

# Manual > Filing Form GSTR-4 (Annual Return) (For FY 2019-20 Onwards)

## How can I create and file details in Form GSTR-4 (Annual Return) (For FY 2019-20 Onwards)?

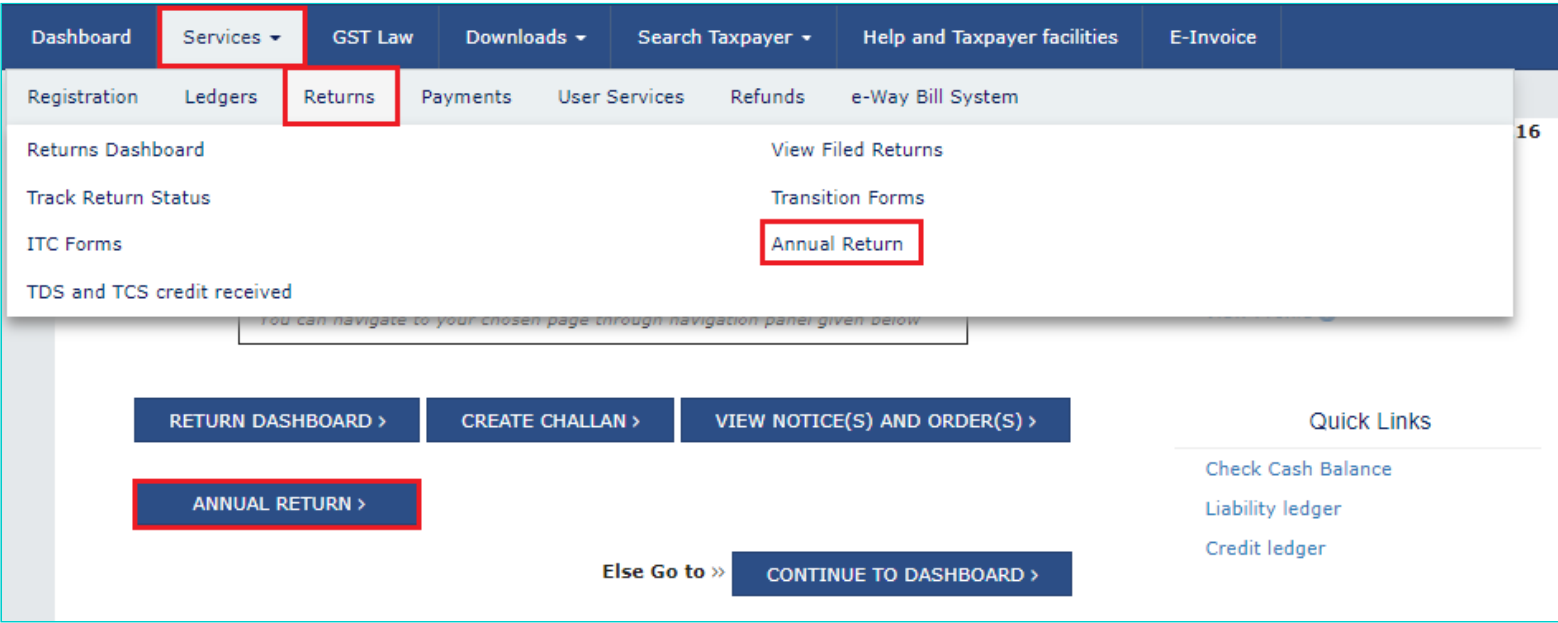
To create and file details in Form GSTR-4 (Annual Return, For FY 2019-20 Onwards), perform following steps:

- (I) In case, you want to file NIL return in Form GSTR-4 (Annual Return), click [here](#).
- (II) In case, you want to file return in Form GSTR-4 (Annual Return), perform following steps:
- A. [Login and Navigate to Form GSTR-4 \(Annual Return\) page](#)
  - B. [Enter details in various tiles](#)
  - C. [Preview Form GSTR-4 \(Annual Return\)](#)
  - D. [Payment of Tax](#)
  - E. [File Annual Return Form GSTR-4 \(Annual Return\) with DSC/ EVC](#)

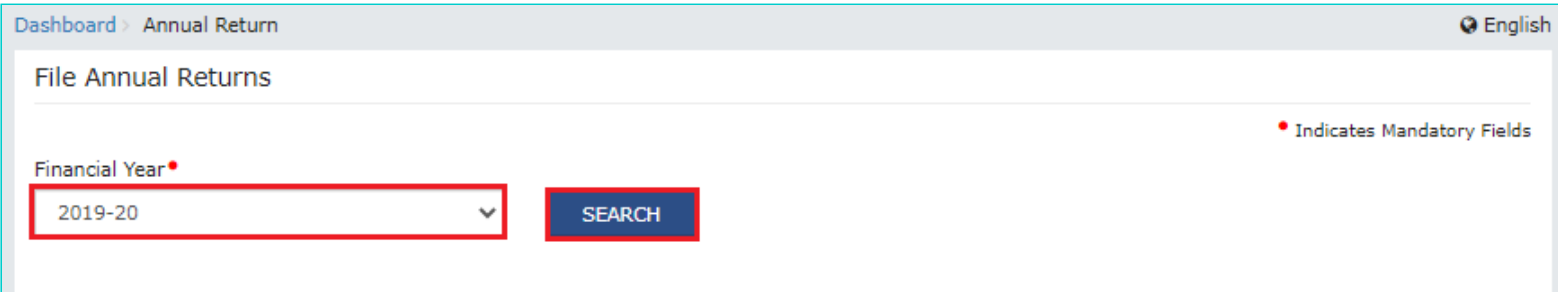
### A. Login and Navigate to Annual Return Form GSTR-4 page

1. Access the [www.gst.gov.in](http://www.gst.gov.in) URL. The GST Home page is displayed. Login to the GST Portal with valid credentials. Click the **Services > Returns > Annual Return** option.

**Note:** Alternatively, you can also click the **Annual Return** link on the Dashboard.



2. The **File Annual Returns** page is displayed. Select the **Financial Year** for which you want to file the annual return from the drop-down list. Click the **SEARCH** button.



3. The **File Returns** page is displayed. Please read the important message in the boxes carefully. In the Annual Return GSTR-4 tile, click the **PREPARE ONLINE** button.

**Note:** **PREPARE ONLINE** button for filing Form GSTR-4 will be enabled only after filing all applicable Form CMP-08 statements for the relevant Financial Year.



## File Annual Returns

• Indicates Mandatory Fields

Financial Year •

2019-20

SEARCH

**Help**

1. GSTR-4 can be filed online. It can also be prepared in Offline tool and then uploaded on the portal and filed.
2. Annual return in Form GSTR-4 is required to be filed by every taxpayer who has availed composition scheme during any part of the relevant financial year.
3. All the applicable statements i.e. GST CMP-08 should have been filed for all the applicable quarters of the relevant financial year (Y) before filing Annual GSTR-4.
4. Once return in Form GSTR-4 is filed, it cannot be revised.

**Annual Return  
GSTR-4****Due Date - 30/04/2020**

PREPARE ONLINE

UPLOAD/DOWNLOAD JSON

**Important Message****Prepare Online:-****Steps to be taken:**

- Click on 'Prepare Online';
- The system would navigate you to GSTR-4 Dashboard page. Provide the previous year aggregate turnover and save it;
- Based on the information available in the system, details would be auto-drafted in few tables, which shall be non-editable. Provide the details in other tables;
- Click on 'Proceed to file' button;
- Verify the details in preview page and click on 'Continue' button to navigate to payment table; and
- File the return by clicking on 'File GSTR-4' button while paying additional liabilities, if any.

**Upload/Download JSON**

- Download the GSTR-4 offline tool from the 'Downloads' section in the pre-login page on the portal.
- Click on 'Upload/ Download json' and then click on 'Download' tab to download auto-drafted GSTR-4 details, if any;
- Follow instructions in 'GSTR-4 offline tool' to add details and generate JSON file for upload;
- Click on 'Upload' tab to upload JSON file and file the return with the instructions available on GSTR-4 online.

4. The **GSTR-4 Annual Return** page is displayed. Enter the aggregate turnover of previous financial year and click **SAVE**.

**Note:**

- You will not be able to proceed further without entering aggregate turnover of previous financial year.
- In case, you were registered during the current FY or had nil aggregate turnover, please enter '0' (Zero) here.
- On saving aggregate turnover details, other buttons on this screen will get enabled.



\* Indicates mandatory fields

GSTIN - 27ABKPW5626R1ZK

Legal name - SURESH D WALUKAR

Trade name -

FY - 2019-20

Status - Not filed

Due date -

HELP

3. Aggregate turnover of previous Financial Year(₹) \*

30,88,920.00

SAVE

BACK

**Note:** You can click the Help link to view Help related to this page.

Table of Contents

- GSTR-4 Dashboard
- 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 unregistered suppliers
- 4D. Import of Service
- 5. Summary of self-assessed liability as per FORM GST CMP-08 (Net of advances, credit and debit notes and any other adjustment due to amendments etc.)
- 6. Tax rate wise details of outward supplies / inward supplies attracting reverse charge during the year (Net of advances, credit and debit notes and any other adjustment due to amendments etc.)
- 7. TDS/TCS Credit received
- 8. Payment of tax

5. A confirmation message is displayed that Save request has been acknowledged.



GSTIN - 27ABKPW5626R1ZK

FY - 2019-20

Legal name - SURESH D WALUKAR

Status - Not filed

Trade name -

Due date -

\* Indicates mandatory fields

HELP ⓘ ↺

Save request acknowledged.

