

MONTHLY GST RETURN REPORTING TEMPLATE

Form GSTR-3B (Simplified Summary Return)

Year		Month	
GSTIN		Legal Name	
Trade Name		Status	

1. DETAILS OF OUTWARD SUPPLIES AND INWARD SUPPLIES LIABLE TO REVERSE CHARGE

Nature of Supplies	Total Taxable Value	Integrated Tax (IGST)	Central Tax (CGST)	State/UT Tax (SGST)	Cess
(a) Outward taxable supplies (other than zero rated, nil rated and exempted)					
(b) Outward taxable supplies (zero rated)					
(c) Other outward supplies (nil rated, exempted)					
(d) Inward supplies liable to reverse charge					
(e) Non-GST outward supplies					
Total					

2. DETAILS OF INTER-STATE SUPPLIES MADE TO UNREGISTERED PERSONS, COMPOSITION DEALERS AND UIN HOLDERS

Place of Supply (State/UT)	Total Taxable Value	Amount of Integrated Tax (IGST)
Total		

3. ELIGIBLE INPUT TAX CREDIT (ITC)

Details	Integrated Tax (IGST)	Central Tax (CGST)	State/UT Tax (SGST)	Cess
(A) ITC Available (whether in full or part)				
1. Import of goods				
2. Import of services				
3. Inward supplies liable to reverse charge (other than 1 & 2 above)				
4. Inward supplies from ISD				
5. All other ITC				
(B) ITC Reversed				
1. As per rules 42 & 43 of CGST Rules				
2. Others				
(C) Net ITC Available (A - B)				

Details	Integrated Tax (IGST)	Central Tax (CGST)	State/UT Tax (SGST)	Cess
(D) Ineligible ITC				
1. As per section 17(5)				
2. Others				

4. PAYMENT OF TAX

Description	Tax Payable	Paid Through ITC				Tax Paid in Cash	Interest / Late Fee
		Integrated Tax	Central Tax	State/UT Tax	Cess		
Integrated Tax							
Central Tax							
State/UT Tax							
Cess							
Total							

Prepared By (Accountant / Finance Officer)

Authorized Signatory (Name & Designation)