

List of Particulars Required for filing Sales Tax Return

Earlier, Sales and Purchase amounts were shown party wise as a consolidated amount. But from April, all Sales and Purchases should be declared with details below mentioned:

1. Serial number
2. Party name
3. TIN number
4. Invoice number
5. Invoice date
6. Sales / Purchase amount
7. Rate of tax
8. Tax amount
9. Category

Further, following points should be kept in mind:

1. Do not correct in others bill and don't accept corrected invoice without proper seal and sign.
2. Do not take back the material after sales without buyers delivery challan
3. Do not send back the material after purchase without delivery challan and get their acknowledgment on the document.
4. Do not break continuation of invoice number.
5. Do not write any serial number by pen. It should be printed
6. In case of cancellation, Original and duplicate invoices should be kept in the order
7. If there are frequent invoice cancellations, debit / credit notes against sales and purchases, material returns. there is a chance to take your account for checking.
8. File the return before 16th of every month to avoid network problem.