✕

3. Aggregate turnover of previous Financial Year(₹) \*

30,88,920.00

SAVE

☐ File Nil GSTR-4

Select tables to add/view details

Select tables to add/view details

▼

BACK

RESET

DOWNLOAD GSTR-4 SUMMARY (PDF)

DOWNLOAD GSTR-4 DETAILS (EXCEL)

PROCEED TO FILE

▼

6 (a) **To file Nil return:** Nil Form GSTR-4 Annual Return can be filed by you, for the financial year, if you have, for all applicable quarters of the year

- NOT made any outward supply
- NOT received any goods/services
- Have NO other tax liability to report
- Have filed all Form CMP-08 as Nil

6.1. Select the **File Nil GSTR4** check-box. Click **PROCEED TO FILE**.

☒ File Nil GSTR-4

**Note:** Nil return can be filed for the financial year, if you have: -

- NOT made any outward supply (commonly known as sale); AND
- NOT received (commonly known as purchase) any goods/services; AND
- NO other liability to report.

BACK

RESET

DOWNLOAD GSTR-4 SUMMARY (PDF)

DOWNLOAD GSTR-4 DETAILS (EXCEL)

PROCEED TO FILE

6.2. Return is ready to be filed. Click **PROCEED TO FILE**.

☒ File Nil GSTR-4

**Note:** Nil return can be filed for the financial year, if you have: -

- NOT made any outward supply (commonly known as sale); AND
- NOT received (commonly known as purchase) any goods/services; AND
- NO other liability to report.

BACK

RESET

DOWNLOAD GSTR-4 SUMMARY (PDF)

DOWNLOAD GSTR-4 DETAILS (EXCEL)

PROCEED TO FILE

6.3. Click **CONTINUE**.

Dashboard > Returns > Annual Returns > GSTR-4

English

FORM GSTR-4  
[See Rule 62]



Return for financial year of registered person who has opted for Composition levy or availing benefit of notification  
No. 02/2019- Central Tax (Rate)

Financial year 2019-20

1.	GSTIN	27ABKPW5626R1ZK
2.	(a) Legal name of the registered person	SURESH D WALUKAR
	(b) Trade name, if any	GSTN
3.	(a) Aggregate turnover in the preceding Financial Year	0.00
	(b) ARN	-
	(c) Date of ARN	-

Note: All amounts displayed in the tables are in ₹

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

4A. Inward supplies received from a registered supplier (other than supplies attracting reverse charge)

No. of records	Taxable value	Integrated tax	Central tax	State/UT tax	Cess
0	0.00	0.00	0.00	0.00	0.00

4B - Inward supplies received from a registered supplier (supplies attracting reverse charge)

No. of records	Taxable value	Integrated tax	Central tax	State/UT tax	Cess
0	0.00	0.00	0.00	0.00	0.00

4C - Inward supplies received from an unregistered supplier

No. of records	Taxable value	Integrated tax	Central tax	State/UT tax	Cess
0	0.00	0.00	0.00	0.00	0.00

4D - Import of service

No. of records	Taxable value	Integrated tax	Cess
0	0.00	0.00	0.00

5. Summary of self-assessed liability as per FORM GST CMP-08 (Net of advances, credit and debit notes and any other adjustment due to amendments etc.)

Sr. no.	Description	Value	Amount of tax			
			Integrated tax	Central tax	State/UT tax	Cess
1.	Outward supplies (including exempt supplies)	0.00		0.00	0.00	
2.	Inward supplies attracting reverse charge including import of services	0.00	0.00	0.00	0.00	0.00
3.	Tax paid (1+2)	0.00	0.00	0.00	0.00	0.00
4.	Interest paid, if any		0.00	0.00	0.00	0.00

6. Tax rate wise details of outward supplies / inward supplies attracting reverse charge during the year (Net of advances, credit and debit notes and any other adjustment due to amendments etc.)

Sr. no.	Type of supply (Outward/Inward)	Value	Amount of tax			
			Integrated tax	Central tax	State/UT tax	Cess
1.	Inward	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00



2.	Outward	0.00	0.00	0.00	0.00	0.00
3.	Total	0.00	0.00	0.00	0.00	0.00

#### 7. TDS/TCS Credit received

No. of records	Gross value	Amount of tax	
		Central tax	State / UT tax
0	0.00	0.00	0.00

[BACK](#)
[DOWNLOAD GSTR-4 SUMMARY \(PDF\)](#)
[DOWNLOAD GSTR-4 DETAILS \(EXCEL\)](#)
[CONTINUE](#)

6.4. [Preview Form GSTR-4 \(Annual Return\)](#)

6.5. [Payment of Tax](#)

**Note:**

- If there are any interest liability to be declared, the same can be declared in "Interest payable" column.
- If Nil Form GSTR-4 is not filed by the due date, GST Portal will calculate the late fee as per the prescribed law and show the same in "Late Fee Payable" column.
- "Additional Cash Required" column reflects the cash required to be paid through challan for payment of interest and late fee, after adjusting the amount available in Electronic Cash Ledger.

6.6. [File Form GSTR-4 \(Annual Return\) with DSC/ EVC](#)

[Click here to go back to the main menu](#)

**6 (b) To file Form GSTR-4 (Annual Return):**

## B. Enter details in various tiles

[4A. Inward supplies from registered supplier \(other than reverse charge\)](#): To add details of inward supplies received from a registered supplier (other than reverse charge)

[4B. Inward supplies from registered supplier \(reverse charge\)](#): To add details of inward supplies received from a registered supplier (reverse charge)

[4C. Inward supplies from unregistered supplier](#): To add details of inward supplies received from an unregistered supplier

[4D. Import of Service](#): To add details of import of service

6. [Tax rate wise inward and outward supplies](#): To enter tax rate wise details of outward supplies during the financial year

**To view auto-drafted details:**

[5. Summary of CMP-08](#): To view auto-drafted details provided in filed Form CMP-08 for the financial year

[7. TDS/TCS credit received](#): To view details related to TDS/TCS credit received

**Click on the tile names to know more and enter related details:**

### 4A. Inward supplies from registered supplier (other than reverse charge)

6.1. To add details of inward supplies received from a registered supplier (other than reverse charge), select **4A. Inward supplies from registered supplier (other than reverse charge)** from the "Select tables to add/view details" drop-down list.



Dashboard > Returns > Annual Returns > GSTR-4

English

GSTIN - 27ABKPW5626R1ZK

Legal name - SURESH D WALUKAR

Trade name -

FY - 2019-20

Status - Not filed

Due date -

\* Indicates mandatory fields

HELP ⓘ ↺

3. Aggregate turnover of previous Financial Year(₹) \*

30,88,920.00

SAVE

☐ File Nil GSTR-4

Select tables to add/view details

Select tables to add/view details

4A. Inward supplies from registered supplier (other than reverse charge)

4B. Inward supplies from registered supplier (reverse charge)

4C. Inward supplies from unregistered supplier

4D. Import of service

5. Summary of CMP-08

6. Tax rate wise inward and outward supplies

7. TDS/TCS credit received

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DETAILS (EXCEL)

PROCEED TO FILE

▼

6.2. In the **Supplier GSTIN** field, enter the GSTIN of the supplier. Once the GSTIN of the supplier is entered, Trade/Legal Name fields are auto-populated based on the GSTIN of the supplier. Click the **Add (+)** button.

**Note:**

- You must provide all details related to one Supplier GSTIN tax rate wise here.
- Inward supplies attracting reverse charge, are not to be provided in table 4A and the same are required be provided in table 4B.
- Place of Supply of the recipient is shown as the State/UT in which the recipient is registered, by default and cannot be edited.

Select tables to add/view details

4A. Inward supplies from registered supplier (other than reverse charge) ▼

4A. Inward supplies received from a registered supplier (other than supplies attracting reverse charge)

HELP ⓘ ↺

Add details

\* Indicates mandatory fields

Supplier GSTIN *	Trade/Legal name	Place of supply (Name of state/UT) *	Add details
27BKHPK3837P8ZB	Manish Koul	Maharashtra (27) ▼	<div>+</div>

BACK

6.3. On clicking the Add (+) button, the Item Details fields get displayed. Enter the item details of the document and click the Add (+) button to add more rows. Once all the details are entered, click **SAVE**.

**Note:**

- You can enter negative values here to enter details related to Net of advances, credit and debit notes or any other adjustment due to amendments.
- In case, supplies are received from a composition taxpayer, the tax rate should be selected as '0' (Zero) from the Rate drop-down list.
- The tax amounts are auto-calculated on the basis of values entered in Taxable Value and tax rate fields but are editable. The CESS amount has to be entered by the taxpayer manually.



Select tables to add/view details

4A. Inward supplies from registered supplier (other than reverse charge) ▼

#### 4A. Inward supplies received from a registered supplier (other than supplies attracting reverse charge)


HELP ⓘ ↺

##### Add details

\* Indicates mandatory fields

Supplier GSTIN *	Trade/Legal name	Place of supply (Name of state/UT) *	Add details
27BKHPK3837P8ZB	Manish Koul	Maharashtra (27) ▼	

##### Item details

Sr. no.	Taxable value (₹) *	Rate (%) *	Amount of tax			Actions
			Central tax (₹)	State/UT tax (₹)	Cess (₹)	
1.	8,18,770.00	5% ▼	20469.25	20469.25		

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SAVE

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6.4. Once the details are saved, a success message gets displayed. The details of the document are validated by the GST Portal and are added to the Pending Records table till the validation is completed. Post successful validation, the document gets added to the Processed records (Validated successfully) section of this page. You may refresh the page to see the most updated status of documents. In case, the documents are processed with error, it would be available in 'Pending Records' table with status as 'Processed with error'. You may click edit to see the error and correct the same.

