TAX FILING CHECKLIST

GST Monthly Filing Checklist

What to keep current every month so GSTR-1 and GSTR-3B go out on time, with input tax credit fully reconciled.

Every month, keep ready

- Sales register for the month
- Purchase register for the month
- E-way bills generated during the month
- Debit and credit notes issued or received
- Details of any reverse-charge (RCM) transactions
- Bank statement for the month

Before filing

- Reconcile input tax credit (ITC) against GSTR-2B
- Cross-check the previous month's GSTR-3B for carried-forward figures
- Confirm HSN/SAC codes and tax rates applied are current

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