

GST RETURNS : DUE

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SUBJECT : GSTR 3B Returns is Due....Send Data immediately...Avoid Delay.

Reference : Party Name / Year / Period

Sir/Madam,

Thanks for being associated with us for Filing Your GST Returns, Please send below listed GST Data on Top Priority.

For FY : _____, Period : _____, Submit GST data Before : 05 th of Every Month

GST Tax : GST Returns will be calculated & Filed upon receiving your All Data as mentioned below

GST RETURN REQUIREMENT - (All in Soft Copy Only)

1. All Bank Statements - Current & Savings Bank Account.
2. All Purchase - Excel Register.
3. Sales - Excel Register.
4. Expenses Bills / Voucher information in Excel sheet.
5. Self Invoice Bills under Reverse Charge. (If Any)
6. Tax Cheque & Fees Cheque.

PLEASE NOTE :

- **GST RETURNS :**
 - **GSTR1 :** Due Date : Before 5th of every month (Sales Bills are required to be filed on Time in R1 for ITC credit)
 - **GSTR3B :** Due Date : Before 5th of every month (In this Return GST Tax is required to be paid on Time.)
 - Late Filing of GST Returns Attract Late fees (System Calculated)
 - Timely Filing of All GST Returns is Compulsory.
 - Late Filing of GST Returns : Purchaser will not Get ITC if Not Filed on Time.
 - GST Registration May Get Cancelled or Suspended if Returns Are Not Filed within Due Dates
- **PURCHASE ITC :**
 - Input Tax Credit : will be Considered As Per Portal / 2B Data (Portal Reflection ONLY)
 - For Purchases : Payments need to Be Made within 180 days
 - ITC : Now 2B Data is Important.
 - Business Related Purchases are eligible for ITC : Personal Purchases are Not Eligible
 - ITC : Excess ITC Other Than Books will Be Required to be Reversed (Interest will be Required)
- **GST PAYMENT:**
 - Timely Payment of GST is Important : Avoid Late GST Payment
 - Late Payment of GST : Attracts Interest for Delayed Payments @ 18%
 - Pay GST Tax on or Before the Due Date as mentioned above
 - Please Submit GST Data Before - 5th of Every Month
 - GST is Applicable on Commercial Rent (Not Applicable on Residential)

DOWNLOAD :

- [HSN Code Essentials](#)
- [Invoicing Essentials](#)
- [Doing Business](#)
- [GST Welcome Kit](#)

SUPPORT :

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