#### 4B. Inward supplies received from a registered supplier (attracting reverse charge)

HELP ⓘ ↺

##### Add details

\* Indicates mandatory fields

Supplier GSTIN *	Trade/Legal name	Place of supply (Name of state/UT) *	Add details
		Maharashtra (27) ▼	

##### Pending records (Validation in progress/ could not be processed/ Processed with error(s))

Search :

Records Per Page : 10 ▼

 Download CSV

Sr. no.	Supplier GSTIN ⇅	Trade/Legal name ⇅	Place of supply (Name of state/UT) ⇅	Taxable value (₹) ⇅	Amount of tax				Status	Action
					Integrated tax (₹) ⇅	Central tax (₹) ⇅	State/UT tax (₹) ⇅	Cess (₹) ⇅		
1.	26AFNPS4801FDZ1	GSTN	Maharashtra	135.00	1.87	0.00	0.00	4.00	Processed with error	 

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##### Note:

- To edit or delete the added details, click the **Edit/Delete** icons under the Action column.
- To search in the list of added records, enter the relevant text/value in the **Search** field.
- To view records per page, select the required number of records from the **Records Per Page** drop-down list.
- To download the added details in the CSV format, click the **Download CSV** link.



Select tables to add/view details

4A. Inward supplies from registered supplier (other than reverse charge) ▾

4A. Inward supplies received from a registered supplier (other than supplies attracting reverse charge) 

HELP ⓘ ↺

Save request acknowledged. 

✕

Add details

\* Indicates mandatory fields

Supplier GSTIN \*

Trade/Legal name

Place of supply (Name of state/UT) \*

Add details

Maharashtra (27) ▾

+

Processed records (Validated successfully)

Search : 

Q Search

Records Per Page : 

10 ▾

Download CSV

Sr. no.	Supplier GSTIN ⇅	Trade/Legal name ⇅	Place of supply (Name of state/UT) ⇅	Taxable value (₹) ⇅	Amount of tax				Action
					Integrated tax (₹) ⇅	Central tax (₹) ⇅	State/UT tax (₹) ⇅	Cess (₹) ⇅	
1.	27BKHPK3837P8ZB	Manish Koul	Maharashtra	8,18,770.00	0.00	20,469.25	20,469.25	0.00	<div><div></div><div></div></div>

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Note: Similarly, you can enter other details for the table.

Select tables to add/view details

4A. Inward supplies from registered supplier (other than reverse charge) ▾

4A. Inward supplies received from a registered supplier (other than supplies attracting reverse charge) 

HELP ⓘ ↺

Add details

\* Indicates mandatory fields

Supplier GSTIN \*

Trade/Legal name

Place of supply (Name of state/UT) \*

Add details

Maharashtra (27) ▾

+

Processed records (Validated successfully)

Search : 

Q Search

Records Per Page : 

10 ▾

Download CSV

Sr. no.	Supplier GSTIN ⇅	Trade/Legal name ⇅	Place of supply (Name of state/UT) ⇅	Taxable value (₹) ⇅	Amount of tax				Action
					Integrated tax (₹) ⇅	Central tax (₹) ⇅	State/UT tax (₹) ⇅	Cess (₹) ⇅	
1.	07AQDPP8277H7Z7	Monish Dressing	Maharashtra	21,32,720.50	3,04,876.27	0.00	0.00	0.00	<div><div></div><div></div></div>
2.	27BKHPK3837P8ZB	Manish Koul	Maharashtra	8,18,770.00	0.00	20,469.25	20,469.25	0.00	<div><div></div><div></div></div>
3.	07AEFPA4963B1ZY	Ranu ahuja	Maharashtra	12,65,375.00	68,506.85	0.00	0.00	0.00	<div><div></div><div></div></div>
4.	27ELFPP5868D2ZN	Pramod Shetty	Maharashtra	39,71,034.50	0.00	2,98,441.67	2,98,441.67	0.00	<div><div></div><div></div></div>

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4B. Inward supplies from registered supplier (reverse charge)

6.1. To add details of inward supplies received from a registered supplier (reverse charge), select **4B. Inward supplies from registered supplier (reverse charge)** from the "Select tables to add/view details" drop-down list.

Select tables to add/view details4B. Inward supplies from registered supplier (reverse charge)▼

4B. Inward supplies received from a registered supplier (attracting reverse charge)HELP ⓘ ↺

Add details\* Indicates mandatory fields

Supplier GSTIN *	Trade/Legal name	Place of supply (Name of state/UT) *	Add details
		Maharashtra (27)▼	

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6.2. In the **Supplier GSTIN** field, enter the GSTIN of the supplier. Once the GSTIN of the supplier is entered, Trade/Legal Name fields are auto-populated based on the GSTIN of the supplier. Click the **Add (+)** button.

**Note:** Inward supplies other than those attracting reverse charge, are not to be provided in table 4B and the same need be provided in table 4A

Select tables to add/view details4B. Inward supplies from registered supplier (reverse charge)▼

4B. Inward supplies received from a registered supplier (attracting reverse charge)HELP ⓘ ↺

Add details\* Indicates mandatory fields

Supplier GSTIN *	Trade/Legal name	Place of supply (Name of state/UT) *	Add details
27AABMH6447A1ZA	FINANCIAL POWER SOI	Maharashtra (27)▼	

BACK

6.3. On clicking the Add (+) button, the Item Details fields get displayed. Enter the item details of the document and click the Add (+) button to add more rows. Once all the details are entered, click **SAVE**.

**Note:**

- You can enter negative values here to enter details related to Net of advances, credit and debit notes or any other adjustment due to amendments.
- The tax amounts are auto-calculated on the basis of values entered in Taxable Value and tax rate fields but are editable. The CESS amount has to be entered by the taxpayer manually.



Select tables to add/view details

4B. Inward supplies from registered supplier (reverse charge)

4B. Inward supplies received from a registered supplier (attracting reverse charge)

HELP

Add details

\* Indicates mandatory fields

Supplier GSTIN *	Trade/Legal name	Place of supply (Name of state/UT) *	Add details
27AABMH6447A1ZA	FINANCIAL POWER SOI	Maharashtra (27)	<div>+</div>

Item details

Sr. no.	Taxable value (₹) *	Rate (%) *	Amount of tax			Actions
			Central tax (₹)	State/UT tax (₹)	Cess (₹)	
1.	29,700.00	18% ▾	2673.00	2673.00		<div>+</div>

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SAVE

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6.4. Once the details are saved, a success message gets displayed. The details of the document are validated by the GST Portal and are added to the Pending Records table till the validation is completed. Post successful validation, the document gets added to the Processed records (Validated successfully) section of this page. You may refresh the page to see the most updated status of documents. In case, the documents are processed with error, it would be available in 'Pending Records' table with status as 'Processed with error'. You may click edit to see the error and correct the same.

- Note:
- To edit or delete the added details, click the **Edit/Delete** icons under the Action column.
  - To search in the list of added records, enter the relevant text/value in the **Search** field.
  - To view records per page, select the required number of records from the **Records Per Page** drop-down list.
  - To download the added details in the CSV format, click the **Download CSV** link.

Select tables to add/view details

4B. Inward supplies from registered supplier (reverse charge)

4B. Inward supplies received from a registered supplier (attracting reverse charge)

HELP

Save request acknowledged.

Add details

\* Indicates mandatory fields

Supplier GSTIN *	Trade/Legal name	Place of supply (Name of state/UT) *	Add details
		Maharashtra (27)	<div>+</div>

Processed records (Validated successfully)

Search :

Records Per Page : 10 ▾

Download CSV

Sr. no.	Supplier GSTIN ⇅	Trade/Legal name ⇅	Place of supply (Name of state/UT) ⇅	Taxable value (₹) ⇅	Amount of tax				Action
					Integrated tax (₹) ⇅	Central tax (₹) ⇅	State/UT tax (₹) ⇅	Cess (₹) ⇅	
1.	27AABMH6447A1ZA	FINANCIAL POWER SOFTWARE TECHNOLOGY PRIVATE LIMITED	Maharashtra	29,700.00	0.00	2,673.00	2,673.00	0.00	<div><div></div><div></div></div>

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**Note:** Similarly, you can enter other details for the table.

