9

Attaching
an Electronic Signature
to Tax Returns, Applications, Etc.

Attach an electronic signature to a tax return, application, etc., of which you have completed the creation of the statements to prove that the document was created by a user (taxpayer himself/herself).

This chapter describes how to attach an electronic signature to a tax return, application, etc.

Attach an electronic signature

When you have completed the creation of all statements of a tax return, application, etc., now you can attach an electronic signature to it.

Attach an electronic signature to the tax return, application, etc., using the same electronic certificate as one you have registered with the reception system.

Incidentally, no electronic signature is required for a payment information registration request and procedures of statements of collected tax.

Also, when you appoint a tax accountant, etc., and satisfy all the following conditions, you can omit the electronic signature of the taxpayer himself/herself:
- Tax accountant information is entered into fields of the basic information such as the user identification number of the tax accountant, etc.
- The tax accountant, etc., attaches an electronic signature to a tax return, application, etc.
- The tax accountant, etc., sends data of a tax return, application, etc.

However, when you perform a procedure for delivery of certificates of tax payment, an electronic signature of the taxpayer himself/herself cannot be omitted.

Display the "Signable document list" screen

You attach an electronic signature to a tax return, application, etc., with the "Signable document list" screen.

In this screen, tax returns, applications, etc., you can attach/remove an electronic signature to/from are displayed.

You can display the "Signable document list" screen with one of the following procedures:
- Display from the menu button
  Select [Electronic signature] from [Electronic signature].
- Display from the menu bar
  Select [View] - [Signable document list].

Note	Procedures of local submission applications (unification dedicated data for electronic submission of legal records in which withholding slips and payment reports of employment income, public pension, etc., are simultaneously submitted via eLTAX) are not displayed in the "Signable document list" because an electronic signature cannot be attached to them. Use PCdesk, etc., provided by eLTAX to attach an electronic signature to them.

Display the details of an electronic signature

Use the "Display signature details" screen to check the details of an electronic signature attached to a tax return, application, etc. In this screen, the details of an electronic signature (serial number, subject, issuer, valid period, etc.) attached to a tax return, application, etc. are displayed.

What you can do in the "Signable document list" screen

You can perform the following operations in the "Signable document list" screen.
For a description of each operation, refer to the corresponding page.

Click to sort data in ascending/descending order of the clicked item.

Tax returns, applications, etc., to which you can attach an electronic signature are displayed. You can see the information of tax returns, applications, etc.。
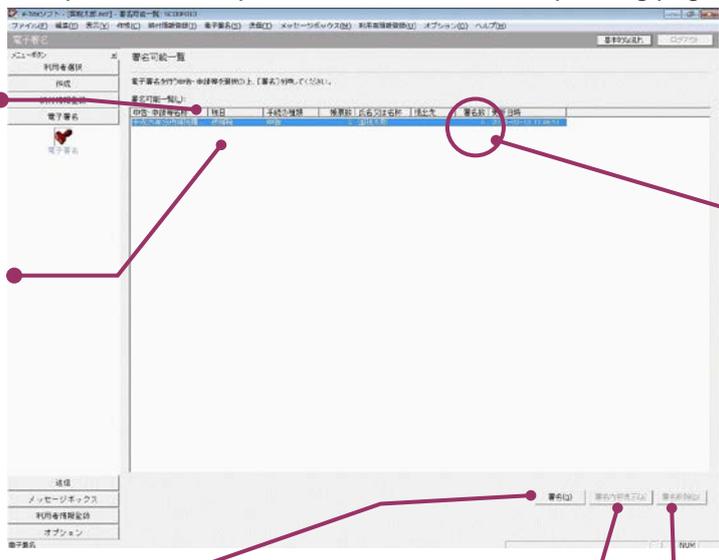
The number of attached electronic signature is displayed when attached any.

Click to attach an electronic signature.

➡ 📖 "9-1　Attach an electronic signature to a tax return, application, etc.

Click to display the details of an electronic signature.

➡ 📖 Page 161 "To display the details of a certificate that is used for a signature"

Click to remove attached electronic signatures.。

➡ 📖 Page 160 "To remove an electronic signature"

Each operation is described on the following pages.

9-1 Attach an electronic signature to a tax return, application, etc.

Check tax returns, applications, etc., to which you can attach an electronic signature, and then attach an electronic signature to a tax return, application, etc., using the same electronic certificate as one you have registered with the reception system.

