

## Form GSTR-4

*[See rule 62]*

### Quarterly return for registered person opting for composition levy

|         |  |  |  |  |
|---------|--|--|--|--|
| Year    |  |  |  |  |
| Quarter |  |  |  |  |

|    |     |  |                |  |  |  |  |  |  |  |  |  |
|----|-----|--|----------------|--|--|--|--|--|--|--|--|--|
| 1. |     | GSTIN  |                |  |  |  |  |  |  |  |  |  |
| 2. | (a) | Legal name of the registered person                | Auto Populated |  |  |  |  |  |  |  |  |  |
|    | (b) | Trade name, if any                                 | Auto Populated |  |  |  |  |  |  |  |  |  |
| 3. | (a) | Aggregate Turnover in the preceding Financial Year |                |  |  |  |  |  |  |  |  |  |
|    | (b) | Aggregate Turnover - April to June, 2017           |                |  |  |  |  |  |  |  |  |  |

#### 4. Inward supplies including supplies on which tax is to be paid on reverse charge

| GSTIN of supplier   | Invoice details |      |       | Rate | Taxable value | Amount of Tax  |             |              |      | Place of supply (Name of State/UT) |
|---|-----------------|------|-------|------|---------------|----------------|-------------|--------------|------|------------------------------------|
|   | No.             | Date | Value |      |               | Integrated Tax | Central Tax | State/UT Tax | CESS |                                    |
| 1   | 2               | 3    | 4     | 5    | 6             | 7              | 8           | 9            | 10   | 11                                 |
| 4A. Inward supplies received from a registered supplier (other than supplies attracting reverse charge) |                 |      |       |      |               |                |             |              |      |                                    |
|   |                 |      |       |      |               |                |             |              |      |                                    |
| 4B. Inward supplies received from a registered supplier (attracting reverse charge)                     |                 |      |       |      |               |                |             |              |      |                                    |
|   |                 |      |       |      |               |                |             |              |      |                                    |
| 4C. Inward supplies received from an unregistered supplier  |                 |      |       |      |               |                |             |              |      |                                    |
|   |                 |      |       |      |               |                |             |              |      |                                    |
| 4D. Import of service   |                 |      |       |      |               |                |             |              |      |                                    |
|   |                 |      |       |      |               |                |             |              |      |                                    |

#### 5. Amendments to details of inward supplies furnished in returns for earlier tax periods in Table 4 [including debit notes/credit notes and their subsequent amendments]

| Details of original invoice  |     |      | Revised details of invoice |     |      |       | Rate | Taxable value | Amount         |             |              |      | Place of supply (Name of State/UT) |
|--|-----|------|----------------------------|-----|------|-------|------|---------------|----------------|-------------|--------------|------|------------------------------------|
| GSTIN  | No. | Date | GSTIN                      | No. | Date | Value |      |               | Integrated Tax | Central Tax | State/UT Tax | Cess |                                    |
| 1  | 2   | 3    | 4                          | 5   | 6    | 7     | 8    | 9             | 10             | 11          | 12           | 13   | 14                                 |
| 5A. Supplies [Information furnished in Table 4 of earlier returns]-If details furnished earlier were incorrect |     |      |                            |     |      |       |      |               |                |             |              |      |                                    |
|  |     |      |                            |     |      |       |      |               |                |             |              |      |                                    |
| 5B. Debit Notes/Credit Notes [original]  |     |      |                            |     |      |       |      |               |                |             |              |      |                                    |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 5C. Debit Notes/ Credit Notes [amendment of debit notes/credit notes furnished in earlier tax periods] |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|

**6. Tax on outward supplies made (Net of advance and goods returned)**

| Rate of tax | Turnover | Composition tax amount |              |
|-------------|----------|------------------------|--------------|
|             |          | Central Tax            | State/UT Tax |
| 1           | 2        | 3                      | 4            |
|             |          |                        |              |

**7. Amendments to Outward Supply details furnished in returns for earlier tax periods in Table No. 6**

| Quarter | Rate | Original details |             |              | Revised details |             |              |
|---------|------|------------------|-------------|--------------|-----------------|-------------|--------------|
|         |      | Turnover         | Central Tax | State/UT tax | Turnover        | Central Tax | State/UT Tax |
| 1       | 2    | 3                | 4           | 5            | 6               | 7           | 8            |
|         |      |                  |             |              |                 |             |              |

**8. Consolidated Statement of Advances paid/Advance adjusted on account of receipt of supply**

| Rate  | Gross Advance Paid | Place of supply (Name of State /UT)                           | Amount         |             |               |       |       |       |
|---|--------------------|---|----------------|-------------|---------------|-------|-------|-------|
|   |                    |   | Integrated Tax | Central Tax | State/ UT Tax | Cess  |       |       |
| 1   | 2                  | 3   | 4              | 5           | 6             | 7     |       |       |
| <b>(I) Information for the current quarter</b>  |                    |   |                |             |               |       |       |       |
| 8A. Advance amount paid for reverse charge supplies in the tax period (tax amount to be added to output tax liability)  |                    |   |                |             |               |       |       |       |
| 8A (1). Intra-State supplies (Rate Wise)  |                    |   |                |             |               |       |       |       |
|   |                    |   |                |             |               |       |       |       |
| 8A (2). Inter-State Supplies (Rate Wise)  |                    |   |                |             |               |       |       |       |
|   |                    |   |                |             |               |       |       |       |
| 8B. Advance amount on which tax was paid in earlier period but invoice has been received in the current period [ reflected in Table 4 above] (tax amount to be reduced from output tax liability) |                    |   |                |             |               |       |       |       |
| 8B (1). Intra-State Supplies (Rate Wise)  |                    |   |                |             |               |       |       |       |
|   |                    |   |                |             |               |       |       |       |
| 8B (2). Intra-State Supplies (Rate Wise)  |                    |   |                |             |               |       |       |       |
|   |                    |   |                |             |               |       |       |       |
| <b>II Amendments of information furnished in Table No. 8 (I) for an earlier quarter</b>   |                    |   |                |             |               |       |       |       |
| Year  | Quarter            | Amendment relating to information furnished in S. No.(select) |                |             | 8A(1)         | 8A(2) | 8B(1) | 8B(2) |
|   |                    |   |                |             |               |       |       |       |