Select tables to add/view details

4B. Inward supplies from registered supplier (reverse charge)

4B. Inward supplies received from a registered supplier (attracting reverse charge)

HELP ⓘ ↺

Add details

\* Indicates mandatory fields

Supplier GSTIN *	Trade/Legal name	Place of supply (Name of state/UT) *	Add details
<input type="text"/>	<input type="text"/>	Maharashtra (27)	<div>+</div>

Processed records (Validated successfully)

Search :

Records Per Page : 10

[Download CSV](#)

Sr. no.	Supplier GSTIN ⇅	Trade/Legal name ⇅	Place of supply (Name of state/UT) ⇅	Taxable value (₹) ⇅	Amount of tax				Action
					Integrated tax (₹) ⇅	Central tax (₹) ⇅	State/UT tax (₹) ⇅	Cess (₹) ⇅	
1.	22AQAPK5941N1ZR	Bir pahwa	Maharashtra	53,000.00	9,540.00	0.00	0.00	0.00	<div>✎</div> <div>✖</div>
2.	27AABMH6447A1ZA	FINANCIAL POWER SOFTWARE TECHNOLOGY PRIVATE LIMITED	Maharashtra	29,700.00	0.00	2,673.00	2,673.00	0.00	<div>✎</div> <div>✖</div>

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### 4C. Inward supplies from unregistered supplier

6.1. To add details of inward supplies received from an unregistered supplier, select **4C. Inward supplies from unregistered supplier** from the "Select tables to add/view details" drop-down list.

Select tables to add/view details

4C. Inward supplies from unregistered supplier

4C. Inward supplies received from an unregistered supplier

HELP ⓘ ↺

Add details

\* Indicates mandatory fields

☐ Reverse charge

Supplier PAN	Trade/Legal name	Place of supply (Name of state/UT) *	Add details
<input type="text"/>	<input type="text"/>	Maharashtra (27)	<div>+</div>

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6.2. Select the checkbox for Reverse Charge, if applicable. In the **Supplier PAN** field enter the PAN of the supplier, if any. Enter the **Trade/Legal Name** of the supplier. In case of supplies liable to reverse charge, select the **Supply Type** from the drop-down list. Click the **Add (+)** button.  
**Note:** The record can also be added without providing the PAN details, if same is not available



Select tables to add/view details

4C. Inward supplies from unregistered supplier

#### 4C. Inward supplies received from an unregistered supplier

HELP ⓘ



##### Add details

\* Indicates mandatory fields

☒ Reverse charge

Supplier PAN	Trade/Legal name	Place of supply (Name of state/UT) *	Supply type *	Add details
GMQPS8264A	Super Traders	Maharashtra (27)	Intra-State	

BACK

6.3. On clicking the Add (+) button, the Item Details fields get displayed. Enter the item details of the document and click the Add (+) button to add more rows. Once all the details are entered, click **SAVE**.

##### Note:

- You can enter negative values here to enter details related to Net of advances, credit and debit notes or any other adjustment due to amendments.
- The tax amounts are auto-calculated on the basis of values entered in Taxable Value and tax rate fields but are editable. The CESS amount has to be entered by the taxpayer manually.

Select tables to add/view details

4C. Inward supplies from unregistered supplier

#### 4C. Inward supplies received from an unregistered supplier

HELP ⓘ



##### Add details

\* Indicates mandatory fields

☒ Reverse charge

Supplier PAN	Trade/Legal name	Place of supply (Name of state/UT) *	Supply type *	Add details
GMQPS8264A	Super Traders	Maharashtra (27)	Intra-State	

##### Item details

Sr. no.	Taxable value (₹) *	Rate (%) *	Amount of tax			Actions
			Central tax (₹)	State/UT tax (₹)	Cess (₹)	
1.	76,760.00	5%	1919.00	1919.00		

BACK

SAVE

BACK

6.4. Once the details are saved, a success message gets displayed. The details of the document are validated by the GST Portal and are added to the Pending Records table till the validation is completed. Post successful validation, the document gets added to the Processed records (Validated successfully) section of this page. You may refresh the page to see the most updated status of documents. In case, the documents are processed with error, it would be available in 'Pending Records' table with status as 'Processed with error'. You may click edit to see the error and correct the same.

##### Note:

- To edit or delete the added details, click the **Edit/Delete** icons under the Action column.
- To search in the list of added records, enter the relevant text/value in the **Search** field.
- To view records per page, select the required number of records from the **Records Per Page** drop-down list.
- To download the added details in the CSV format, click the **Download CSV** link.



Select tables to add/view details

4C. Inward supplies from unregistered supplier

4C. Inward supplies received from an unregistered supplier

HELP ⓘ ↺

Save request acknowledged.

Add details

\* Indicates mandatory fields

☐ Reverse charge

Supplier PAN	Trade/Legal name	Place of supply (Name of state/UT) *	Add details
<input type="text"/>	<input type="text"/>	Maharashtra (27) ▼	<input type="button" value="➕"/>

Processed records (Validated successfully)

Search :

Records Per Page :

Download CSV

Sr. no.	Supplier PAN ↕	Trade/Legal name ↕	Reverse charge ↕	Place of supply (Name of state/UT) ↕	Taxable value (₹) ↕	Amount of tax				Action
						Integrated tax (₹) ↕	Central tax (₹) ↕	State/UT tax (₹) ↕	Cess (₹) ↕	
1.	GMQPS8264A	Super Traders	Y	Maharashtra	76,760.00	0.00	1,919.00	1,919.00	0.00	<input type="button" value="✎"/> <input type="button" value="✖"/>

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**Note:** Similarly, you can enter other details for the table.



4C. Inward supplies received from an unregistered supplier

Add details

\* Indicates mandatory fields

☐ Reverse charge

Supplier PAN	Trade/Legal name	Place of supply (Name of state/UT) *	Add details
<input type="text"/>	<input type="text"/>	Maharashtra (27)	<div></div>

Processed records (Validated successfully)

Search :

Records Per Page : 10

[Download CSV](#)

Sr. no.	Supplier PAN ↕	Trade/Legal name ↕	Reverse charge ↕	Place of supply (Name of state/UT) ↕	Taxable value (₹) ↕	Amount of tax				Action
						Integrated tax (₹) ↕	Central tax (₹) ↕	State/UT tax (₹) ↕	Cess (₹) ↕	
1.	CEHPS3060R	Suresh Khare	N	Maharashtra	2,16,730.00	0.00	0.00	0.00	0.00	<div></div> <div></div>
2.	GMQPS8264A	Super Traders	Y	Maharashtra	76,760.00	0.00	1,919.00	1,919.00	0.00	<div></div> <div></div>
3.	BOXPP0642F	Ashok Pawar	N	Maharashtra	1,97,220.00	0.00	0.00	0.00	0.00	<div></div> <div></div>
4.	AQWPK5528P	Kishori Lal	Y	Maharashtra	1,80,000.00	0.00	16,200.00	16,200.00	0.00	<div></div> <div></div>

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4D. Import of service

6.1. To add details of import of service, select **4D. Import of service** from the "Select tables to add/view details" drop-down list.

4D. Import of services

Add details

\* Indicates mandatory fields

Place of supply (Name of state/UT) *	Add details
Maharashtra (27)	<div></div>

BACK

6.2. Click the **Add (+)** button.

**Note:** Place of Supply of the recipient is shown as the State/UT in which the recipient is registered, by default and cannot be edited.



Select tables to add/view details

4D. Import of service

4D. Import of services

HELP ⓘ ↺

Add details

\* Indicates mandatory fields

Place of supply (Name of state/UT) \*

Maharashtra (27)

Add details

+

BACK

6.3. On clicking the Add (+) button, the Item Details fields get displayed. Enter the item details of the document and click the Add (+) button to add more rows. Once all the details are entered, click **SAVE**.

- Note:**
- You can enter negative values here to enter details related to Net of advances, credit and debit notes or any other adjustment due to amendments.
  - The tax amounts are auto-calculated on the basis of values entered in Taxable Value and tax rate fields but are editable. The CESS amount has to be entered by the taxpayer manually.

Select tables to add/view details

4D. Import of service

4D. Import of services

HELP ⓘ ↺

Add details

\* Indicates mandatory fields

Place of supply (Name of state/UT) \*

Maharashtra (27)

Add details

+

Item details

Sr. no.	Taxable value (₹) *	Rate (%) *	Amount of tax		Actions
			Integrated tax (₹)	Cess (₹)	
1.	38,700.00	18%	6966.00		+

BACK

SAVE

BACK

6.4. Once the details are saved, a success message gets displayed. The details of the document are validated by the GST Portal and are added to the Pending Records table till the validation is completed. Post successful validation, the document gets added to the Processed records (Validated successfully) section of this page. You may refresh the page to see the most updated status of documents. In case, the documents are processed with error, it would be available in 'Pending Records' table with status as 'Processed with error'. You may click edit to see the error and correct the same.

- Note:**
- To edit or delete the added details, click the **Edit/Delete** icons under the Action column.
  - To search in the list of added records, enter the relevant text/value in the **Search** field.
  - To view records per page, select the required number of records from the **Records Per Page** drop-down list.
  - To download the added details in the CSV format, click the **Download CSV** link.



4D. Import of services

HELP ⓘ ↺

Save request acknowledged.

Add details

\* Indicates mandatory fields

Place of supply (Name of state/UT) *	Add details
Maharashtra (27) ▼	<div>+</div>

Processed records (Validated successfully)

Download CSV

Sr. no.	Place of supply (Name of state/UT) ⇅	Taxable value (₹) ⇅	Amount of tax		Action
			Integrated tax (₹) ⇅	Cess (₹) ⇅	
1.	Maharashtra	38,700.00	6,966.00	0.00	<div>✎</div> <div>✖</div>

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[Click here to go back to the main menu](#)

5. Summary of CMP-08

6.1. To view auto-drafted details, as provided in filed Form CMP-08 for the financial year, select **5. Summary of CMP-08** from the "Select tables to add/view details" drop-down list.