Incidentally, when you want to attach an electronic signature to a notification of changes or notification of modifications, you should use a different procedure. Refer to the following:

➡📖 "16-1 Create notifications of changes"

Steps

1. Select a tax return, application, etc.
2. Specify an electronic certificate.

---

1 In the "Signable document list" screen, select a tax return, application, etc., you want to attach an electronic signature to.
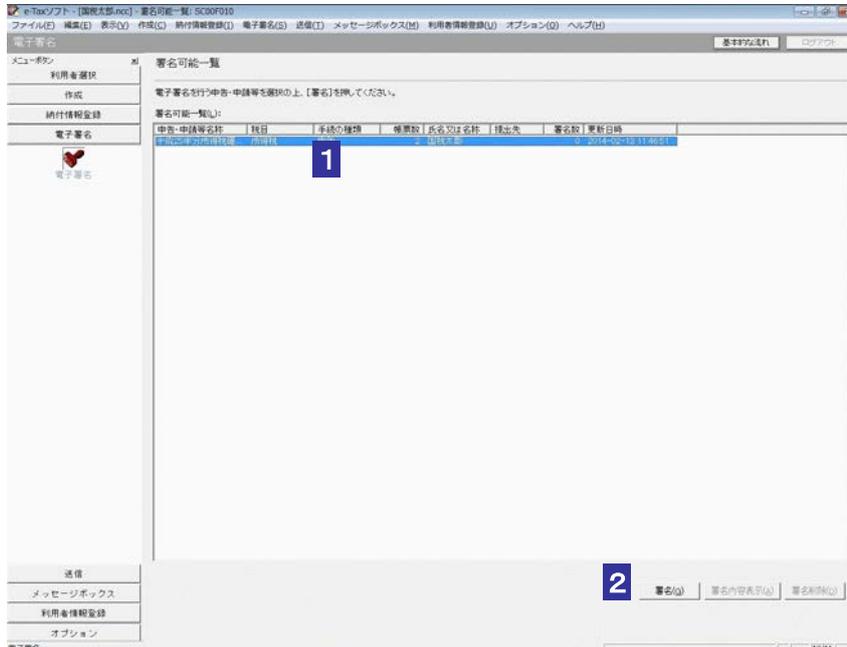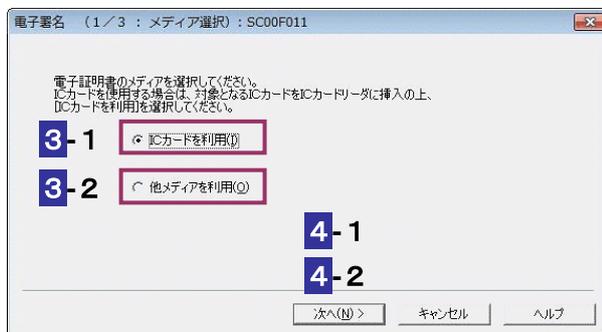

2 Click [Sign].

⚠ **Note**   If a pre-signature check error occurs, take countermeasures referring to the following:

➡📖 Page 158 "If an error message appears when you attach an electronic signature"

Specify an electronic certificate for using the electronic signature.

Select an option button of the storage medium that contains the electronic certificate.
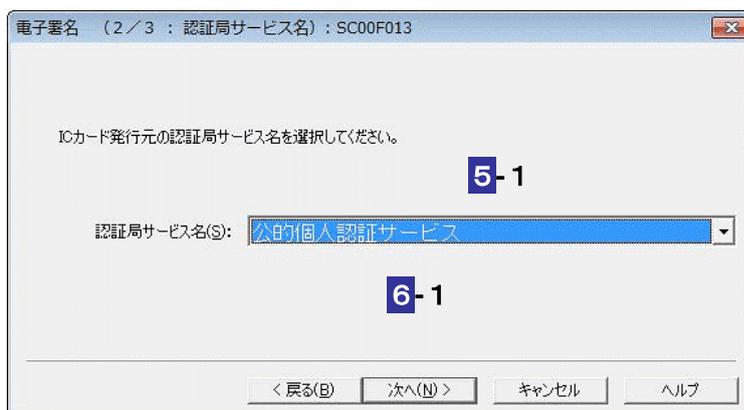

When using an IC card

3- 1 Insert the IC card into an IC card reader/writer, and then select the "Use an IC card" option button.

> **Note** Be sure to use the IC card that contains the electronic certificate that has been registered with the reception system.

4- 1 Click [Next >]

5- 1 From the list box, select the certification authority service name that issued the IC card.

6- 1 Click [Next >].

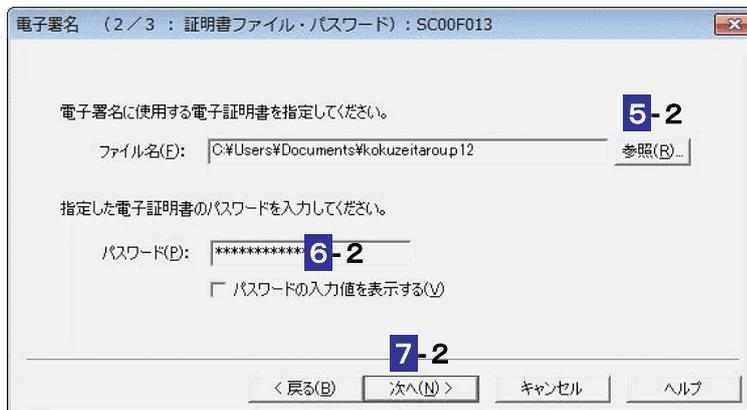**7-1** Enter the password of the IC card.

