Annual Tax & RSU Management Schedule

For Professionals in Japan Receiving Corporate Equity Awards

This schedule chart helps you proactively plan your share liquidations, manage currency remittances, and coordinate with your tax accountant to avoid unexpected cash flow disruptions.

Note: This schedule is designed for cases where both RSU granting and vesting occur in August.

🟩 January [Phase 1 Liquidation]

- Sell a portion of shares (approx. 1/3 of the estimated total tax bill) based on the previous year's tax projections to secure funding.
- Remit the liquidated tax funds from your overseas brokerage account to your Japanese bank account.

🟩 February [Preparation]

- Gather all required financial documents and transaction records, and forward them to your tax accountant.

🟩 March [Tax Filing]

- File your annual Japanese tax return (via your accountant) and pay the remaining tax due in cash.
- Request your accountant to provide:
  1. The projected changes in your monthly take-home pay from June onwards (due to resident tax adjustments).
  2. The exact amounts for the upcoming Estimated Tax Prepayments (予定納税) due in July and November.

🟩 June [Payroll Update]

- Resident tax changes reflect in your monthly take-home payroll. *(Note: Higher RSU income from the previous year will lower your monthly cash payroll from this month).*

🟩 July [Prepayment]

- Pay the 1st Installment of your Estimated Tax Prepayment (予定納税).

🟩 August [RSU Granting & Vesting]

- RSU Granting period (New stock options or equity units are granted by your company).
- RSU Vesting period (e.g., 1/4 of the grants from the past 4 years vest sequentially).
- Have your tax accountant simulate the tax liability arising from this vesting.

🟩 September [Phase 2 Liquidation]

- Sell a portion of shares (approx. 1/3 of the projected tax bill) to secure upcoming tax payment funds.

🟩 November [Phase 3 Liquidation]

- Pay the 2nd Installment of your Estimated Tax Prepayment (予定納税).
- Sell a portion of shares (the final 1/3 of the projected tax bill) to secure remaining tax payment funds.
- Collect all income, dividend, and transaction data for the current year and forward them to your tax accountant.

🟩 December [Furusato Nozei]

- Based on the August RSU vesting amounts and November share sale gains, request your accountant to calculate your final Furusato Nozei (hometown tax donation) ceiling.
- Utilize your remaining donation quota before the year-end deadline for final adjustments.