**Note:** Summary of self-assessed liability is auto-populated in Table-5 of GSTR-4 Annual Return on basis of filed Form CMP-08 & is non-editable.

5. Summary of self-assessed liability as per FORM GST CMP-08 (Net of advances, credit and debit notes and any other adjustment due to amendments etc.)

HELP ⓘ ↺

Sr. no.	Description	Value (₹)	Amount of tax			
			Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Ces
1.	Outward supplies (including exempt supplies)	1,09,80,840.00		50,884.80	50,884.80	
2.	Inward supplies attracting reverse charge including import of services	3,78,160.00	16,506.00	20,792.00	20,792.00	
3.	Tax paid (1+2)	1,13,59,000.00	16,506.00	71,676.80	71,676.80	
4.	Interest paid, if any		0.00	0.00	0.00	

BACK

[Click here to go back to the main menu](#)

6. Tax rate wise inward supplies attracting reverse charge and outward supplies



6.1. To enter tax rate wise details of outward supplies select **6. Tax rate wise inward and outward supplies** from the "Select tables to add/view details" drop-down list.  
6.2. Enter the details and click **SAVE**.

- Note:**
- You can enter negative values here to enter details related to Net of advances, credit and debit notes or any other adjustment due to amendments.
  - You can declare your outward supplies in the user input cells in row 12 -16. Once you click on 'Proceed to file' button, Table 4B, 4C and 4D data will be auto-populated in Table 6 with inward supplies attracting reverse charge (rate wise) in row 1-11.

Select tables to add/view details6. Tax rate wise inward and outward supplies

6. Tax rate wise details of outward supplies / inward supplies attracting reverse charge during the year (Net of advances, credit and debit notes and any other adjustment due to amendments etc.)

This table does not include the system computed Inward supplies based on inputs provided in table 4B, 4C and 4D, if applicable. You can declare the Outward supplies, if any in the user input cells. System computed inward supplies, if any shall be available on preview after you have clicked on 'Proceed to file' button.

Type of supply (Outward/Inward)	Rate of tax (%)	Value (₹)	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)
Inward	0	0.00	0.00	0.00	0.00
Inward	0.1	0.00	0.00	0.00	0.00
Inward	0.25	0.00	0.00	0.00	0.00
Inward	1	0.00	0.00	0.00	0.00
Inward	1.5	0.00	0.00	0.00	0.00
Inward	3	0.00	0.00	0.00	0.00
Inward	5	0.00	0.00	0.00	0.00
Inward	7.5	0.00	0.00	0.00	0.00
Inward	12	0.00	0.00	0.00	0.00
Inward	18	0.00	0.00	0.00	0.00
Inward	28	0.00	0.00	0.00	0.00
Outward	0	0.00		0.00	0.00
Outward	1	1,01,76,960.00		50,884.80	50,884.80
Outward	2	0.00		0.00	0.00
Outward	5	1,34,620.00		3,365.50	3,365.50
Outward	6	0.00		0.00	0.00

BACKSAVE

[Click here to go back to the main menu](#)

7. TDS/TCS credit received

6.1. To view details related to TDS/TCS credit received, select **7. TDS/TCS credit received** from the "Select tables to add/view details" drop-down list.  
**Note:**



- Amount of TDS and TCS are auto-drafted based on the Returns/ Statements filed by TDS and TCS taxpayers. The values in Table 7, TDS and TCS credit received will be populated based on the amount accepted and credited to Electronic cash ledger during that financial year.
- Details provided in Table 7 cannot be edited.

Select tables to add/view details

7. TDS/TCS credit received

7. TDS/TCS Credit received

HELP ⓘ ↺

Search :

Records Per Page : 

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[Download CSV](#)

GSTIN of Deductor / ecommerce operator ⇅	Gross value (₹) ⇅	Amount of tax	
		Central tax (₹) ⇅	State/UT tax (₹) ⇅
27ABKPW5626R1DT	9,26,372.00	9,172.00	9,172.00

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[Click here to go back to the main menu](#)

C. Preview GSTR-4

7. Once all the required details are entered, navigate BACK to go to the Form GSTR-4 (Annual Return) Dashboard page.

Select tables to add/view details

7. TDS/TCS credit received

7. TDS/TCS Credit received

HELP ⓘ ↺

Search :

Records Per Page : 

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[Download CSV](#)

GSTIN of Deductor / ecommerce operator ⇅	Gross value (₹) ⇅	Amount of tax	
		Central tax (₹) ⇅	State/UT tax (₹) ⇅
27ABKPW5626R1DT	9,26,372.00	9,172.00	9,172.00

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BACK

8. Click **PROCEED TO FILE** button. A confirmation message is displayed that return is ready to be filed.



Dashboard > Returns > Annual Returns > GSTR-4

English

Ready to file as on 15/07/2020.

GSTIN - 27ABKPW5626R1ZK

Legal name - SURESH D WALUKAR

Trade name -

FY - 2019-20

Status - Ready to File

Due date -

\* Indicates mandatory fields

HELP

3. Aggregate turnover of previous Financial Year(₹) \*30,88,920.00

SAVE

☐ File Nil GSTR-4

Select tables to add/view details

BACK

RESET

DOWNLOAD GSTR-4 SUMMARY (PDF)

DOWNLOAD GSTR-4 DETAILS (EXCEL)

PROCEED TO FILE

9. Click the **DOWNLOAD GSTR-4 SUMMARY (PDF)**/ **DOWNLOAD GSTR-4 (EXCEL)** button to download the Form GSTR-4 (Annual Return) summary in PDF or the Excel format. This button will download the draft Summary page of your Form GSTR-4 (Annual Return) for your review. It is recommended that you download this Summary page and review the summary of entries made in different sections before filing Form GSTR-4 (Annual Return).

Ready to file as on 15/07/2020.

GSTIN - 27ABKPW5626R1ZK

Legal name - SURESH D WALUKAR

Trade name -

FY - 2019-20

Status - Ready to File

Due date -

\* Indicates mandatory fields

HELP

3. Aggregate turnover of previous Financial Year(₹) \*30,88,920.00

SAVE

☐ File Nil GSTR-4

Select tables to add/view details

BACK

RESET

DOWNLOAD GSTR-4 SUMMARY (PDF)

DOWNLOAD GSTR-4 DETAILS (EXCEL)

PROCEED TO FILE

Click here to download Excel - File 1

10. The PDF/Excel file is displayed.

FORM GSTR-4  
(See Rule 62)

Return for financial year of registered person who has opted for Composition levy or availing benefit of notification  
No. 02/2019- Central Tax (Rate)

Year

2019-20

1.		GSTIN	27ABKPW5626R1ZK
2.	(a)	Legal name of the registered person	SURESH D WALUKAR
	(b)	Trade Name	-
3.	(a)	Aggregate turnover in the preceding Financial Year	30,88,920.00
	(b)	ARN	-
	(c)	Date of ARN	-

Note: All amounts displayed in the tables are in ₹

4A - Inward supplies received from a registered supplier (other than supplies attracting reverse charge)

No. of records	Taxable value	Integrated tax	Central tax	State/UT tax	Cess
0	0.00	0.00	0.00	0.00	0.00



## 4B - Inward supplies received from a registered supplier (supplies attracting reverse charge)

No. of records	Taxable value	Integrated tax	Central tax	State/UT tax	Cess
0	0.00	0.00	0.00	0.00	0.00

## 4C - Inward supplies received from an unregistered supplier

No. of records	Taxable value	Integrated tax	Central tax	State/UT tax	Cess
0	0.00	0.00	0.00	0.00	0.00

## 4D - Import of service

No. of records	Taxable value	Integrated tax	Cess
0	0.00	0.00	0.00

## 5. Summary of self-assessed liability as per FORM GST CMP-08

(Net of advances, credit and debit notes and any other adjustment due to amendments etc.)

Sr. no.	Description	Value	Amount of tax			
			Integrated tax	Central tax	State/UT tax	Cess
1.	Outward supplies (including exempt supplies)	1,09,80,840.00	0.00	50,884.80	50,884.80	0.00
2.	Inward supplies attracting reverse charge including import of services	3,78,160.00	16,506.00	20,792.00	20,792.00	0.00
3.	Tax paid (1+2)	1,13,59,000.00	16,506.00	71,676.80	71,676.80	0.00
4.	Interest paid, if any	0.00	0.00	0.00	0.00	0.00

## 6. Tax rate wise details of outward supplies / inward supplies attracting reverse charge during the year

(Net of advances, credit and debit notes and any other adjustment due to amendments etc.)

Sr. no.	Type of supply (Outward/Inward)	Value	Amount of tax			
			Integrated tax	Central tax	State/UT tax	Cess
1.	Inward	0.00	0.00	0.00	0.00	0.00
2.	Outward	0.00	0.00	0.00	0.00	0.00
3.	Total	0.00	0.00	0.00	0.00	0.00

## 7. TDS/TCS Credit received

No. of records	Gross value	Amount of tax	
		Central tax	State/UT tax
0	0.00	0.00	0.00

## 8. Tax, interest, late fee payable and paid

Sr. no.	Type of tax	Tax amount payable (As per table 6)	Tax Amount already paid/ payable (Through FORM GST CMP-08)	Adjustment of negative liability, if any	Tax payable	Interest payable	Late fee payable
1.	Integrated tax	0.00	0.00	0.00	0.00	0.00	0.00
2.	Central tax	0.00	0.00	0.00	0.00	0.00	0.00
3.	State/UT tax	0.00	0.00	0.00	0.00	0.00	0.00
4.	Cess	0.00	0.00	0.00	0.00	0.00	0.00



Sensitivity: Internal \ Companywide usage

	A	B	C	D	E	F	G	H
4								
5		Financial Year	2019-2020					
6	1	GSTIN	27ABKPW5626R1ZK					
7	2a.	Legal Name	SURESH D WALUKAR					
8	2b.	Trade Name (if any)						
9	2c.	ARN						
10	2d.	Date of ARN						
11	2e.	Status of return filing	Not Filed					
12	2f.	Date of generation	15/07/2020					
13	3.	Aggregate turnover in the preceding Financial Year	3,088,920.00					
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								

1,2&3 Basic information4A. Supplies - other than RC4B. Supplies - Reverse charge4C. Supplies from Unregistered4D. Import of service ...