8-1 Click [OK].

> ⚠️ **Note**
> The password entry screen image and the timing of its appearance vary depending on the type of the IC card.

Proceed to step **9** for the next operation.

When using another storage medium

3-2 Select the "Use another storage medium" option button.

4-2 Click [Next >].

5-2 Click the [Browse…] button to specify an electric certificate to use for the electronic signature.
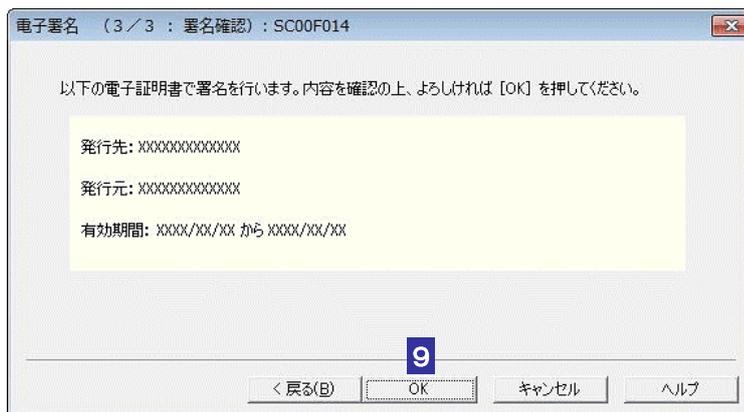
> ⚠️ **Note**
> Be sure to use the electronic certificate that has been registered with the reception system.

6-2 Enter the password of the electronic certificate.

7-2 Click [Next >].

Proceed to step **9** for the next operation.

9 Make sure that the correct electronic certificate is displayed and it is not expired, and then click [OK].

```
電子署名　（3／3 ： 署名確認）：SC00F014                            ▢

以下の電子証明書で署名を行います。内容を確認の上、よろしければ［OK］を押してください。


    発行先: XXXXXXXXXXXXX

    発行元: XXXXXXXXXXXXX

    有効期間: XXXX/XX/XX から XXXX/XX/XX



                               9
              ＜ 戻る(B)      OK        キャンセル      ヘルプ
```

10 Check the message, and then click [OK].

The electronic signature will be attached to the tax return, application, etc., and you will return to the "Signable document list" screen. The number of attached electronic signatures is displayed in the "Number of signatures" field.

11 When you used an IC card, remove it from the IC card reader/writer.

⚠️ **Note**
It may take a time to attach an electronic signature depending on the tax return, application, etc.

👆 **Hint**
After an electronic signature is attached, the status of the tax return, application, etc., becomes "Sendable" and now you can send it to the reception system.

Next operation

Send the tax return, application, etc.

➡️📖 "10 Sending
Tax Returns, Applications, Etc."

To sign to multiple tax returns, applications, etc., simultaneously

At a time like this

In the "Signable document list" screen, you can select multiple tax returns, applications, etc., by selecting ones you want to sign while pressing the "Ctrl" key or "Shift" key.

When you select multiple tax returns, applications, etc., and click "Sign", the pre-signature check will be conducted.

If there are omitted or invalid items in the tax return, application, etc., a pre-signature check error appears. Edit the statement shown in the error with the "Edit a statement" screen to correct the errors, and then attach an electronic signature again.

If a "Schema check error" appears during check, you can select whether to continue or abort the check of the remaining tax returns, applications, etc.

Incidentally, if "Schema check error" appears, take countermeasures referring to "A schema check error has occurred" in " Troubleshooting" in the operation help of the e-Tax software.

The "Pre-signature check error list display" screen may appear when the check process is aborted or complete for all the tax returns, applications, etc.

Incidentally, if "Pre-signature check error list display" screen appears, take countermeasures referring to "The 'Pre-signature check error list display' has appeared" in " Troubleshooting" in the operation help of the e-Tax software.

If an error message appears when you attach an electronic signature

At a time like this

When you click "Sign" in the "Signable document list" screen, the pre-signature check will be conducted. If there are omitted or invalid items in the tax return, application, etc., a pre-signature check error appears. Edit the statement shown in the error with the "Edit a statement" screen to correct the errors, and then attach an electronic signature again.

Incidentally, if "Schema check error" appears, take countermeasures referring to "A schema check error has occurred" in " Troubleshooting" in the operation help of the e-Tax software.

