submit an application form for flat tax rate of foreign employee? Yes <input type="checkbox"/> No <input type="checkbox"/>					
2. Details of previous company	Company Name		Previous Total Wage & Salary		The Receipt Attached? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Tax Reg. No		Previous Final Tax Liability		
3. Submission of statement of income deduction-tax credit for pension-savings O("Yes") <input type="checkbox"/> X("No") <input type="checkbox"/>			Submission () * If you apply for income deduction-tax credit for pension accounts, house-purchasing savings, etc. you should submit the corresponding statement.		
4. Submission of statement of income deduction-tax credit for monthly rent-payment of principle and interest of home rental loans borrowed from individuals O("Yes") <input type="checkbox"/> X("No") <input type="checkbox"/>			Submission () * If you apply for income deduction-tax credit for monthly rent · payment of principle and interest of home rental loans borrowed from individuals, you should submit the corresponding statement.		
5. Other documents			① Details of medical expenses(), ② Statement of donation (), ③ Other documentary evidence for deduction-tax credit ()		

Note

- The taxpayer should file the final return of global income tax unless he or she included the wage & salary from the previous company in the year-end tax settlement. Otherwise, the taxpayer will be subject to penalty taxes.
- The taxpayer him-/herself does not have to directly enter the pension premium, national health insurance, employment insurance of the current company on the form.
- The Deduction Amount section does not have to be filled by the employee when he/she submits this form to the withholding agent.