[Click here to go back to the main menu](#)

D. Proceed to File and Payment of Tax

11. Click **PROCEED TO FILE** button.

GSTIN - 27ABKPW5626R1ZK

Legal name - SURESH D WALUKAR

Trade name -

FY - 2019-20

Status - Ready to File

Due date -

3. Aggregate turnover of previous Financial Year(₹) \*

30,88,920.00

SAVE

☐ File Nil GSTR-4

Select tables to add/view details

Select tables to add/view details

BACK

RESET

DOWNLOAD GSTR-4 SUMMARY (PDF)

DOWNLOAD GSTR-4 DETAILS (EXCEL)

PROCEED TO FILE

Click here to download Excel - File 1

\* Indicates mandatory fields

HELP ?

12. Preview for Form GSTR-4 (Annual Return) is displayed. Click the **CONTINUE** button.

Skip to Main Content



Goods and Services Tax

SURESH D WALUKAR  
27ABKPW5626R1ZK

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DashboardReturnsAnnual ReturnsGSTR-4

English

FORM GSTR-4  
[See Rule 62]

Return for financial year of registered person who has opted for Composition levy or availing benefit of notification  
No. 02/2019- Central Tax (Rate)

Financial year

2019-20



1.		GSTIN	27ABKPW5626R1ZK
2.	(a)	Legal name of the registered person	SURESH D WALUKAR
	(b)	Trade name, if any	-
3.	(a)	Aggregate turnover in the preceding Financial Year	30,88,920.00
	(b)	ARN	-
	(c)	Date of ARN	-

Note: All amounts displayed in the tables are in ₹

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

##### 4A. Inward supplies received from a registered supplier (other than supplies attracting reverse charge)

No. of records	Taxable value	Integrated tax	Central tax	State/UT tax	Cess
4	81,87,900.00	3,73,383.12	3,18,910.92	3,18,910.92	0.00

##### 4B - Inward supplies received from a registered supplier (supplies attracting reverse charge)

No. of records	Taxable value	Integrated tax	Central tax	State/UT tax	Cess
2	82,700.00	9,540.00	2,673.00	2,673.00	0.00

##### 4C - Inward supplies received from an unregistered supplier

No. of records	Taxable value	Integrated tax	Central tax	State/UT tax	Cess
4	6,70,710.00	0.00	18,119.00	18,119.00	0.00

##### 4D - Import of service

No. of records	Taxable value	Integrated tax	Cess
1	38,700.00	6,966.00	0.00

#### 5. Summary of self-assessed liability as per FORM GST CMP-08 (Net of advances, credit and debit notes and any other adjustment due to amendments etc.)

Sr. no.	Description	Value	Amount of tax			
			Integrated tax	Central tax	State/UT tax	Cess
1.	Outward supplies (including exempt supplies)	1,09,80,840.00		50,884.80	50,884.80	
2.	Inward supplies attracting reverse charge including import of services	3,78,160.00	16,506.00	20,792.00	20,792.00	0.00
3.	Tax paid (1+2)	1,13,59,000.00	16,506.00	71,676.80	71,676.80	0.00
4.	Interest paid, if any		0.00	0.00	0.00	0.00

#### 6. Tax rate wise details of outward supplies / inward supplies attracting reverse charge during the year (Net of advances, credit and debit notes and any other adjustment due to amendments etc.)

Sr. no.	Type of supply (Outward/Inward)	Value	Amount of tax			
			Integrated tax	Central tax	State/UT tax	Cess
1.	Inward	3,78,160.00	16,506.00	20,792.00	20,792.00	0.00
2.	Outward	1,03,11,580.00	0.00	54,250.30	54,250.30	0.00
3.	Total	1,06,89,740.00	16,506.00	75,042.30	75,042.30	0.00

#### 7. TDS/TCS Credit received

No. of records	Gross value	Amount of tax	
		Central tax	State/UT tax



		Central tax	State / UT tax
1	9,26,372.00	9,172.00	9,172.00

BACK

DOWNLOAD GSTR-4 SUMMARY (PDF)

DOWNLOAD GSTR-4 DETAILS (EXCEL)

CONTINUE

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Site Last Updated on

Designed & Developed by GSTN

Site best viewed at 1024 x 768 resolution in Internet Explorer 10+, Google Chrome 49+, Firefox 45+ and Safari 6+

13. The 8. Tax, Interest, late fee payable and paid page is displayed.

Dashboard
>
Returns
>
Annual Returns
>
GSTR-4
>
8. Tax, interest, late fee payable and paid
English

Select tables to add/view details

Select tables to add/view details

8. Tax, interest, late fee payable and paid

HELP

Cash Ledger Balance

Description	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)	Total (₹)
Tax	2,000.00	2,000.00	2,000.00	0.00	6,000.00
Interest	0.00	0.00	0.00	0.00	0.00
Late fee	0.00	0.00	0.00	0.00	0.00

Payment of tax

Sr. no.	Type of tax	Tax amount payable (As per table 6) (₹)		Tax Amount already paid/payable (Through FORM GST CMP-08 ) (₹)		Additional
		Reverse charge	Other than reverse charge	Reverse charge	Other than reverse charge	
1.	Integrated tax	16,506.00	0.00	16,506.00	0.00	
2.	Central tax	20,792.00	54,250.00	20,792.00	50,885.00	
3.	State / UT tax	20,792.00	54,250.00	20,792.00	50,885.00	
4.	Cess	0.00	0.00	0.00	0.00	

☐
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.

BACK

CREATE CHALLAN

DOWNLOAD GSTR-4 SUMMARY (PDF)

DOWNLOAD GSTR-4 DETAILS (EXCEL)

FILE GSTR-4



Select tables to add/view details

Select tables to add/view details

8. Tax, interest, late fee payable and paid

HELP

Cash Ledger Balance

Description	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)	Total (₹)
Tax	2,000.00	2,000.00	2,000.00	0.00	6,000.00
Interest	0.00	0.00	0.00	0.00	0.00
Late fee	0.00	0.00	0.00	0.00	0.00

Payment of tax

Sr. no.	Type of tax	Tax amount payable (As per table 6) (₹)		Tax Amount already paid/payable (Through FORM GST CMP-08 ) (₹)		Additional cash required
		Reverse charge	Other than reverse charge	Reverse charge	Other than reverse charge	
1.	Integrated tax	16,506.00	0.00	16,506.00	0.00	
2.	Central tax	20,792.00	54,250.00	20,792.00	50,885.00	
3.	State / UT tax	20,792.00	54,250.00	20,792.00	50,885.00	
4.	Cess	0.00	0.00	0.00	0.00	

☐ 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.

BACK

CREATE CHALLAN

DOWNLOAD GSTR-4 SUMMARY (PDF)

DOWNLOAD GSTR-4 DETAILS (EXCEL)

FILE GSTR-4

- Note:**
- Net liabilities is calculated as Tax payable (on Inward supplies related to reverse charge, as reported in Table 4B, 4C and 4D and Outward supplies as reported in Table 6) – Tax amount already paid (through filed Form CMP-08 as shown in Table 5) – Adjustment of negative liability (Excess amount deposited through Form CMP-08).
  - “Additional Cash Required” column reflects the cash required to be paid through challan for payment of tax, interest and late fee, after adjusting the amount available in Electronic Cash Ledger.
  - If there are any interest liability to be declared, the same can be declared in “Interest payable” column.
  - If Form GSTR-4 is not filed by the due date, GST Portal will calculate the late fee as per the prescribed law and show the same in “Late Fee Payable” column.

**14.2 (a). Scenario 1: If available balance in Electronic Cash Ledger is less than the amount required to offset the liabilities**

i. If available balance in Electronic Cash Ledger is less than the amount required to offset the liabilities, then a part payment of liability can be made from available balance of the Electronic Cash Ledger. Additional cash required to be paid by taxpayer is shown in the "Tax to be paid, Interest to be paid and Late Fee to be paid" column.

You may directly create challan for payment of remaining part of liability, by clicking on the **CREATE CHALLAN** button.



Select tables to add/view details

Select tables to add/view details

▼

8. Tax, interest, late fee payable and paid

HELP ⓘ ↺

Cash Ledger Balance

Description	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)	Total (₹)
Tax	2,000.00	2,000.00	2,000.00	0.00	6,000.00
Interest	0.00	0.00	0.00	0.00	0.00
Late fee	0.00	0.00	0.00	0.00	0.00

◀

▶

Payment of tax

(₹)	Balance amount of tax payable (₹)		Interest payable (₹)	Late fee payable (₹)	Additional cash required (₹)
	Reverse charge	Other than reverse charge			
0.00	0.00	0.00	User Input	0.00	0.00
0.00	0.00	3,365.00	253	1,950.00	3,568.00
0.00	0.00	3,365.00	253	1,950.00	3,568.00
0.00	0.00	0.00	User Input	0.00	0.00

◀

▶

☐ 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.