When you have renewed the electronic certificate

At a time like this

After you attached an electronic signature, if you have renewed the electronic certificate before you send the tax return, application, etc., you need to attach an electronic signature to it using the renewed electronic certificate.

Remove the attached electronic signature, and then attach new one using the renewed electronic certificate again.

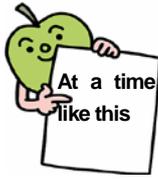➡ 📖 Page 160 "To remove an electronic signature"

When an electronic certificate cannot be displayed

At a time like this

An error "The details of the certificate cannot be displayed." may appear when you attempt to display the details of a signature.

In such a case, the electronic signature attached to the tax return, application, etc., may be damaged. Check the electronic certificate you used, attach a signature again, and then display the details of the signature.

If the error appears again even when you attached a signature again, the data of the tax return, application, etc., may be damaged. Create a new tax return, application, etc., attach a signature again, and then display the details of the signature.
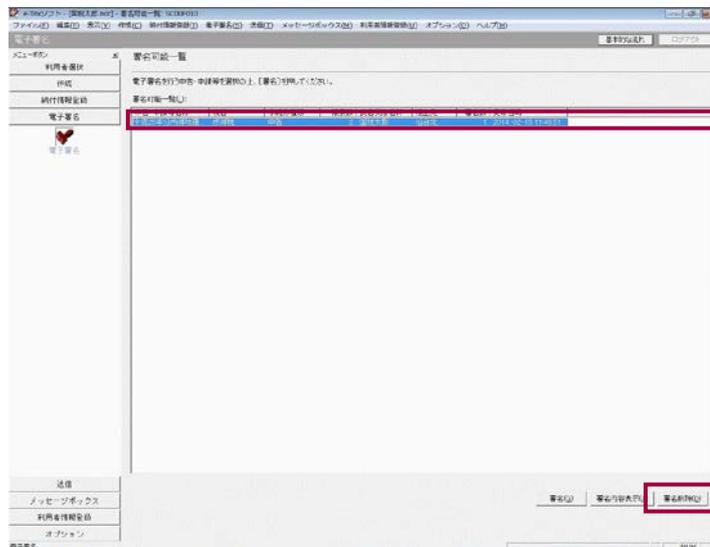
➡ 📖 Page 160 "To remove an electronic signature"

How to remove an electronic signature

To remove an electronic signature attached to a tax return, application, etc., follow the steps below:

1. In the "Signable document list" screen, select a tax return, application, etc., you want to remove an electronic signature from.

2. Click [Remove signature].

   A removal confirmation message will appear.

3. Click [OK].

   A removal completion message will appear.

4. Check the message, and then click [OK].

   All the electronic signatures attached to the tax return, application, etc., will be removed, and you will return to the "Signable document list" screen. The "Number of signature" field will change to "0".

⚠ Electronic signatures attached to a sent tax return, application, etc.,

Note   cannot be removed.

To display the details of a certificate that is used for a signature

At a time like this

To display the details of an electronic certificate used to attach an electronic signature to a tax return, application, etc., follow the steps below:

1. In the "Signable document list" screen, select a tax return, application, etc., you want to display the details of an electronic certificate used to attach an electronic signature.
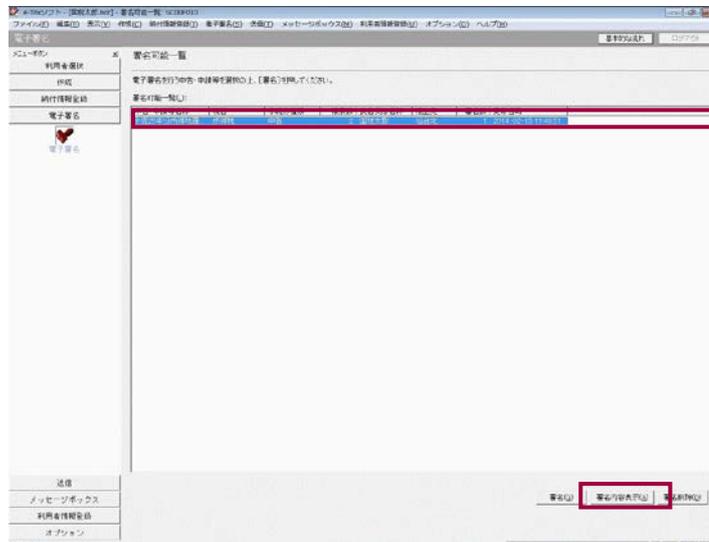
2. Click [Display signature details].

The "Display signature details" screen appears showing details of all electronic certificates that were used to attach signatures to the tax return, application, etc.

3. Check the details, and then click [Close].

The "Display signature details" screen will close and you will return to the "Signable document list" screen.

Note To display all details of electronic certificates that were attached with electronic signatures using electronic certificates of public personal certification authority, you need to install the client software for users of the Public Certification Service for Individuals.