School Health and Dietary Division, Board of Education, Niigata City

Guide for Online Bank Account Registration

1 What is Online Bank Account Registration?

It is an online service with which you can apply for direct debit for school lunch fees, etc. With this service, you can apply for direct debit and verify your identity without going to a banking institution.

The secure external site is provided by Yamato System Development and supported banking institutions.

2 Supported banking institutions

Banking institutions eligible for online bank account registration				
第四北越銀行	大光銀行	東邦銀行	北陸銀行	きらやか銀行
秋田銀行	新潟縣信用組合	興栄信用組合	協栄信用組合	巻信用組合
はばたき信用組合	新潟県労働金庫	新潟信用金庫	三条信用金庫	新発田信用金庫
加茂信用金庫	新潟県信用農業協同組合連合会	新潟市農業協同組合	新潟かがやき農業協同組合	ゆうちょ銀行

3 What you need for online registration

- An internet-capable computer, smartphone, or tablet.
  Please note: Information required for registration and service up-times differ by banking institution
- “School code” (four-digit, half-width numbers) written on the attached paper entitled “新潟市立学校コード表 (Niigata City school code list)”
- Account information (Account number, branch name, cash card PIN number)
- Personal information to identify account holder

Please check the Niigata City website for details. (Scan here →)

※ Please register by submitting a Direct Debit Request Form (paper application) if one or more of the following applies to you.

- You want to register a Mizuho Bank, Sumitomo Mitsui Banking Cooperation, or Higashinihon Shingyoren (Niigata Branch) account
- The account holder’s name exceeds 30 characters
- You want to register an account that does not have a cashcard

※ Steps to register using a Direct Debit Request Form (paper application)

1) Ask your child’s school for a Direct Debit Request Form
2) After filling in the required information and stamping your personal seal, submit the application to your banking institution
3) Two papers marked with a “received” stamp will be returned to you. Hand in the one labeled “For Niigata City (新潟市用) ” to the school (Note: When applying through ゆうちょ銀行 (Japan Post Bank), the bank will submit paperwork directly to the school and you will not receive this paper).

※ Banking institutions supporting online account registration also accept registration by paper application (follow steps 1 to 3) above.

Steps for Online Bank Account Registration

STEP 1. Go to the Reception page

From the Online Application (オンライン申請) button on the Niigata City Parent Portal Site Tsubasa or Niigata City website (search for “kyushoku webkouza”), you will be directed to the external site provided by Yamato System Development.
After completing some steps from the school lunch application on Tsubasa, you’ll be directed to the site above.

STEP 2. Enter basic information and fee details

- Read and agree to both the Agreement on Handling of Personal Information and Contract and Automatic Payment Regulations
- Enter account holder’s personal information
- Check the information and click “Confirm（確定）”
- Select banking institution

STEP 3. Enter account information

- You’ll be transferred to the registration site of your selected banking institution –
- Enter account information
- Confirmation screen for customer’s information and account information

※You’ll be asked to enter your bank account’s PIN during the application process to verify your identity. (This is as an alternative to your personal seal, which is required for paper applications.) Bank account information will only be shared with Niiigata City after verification is completed by the banking institution, so your PIN will never be revealed to the city.

STEP 4. Account registration complete

Direct debit registration is finished once identity verification is completed by the banking institution (you will see completion screen).
Please check your registered e-mail address for a notice of registration results.

[Note]
- **When you have more than one child, the account must be registered individually for each child.**
- Online registration is available every day except for system maintenance time at Yamato System Development and banking institutions. For a detailed schedule, please check the city’s website.
(Scan here →)
- The account registered on this online service will be used for the direct debit of school lunch fees, other school fees, and Japan Sport Council mutual aid premiums. It will also be used to receive refunds and mutual aid benefits.
- If you make a mistake during registration, please apply again with the correct information.

Inquiries

School Health and Dietary Division, Board of Education, Niigata City

☎ 025-226-3213 (08:30–17:30, except for Saturdays, Sundays, and national holidays)