BACK

CREATE CHALLAN

DOWNLOAD GSTR-4 SUMMARY (PDF)

DOWNLOAD GSTR-4 DETAILS (EXCEL)

FILE GSTR-4

- ii. The **Create Challan** page is displayed.
- Note:** In the Tax Payment grid, the **Total Challan Amount** field and **Total Challan Amount (In Words)** fields are auto-populated with amount of remaining part of liability (for which payment is to be made). You cannot edit the amount shown in challan.
- iii. Select the **Payment Modes** as E-Payment/ Over the Counter/ NEFT/RTGS.
- iv. Click the **GENERATE CHALLAN** button.



Tax Liability

	Tax ( ₹ )	Interest ( ₹ )	Penalty ( ₹ )	Fees ( ₹ )	Other ( ₹ )	Total ( ₹ )
CGST(0005)	1365	253		1950		3,568
IGST(0008)	0	0				0
CESS(0009)	0	0				0
Maharashtra SGST(0006)	1365	253		1950		3,568
Total Challan Amount:		₹ 7,136 /-				
Total Challan Amount (In Words):		Rupees Seven Thousand One hundred Thirty-Six Only				

Payment Modes

☒

E-Payment

☐

Over The Counter☐

GENERATE CHALLAN

v. The Challan is generated.



Challan successfully generated

GST Challan

CPIN	Challan Generation Date	Challan Expiry Date
20072700000005	17/07/2020 14:58:18	01/08/2020

Mode of Payment :-E-Payment

Details Of Taxpayer

GSTIN/Other Id	Email Address	Mobile Number
27ABKPW5626R1ZK	mXXXXXXXXXX@XXXXXXXXXXXXXin	7XXXXX6673
Name	Address	
SURESH D WALUKAR	XXXXXXXXXX Maharashtra,400005	

Details of Deposit

	Tax (₹)	Interest (₹)	Penalty (₹)	Fees (₹)	Other (₹)	Total (₹)
CGST(0005)	1,365	253	0	1,950	0	3,568
IGST(0008)	0	0	0	0	0	0
CESS(0009)	0	0	0	0	0	0
Maharashtra SGST(0006)	1,365	253	0	1,950	0	3,568
Total Challan Amount:		₹ 7,136 /-				
Total Challan Amount (In Words):		Rupees Seven Thousand One hundred Thirty-Six Only				

Select Mode of E-Payment

☒ Preferred Banks

☐ Net Banking

☐ BHIM UPI

DOWNLOAD

MAKE PAYMENT

ⓘ If amount is deducted from bank account and not reflected in electronic cash ledger, you may raise grievance under "Services>Payments>Grievance against payment(GST PMT-07)"

ⓘ \*Awaiting Bank Confirmation: For e-payment mode of payment, if the maker has made a transaction and checker approval is not communicated by bank to GST System.

ⓘ \*Awaiting Bank Clearance: For OTC mode of payment, if bank has acknowledged the challan but remittance confirmation is not communicated by bank to GST System.

**Note:**

**In case of Net Banking:** You will be directed to the Net Banking page of the selected Bank. The payment amount is shown at the Bank's website. If you want to change the amount, abort the transaction and create a **new challan**.

In case of successful payment, you will be re-directed to the GST Portal where the transaction status will be displayed.

**In case of Over the Counter:**

Take a print out of the **Challan** and visit the selected Bank. Pay using **Cash/ Cheque/ Demand Draft** within the Challan's validity period. Status of the payment will be updated on the GST Portal after confirmation from the Bank.

**In case of NEFT/ RTGS:**

Take a print out of the **Challan** and visit the selected Bank. Mandate form will be generated simultaneously. Pay using **Cheque** through your account with the selected Bank/ Branch. You can also pay using the account debit facility. The transaction will be processed by the Bank and RBI shall confirm



the same within <2 hours>. Status of the payment will be updated on the GST Portal after confirmation from the Bank.

Click [here](#) to refer the FAQs and User Manual on Making Payment.

**14.2 (b). Scenario 2: If available balance in Electronic Cash Ledger is more than/equal to the amount required to offset the liabilities**

i. If available balance in Electronic Cash Ledger is more than/equal to the amount required to offset the liabilities, no additional cash payment is required for paying liability.

DashboardReturnsAnnual ReturnsGSTR-48. Tax, interest, late fee payable and paidEnglish

Select tables to add/view detailsSelect tables to add/view details

8. Tax, interest, late fee payable and paidHELP

Cash Ledger Balance

Description	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)	Total (₹)
Tax	2,000.00	3,365.00	3,365.00	0.00	8,730.0
Interest	0.00	253.00	253.00	0.00	506.0
Late fee	0.00	1,950.00	1,950.00	0.00	3,900.0

Payment of tax

(₹)	Balance amount of tax payable (₹)		Interest payable (₹)	Late fee payable (₹)	Additional cash required (₹)
	Reverse charge	Other than reverse charge			
0.00	0.00	0.00	User Input	0.00	0.00
0.00	0.00	3,365.00	253.00	1,950.00	0.00
0.00	0.00	3,365.00	253.00	1,950.00	0.00
0.00	0.00	0.00	User Input	0.00	0.00

☐ 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.

BACK

CREATE CHALLAN

DOWNLOAD GSTR-4 SUMMARY (PDF)

DOWNLOAD GSTR-4 DETAILS (EXCEL)

FILE GSTR-4

15. Click the **DOWNLOAD GSTR-4 SUMMARY (PDF)/ DOWNLOAD GSTR-4 (EXCEL)** button to download the Form GSTR-4 (Annual Return) summary in PDF or the Excel format. This button will download the draft Summary page of your Form GSTR-4 (Annual Return) for your review. It is recommended that you download this Summary page and review the summary of entries made in different sections before filing Form GSTR-4 (Annual Return).



Select tables to add/view details

Select tables to add/view details



8. Tax, interest, late fee payable and paid

HELP ⓘ ↺

Cash Ledger Balance

Description	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)	Total (₹)
Tax	2,000.00	3,365.00	3,365.00	0.00	8,730.0
Interest	0.00	253.00	253.00	0.00	506.0
Late fee	0.00	1,950.00	1,950.00	0.00	3,900.0

Payment of tax

(₹) verse	Balance amount of tax payable (₹)		Interest payable (₹)	Late fee payable (₹)	Additional cash required (₹)
	Reverse charge	Other than reverse charge			
0.00	0.00	0.00	User Input	0.00	0.00
0.00	0.00	3,365.00	253.00	1,950.00	0.00
0.00	0.00	3,365.00	253.00	1,950.00	0.00
0.00	0.00	0.00	User Input	0.00	0.00

☐ 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.

BACK

CREATE CHALLAN

DOWNLOAD GSTR-4 SUMMARY (PDF)

DOWNLOAD GSTR-4 DETAILS (EXCEL)

FILE GSTR-4

16. The summary page of Form GSTR-4 (Annual Return) is displayed.

FORM GSTR-4  
[See Rule 62]

Return for financial year of registered person who has opted for Composition levy or availing benefit of notification  
No. 02/2019- Central Tax (Rate)

Year 2019-20

1.		GSTIN	27ABKPW5626R1ZK
2.	(a)	Legal name of the registered person	SURESH D WALUKAR
	(b)	Trade Name	-
3.	(a)	Aggregate turnover in the preceding Financial Year	30,89,200.00
	(b)	ARN	-
	(c)	Date of ARN	-

Note: All amounts displayed in the tables are in ₹

4A - Inward supplies received from a registered supplier (other than supplies attracting reverse charge)

No. of records	Taxable value	Integrated tax	Central tax	State/UT tax	Cess
4	81,87,900.00	3,73,383.12	3,18,910.92	3,18,910.92	0.00

4B - Inward supplies received from a registered supplier (supplies attracting reverse charge)

No. of records	Taxable value	Integrated tax	Central tax	State/UT tax	Cess
2	82,700.00	9,540.00	2,673.00	2,673.00	0.00



## 4C - Inward supplies received from an unregistered supplier

No. of records	Taxable value	Integrated tax	Central tax	State/UT tax	Cess
5	6,70,821.00	0.00	18,119.00	18,119.00	0.00

## 4D - Import of service

No. of records	Taxable value	Integrated tax	Cess
1	38,700.00	6,966.00	0.00

## 5. Summary of self-assessed liability as per FORM GST CMP-08

(Net of advances, credit and debit notes and any other adjustment due to amendments etc.)

Sr. no.	Description	Value	Amount of tax			
			Integrated tax	Central tax	State/UT tax	Cess
1.	Outward supplies (including exempt supplies)	1,09,80,840.00	0.00	50,884.80	50,884.80	0.00
2.	Inward supplies attracting reverse charge including import of services	3,78,160.00	16,506.00	20,792.00	20,792.00	0.00
3.	Tax paid (1+2)	1,13,59,000.00	16,506.00	71,676.80	71,676.80	0.00
4.	Interest paid, if any	0.00	0.00	0.00	0.00	0.00

## 6. Tax rate wise details of outward supplies / inward supplies attracting reverse charge during the year

(Net of advances, credit and debit notes and any other adjustment due to amendments etc.)