**9. TDS Credit received**

| GSTIN of Deductor | Gross Value | Amount      |              |
|-------------------|-------------|-------------|--------------|
|                   |             | Central Tax | State/UT Tax |
| 1                 | 2           | 3           | 4            |
|                   |             |             |              |
|                   |             |             |              |

**10. Tax payable and paid**

| Description        | Tax amount payable | Pay tax amount |
|--------------------|--------------------|----------------|
| 1                  | 2                  | 3              |
| (a) Integrated Tax |                    |                |
| (b) Central Tax    |                    |                |
| (c) State/UT Tax   |                    |                |
| (d) Cess           |                    |                |

**11. Interest, Late Fee payable and paid**

| Description                | Amount payable | Amount Paid |
|----------------------------|----------------|-------------|
| 1                          | 2              | 3           |
| (I) Interest on account of |                |             |
| (a) Integrated tax         |                |             |
| (b) Central Tax            |                |             |
| (c) State/UT Tax           |                |             |
| (d) Cess                   |                |             |
| (II) Late fee              |                |             |
| (a) Central tax            |                |             |
| (b) State/UT tax           |                |             |

**12. Refund claimed from Electronic cash ledger**

| Description                      | Tax | Interest | Penalty | Fee | Other | Debit Entry Nos. |
|----------------------------------|-----|----------|---------|-----|-------|------------------|
| 1                                | 2   | 3        | 4       | 5   | 6     | 7                |
| (a) Integrated tax               |     |          |         |     |       |                  |
| (b) Central Tax                  |     |          |         |     |       |                  |
| (c) State/UT Tax                 |     |          |         |     |       |                  |
| (d) Cess                         |     |          |         |     |       |                  |
| Bank Account Details (Drop Down) |     |          |         |     |       |                  |

**13. Debit entries in cash ledger for tax /interest payment**

[to be populated after payment of tax and submissions of return]

| Description        | Tax paid in cash | Interest | Late fee |
|--------------------|------------------|----------|----------|
| 1                  | 2                | 3        | 4        |
| (a) Integrated tax |                  |          |          |

|                     |  |  |  |
|---------------------|--|--|--|
| (b) Central<br>Tax  |  |  |  |
| (c) State/UT<br>Tax |  |  |  |
| (d) Cess            |  |  |  |

### Verification

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Signature of Authorised Signatory

Place

Name of Authorised Signatory

Date

Designation /Status

**Instructions:-**

1. Terms used:
  - (a) GSTIN: Goods and Services Tax Identification Number
  - (b) TDS: Tax Deducted at Source
2. The details in GSTR-4 should be furnished between 11<sup>th</sup> and 18<sup>th</sup> of the month succeeding the relevant tax period.
3. Aggregate turnover of the taxpayer for the immediate preceding financial year and first quarter of the current financial year shall be reported in the preliminary information in Table 3. This information would be required to be submitted by the taxpayers only in the first year and should be auto-populated in subsequent years.
4. Table 4 to capture information related to inward supplies, rate-wise:
  - (i) Table 4A to capture inward supplies from registered supplier other than reverse charge. This information will be auto-populated from the information reported by supplier in GSTR-1 and GSTR-5;
  - (ii) Table 4B to capture inward supplies from registered supplier attracting reverse charge. This information will be auto-populated from the information reported by supplier in GSTR-1;
  - (iii) Table 4C to capture supplies from unregistered supplier;
  - (iv) Table 4D to capture import of service;
  - (v) Tax recipient to have the option to accept invoices auto populated/ add invoices, pertaining to reverse charge only when the time of supply arises in terms of section 12 or 13 of the Act; and
  - (vi) Place of Supply (PoS) only if the same is different from the location of the recipient.
5. Table 5 to capture amendment of information provided in earlier tax periods as well as original/ amended information of debit or credit note received, rate-wise. Place of Supply (PoS) to be reported only if the same is different from the location of the recipient. While furnishing information the original debit /credit note, the details of invoice shall be mentioned in the first three columns, While furnishing revision of a debit note/credit note, the details of original debit /credit note shall be mentioned in the first three columns of this Table,
6. Table 6 to capture details of outward supplies including advance and net of goods returned during the current tax period.
7. Table 7 to capture details of amendment of incorrect details reported in Table 6 of previous returns.

8. Information of advance paid pertaining to reverse charge supplies and the tax paid on it including adjustments against invoices issued to be reported in Table 8.
9. TDS credit would be auto-populated in a Table 9.