Sr. no.	Type of supply (Outward/Inward)	Value	Amount of tax			
			Integrated tax	Central tax	State/UT tax	Cess
1.	Inward	3,78,160.00	16,506.00	20,792.00	20,792.00	0.00
2.	Outward	1,03,11,580.00	0.00	54,250.30	54,250.30	0.00
3.	Total	1,06,89,740.00	16,506.00	75,042.30	75,042.30	0.00

## 7. TDS/TCS Credit received

No. of records	Gross value	Amount of tax	
		Central tax	State/UT tax
1	9,26,372.00	9,172.00	9,172.00

## 8. Tax, interest, late fee payable and paid

Sr. no.	Type of tax	Tax amount payable (As per table 6)	Tax Amount already paid/ payable (Through FORM GST CMP-08)	Adjustment of negative liability, if any	Tax payable	Interest payable	Late fee payable
1.	Integrated tax	16,506.00	16,506.00	0.00	0.00	0.00	0.00
2.	Central tax	75,042.00	71,677.00	0.00	3,365.00	253.00	1,950.00
3.	State/UT tax	75,042.00	71,677.00	0.00	3,365.00	253.00	1,950.00
4.	Cess	0.00	0.00	0.00	0.00	0.00	0.00



E. File Form GSTR-4 (Annual Return) with DSC/ EVC

17. Select the **Declaration** checkbox. Select the **Authorized Signatory** from the drop-down list. Click the **FILE GSTR-4** button.

**Note:** File button gets enabled only if you have-

- No ‘Additional cash (which) is required’ to be paid for liabilities, if any.
- Clicked on declaration check box and have selected authorized signatory details from the drop-down list.

Dashboard > Returns > Annual Returns > GSTR-4 > 8. Tax, interest, late fee payable and paid

English

Select tables to add/view details

Select tables to add/view details

8. Tax, interest, late fee payable and paid

HELP

Cash Ledger Balance

Description	Integrated tax (₹)	Central tax (₹)	State/UT tax (₹)	Cess (₹)	Total (₹)
Tax	2,000.00	3,365.00	3,365.00	0.00	8,730.0
Interest	0.00	253.00	253.00	0.00	506.0
Late fee	0.00	1,950.00	1,950.00	0.00	3,900.0

Payment of tax

(₹)	Balance amount of tax payable (₹)		Interest payable (₹)	Late fee payable (₹)	Additional cash required (₹)
verse	Reverse charge	Other than reverse charge			
0.00	0.00	0.00	User Input	0.00	0.00
0.00	0.00	3,365.00	253.00	1,950.00	0.00
0.00	0.00	3,365.00	253.00	1,950.00	0.00
0.00	0.00	0.00	User Input	0.00	0.00

☒

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.

Authorised Signatory<sup>\*</sup>

SURESH WALUKAR

BACK

CREATE CHALLAN

DOWNLOAD GSTR-4 SUMMARY (PDF)

DOWNLOAD GSTR-4 DETAILS (EXCEL)

FILE GSTR-4

18. Click **YES** button.





## WARNING

Kind attention: You are about to agree with liabilities declared, as indicated. Relevant amounts will be deducted from Electronic Cash Ledger and accordingly liability will be reduced. Once the entries are made, these can NOT be reversed. Are you sure you want to continue?


YES

NO

19. The **File return/statement** page is displayed. Click the **FILE WITH DSC** or **FILE WITH EVC** button.


Dashboard > Returns > Annual Returns > GSTR-4 > File return/statement English


Type of return/statement	Return Period	GSTIN
GSTR-4	2019-20	27ABKPW5626R1ZK



### Warning

Digital signatures are governed by the provisions of Information Technology Act, 2000 ("IT Act") and rules made thereunder. It is a mode of authenticating electronic records [Section 2(p) of IT Act]. Affixing digital signature on any document herein is deemed to be equivalent to affixing hand written signature/mark on such information/document (Section 5 of IT Act). Fraudulently/Dishonestly making use of any other person's digital signature is a punishable offence under IT Act (Section 66 C). Before attaching your digital signature certificate, please be certain that you wish to authenticate this electronic record.

 DSC is compulsory for Companies & LLP

 Facing problem using DSC? [Click here for help](#)


FILE WITH DSC

FILE WITH EVC

20. The success message is displayed and ARN is displayed. Status of the Form GSTR-4 (Annual Return) return changes to "Filed". Click the **DOWNLOAD GSTR-4 SUMMARY (PDF)**/ **DOWNLOAD GSTR-4 (EXCEL)** button to download the Form GSTR-4 (Annual Return) summary in PDF or the Excel format.

Dashboard > Returns > Annual Returns > GSTR-4 > File English

GSTIN - 27ABKPW5626R1ZK	Legal name - SURESH D WALUKAR	Trade/Legal Name -
Financial year - 2019-20	Status - Filed	Due date -

 GSTR-4 of 27ABKPW5626R1ZK for the Financial Year 2019-20 has been successfully filed on 17/07/2020. The Acknowledgment Reference Number is AA270320000120E. The GSTR-4 can be viewed on your Dashboard Login=>Taxpayer Dashboard=>Returns=>View Filed Returns. This message is sent to your registered Email ID and Mobile Number.

BACK

DOWNLOAD GSTR-4 SUMMARY (PDF)

DOWNLOAD GSTR-4 DETAILS (EXCEL)

Note: After Form GSTR-4 is filed:

- ARN is generated on successful filing of the Form GSTR-4 (Annual Return) Return.
- An SMS and an email are sent to the taxpayer on his registered mobile and email id.

21. The Final page of Form GSTR-4 (Annual Return) is displayed.



**FORM GSTR-4**  
[See Rule 62]

**Return for financial year of registered person who has opted for Composition levy or availing benefit of notification  
No. 02/2019- Central Tax (Rate)**

Year	2019-20
------	---------

1.		GSTIN	27ABKPW5626R1ZK
2.	(a)	Legal name of the registered person	SURESH D WALUKAR
	(b)	Trade Name	-
3.	(a)	Aggregate turnover in the preceding Financial Year	30,89,200.00
	(b)	ARN	AA270320000120E
	(c)	Date of ARN	17/07/2020

Note: All amounts displayed in the tables are in ₹

**4A - Inward supplies received from a registered supplier (other than supplies attracting reverse charge)**

No. of records	Taxable value	Integrated tax	Central tax	State/UT tax	Cess
4	81,87,900.00	3,73,383.12	3,18,910.92	3,18,910.92	0.00

**4B - Inward supplies received from a registered supplier (supplies attracting reverse charge)**

No. of records	Taxable value	Integrated tax	Central tax	State/UT tax	Cess
2	82,700.00	9,540.00	2,673.00	2,673.00	0.00

**4C - Inward supplies received from an unregistered supplier**

No. of records	Taxable value	Integrated tax	Central tax	State/UT tax	Cess
5	6,70,821.00	0.00	18,119.00	18,119.00	0.00

**4D - Import of service**

No. of records	Taxable value	Integrated tax	Cess
1	38,700.00	6,966.00	0.00

**5. Summary of self-assessed liability as per FORM GST CMP-08**

(Net of advances, credit and debit notes and any other adjustment due to amendments etc.)

Sr. no.	Description	Value	Amount of tax			
			Integrated tax	Central tax	State/UT tax	Cess
1.	Outward supplies (including exempt supplies)	1,09,80,840.00	0.00	50,884.80	50,884.80	0.00
2.	Inward supplies attracting reverse charge including import of services	3,78,160.00	16,506.00	20,792.00	20,792.00	0.00
3.	Tax paid (1+2)	1,13,59,000.00	16,506.00	71,676.80	71,676.80	0.00
4.	Interest paid, if any	0.00	0.00	0.00	0.00	0.00

**6. Tax rate wise details of outward supplies / inward supplies attracting reverse charge during the year**

(Net of advances, credit and debit notes and any other adjustment due to amendments etc.)

Sr. no.	Type of supply (Outward/Inward)	Value	Amount of tax			
			Integrated tax	Central tax	State/UT tax	Cess
1.	Inward	3,78,160.00	16,506.00	20,792.00	20,792.00	0.00
2.	Outward	1,03,11,580.00	0.00	54,250.30	54,250.30	0.00
3.	Total	1,06,89,740.00	16,506.00	75,042.30	75,042.30	0.00

**7. TDS/TCS Credit received**

No. of records	Gross value	Amount of tax	
		Central tax	State/UT tax
1	9,26,372.00	9,172.00	9,172.00

**8. Tax, interest, late fee payable and paid**

Sr. no.	Type of tax	Tax amount payable (As per table 6)	Tax Amount already paid/ payable (Through FORM GST CMP-08)	Adjustment of negative liability, if any	Tax paid	Interest paid	Late fee paid
1.	Integrated tax	16,506.00	16,506.00	0.00	0.00	0.00	0.00
2.	Central tax	75,042.00	71,677.00	0.00	3,365.00	253.00	1,950.00
3.	State/UT tax	75,042.00	71,677.00	0.00	3,365.00	253.00	1,950.00
4.	Cess	0.00	0.00	0.00	0.00	0.00	0.00



#### 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.

Date: 17/07/2020

Name of Authorized Signatory

SURESH WALUKAR

Designation / Status  
Officer

[Click here to go back to the main menu](#)