ANNUAL RETURN FORM UNDER GST (GSTR-9): Annual Return Filing, Format, Eligibility & Rules

GST annual return Form-9 format has been issued by the Government, the tax payer is going to file very first annual return under GST act after implementation on 1st July 2017. This time we need to file the annual return for the period July 1, 2017 to March 31, 2018. Since the implementation of new GST system lot of changes & amendments in the act and rules in GST act & rate changes. Finally we are in the stage of filling annual return. GSTR-9 is an Annual Return to be filed by Registered Taxpayers under GST (Including Composition Dealers). In this article, we will discuss the following points in detail:

1. **Checklist for GST Annual return**
2. **What is GSTR-9 (Annual Return)?**
3. **Who should file the Return?**
4. **What are different types of Returns?**
5. **What is the due date to file the Return?**
6. **What is the Penalty for late filling of Return?**
7. **What are the details required to be filed under this Return?**
8. **Screenshot Images of GSTR-9 form.**
9. **What are drawbacks/ issues and suggestions?**

1. Checklist for GST Annual return:-

a) List of **tax invoiced issued** during the period and reconciliation of the same with books of accounts, this also should be reconciled with the turnover declared in the audited financial statements.
b) List of **debit/credit notes** issued during the period and reconciliation of the same with books of accounts.
c) In case company has the **different units/branch** all over India, then the **stock transfer** between units/branches also to be reconciled with the books.
d) Reconciliation of **advances received and GST paid** for goods & services during July 1 to 15th November 2017 and advances received for services and GST paid for that from 15th November 2017 to 31ST March 2018.
e) Reconciliation of **E-Way bill** data with the tax invoices issued during the period GSTIN state wise
f) Reconciliation of **HSN wise summary** with the issued tax invoices
g) Reconciliation **discount given** to the customer with purpose and recheck if the same under GST act allowed or not.
h) List of **Purchase & other service bills** accounted during the period & Input credit taken on the same and further reconciliation with the books and returns.
i) Reconciliation of **input credit availed** and also ensure that all the availed credits are eligible as per the act and the ineligible credits, common credits are reversed & accounted properly.
j) Details of **input credit taken on the fixed assets**, if any

k) Reconciliation of **Reverse charge GST (RCM) payable** till the applicable date on **all the applicable expenses** and paid the same.
l) Reconciliation of **monthly/ quarterly GST returns** with the books of accounts and all the taxable, exempted & non GST turn over declared in the returns if any differences, reason for the same.
m) All the credit taken on **TRAN-1 credit** reflecting in the GST portal is to be mentioned in the return and make sure there is no issue related to credit.
n) In case any **refund application filed** with the department and eligibility & status of the same.

2. What is GSTR-9 (Annual Return):-

GSTR-9 form is an annual return to be filed once in a year by the registered persons including those registered under composition levy scheme. It consists of details regarding the supplies made & received during the year under different tax categories i.e., CGST, SGST & IGST. It consolidates the information furnished in the monthly/ quarterly returns during the year.

3. Who should file the Return?

All the registered taxable Persons under GST must file GSTR-9 form. However, the following persons are not required to file GSTR-9 form:

- Input service distributors
- Non-resident taxable persons
- Casual taxable person
- Persons Paying TDS under section 51 of the Act.

4. What are different types of Returns?

Different Types of Annual Returns

GSTR-9:
- To be filed by **Regular Taxpayers** filing returns GSTR 1, GSTR 2, GSTR 3.

GSTR-9A:
- To be filed under **Composition Scheme** filing return GSTR 4.

GSTR-9B:
- To be filed by **E-Commerce Operators** filing returns GSTR 8.

GSTR-9C:
- To be filed by **Taxpayers whose annual turnover exceeds ` 2 crores during the Financial Year**. **

** Note: All such taxpayers are also required to get their accounts audited and file a copy of audited annual accounts and reconciliation statement of tax already paid and tax payable as per audited accounts along with GSTR 9C.

5. What is the due date to file the Return?

GSTR-9 due date of filing is on or before **31st December of the subsequent financial year**. For Instance, for FY 2017-18, the due date for filling GSTR-9 is 31st December 2018.

6. What is the Penalty for late filling of Return?

The Late Fees for Non-filing of GSTR-9 within the due date is **` 100 per day per act (i.e., CGST ` 100 & SGST ` 100**) up to a maximum of an amount calculated at a quarter percent of the taxpayer turnover in the state or union territory. Thus, the total penalty is ` 200 per day of default (i.e., CGST & SGST). There is **no late fee on IGST**.

7. What are the details required to be filed under this Return?

The GSTR-9 form is divided into six parts and 19 tables. Here you go:

Sr. no	**Parts of the GSTR-9**	**Information required**
1	**Part-I**	**Basic details** of the taxpayer has 3 sections consists of Financial Year, GSTN, Legal Name & Trade Name (If any).

2	**Part-II**	**Details of Outward and Inward supplies** declared during the particular financial year (FY). This detail must be picked up by consolidating summary from all GST returns filed in previous FY. It has been divided into the following sections : ❖ Details of Advances, Inward & outward Supplies on **which tax is payable as declared in returns filed** during the financial year:- • 4A Supplies made to un-registered persons (B2C) • 4B Supplies made to registered persons (B2B) • 4C Zero rated supply (Export) on payment of tax (except supplies to SEZs) • 4D Supply to SEZs on payment of tax • 4E Deemed Exports • 4F Advances on which tax has been paid but invoice has not been issued (not covered under (A) to (E) above) • 4G Inward supplies on which tax is to be paid on reverse charge basis • 4H Sub-total (A to G above) • 4I Credit Notes issued in respect of transactions specified in (B) to (E) above (-) • 4J Debit Notes issued in respect of transactions specified in (B) to (E) above (+) • 4K Supplies/tax declared through Amendments (+) • 4L Supplies/tax reduced through Amendments (-) • 4M Sub-total (I to L above) • 4N Supplies and advances on which tax is to be paid ❖ Details of Advances, Inward & outward Supplies on **which tax is not payable as declared in returns filed** during the financial year:- • 5A Zero rated supply (Export) without payment of tax • 5B Supply to SEZs without payment of tax • 5C Supplies on which tax is to be paid by the recipient on reverse charge basis • 5D (Exempted)/ 5E (Nil Rated)/ 5F (Non-GST supply) • 5G Sub-total (A to F above) • 5H Credit Notes issued in respect of transactions specified in A to F above (-) • 5I Debit Notes issued in respect of transactions specified in A to F above (+) • 5J and 5K Supplies declared through Amendments (+), Supplies reduced through Amendments (-) • 5L Sub-Total (H to K above) • 5M Turnover on which tax is not to be paid (G + L above)

		• 5N Total Turnover (including advances) (4N + 5M – 4G above)
3	**Part-III**	**Details of ITC declared** in returns filed during the FY. This will be summarized values picked up from all the GST returns filed in previous FY. ❖ This section will contain the details of ITC availed as declared in returns filed during the financial year: • 6A Total amount of input tax credit availed through FORM GSTR-3B (the sum total of Table 4A of FORM GSTR-3B) • 6B Inward supplies (other than imports and inward supplies liable to reverse charge but includes services received from SEZs) • 6C Inward supplies received from unregistered persons liable to reverse charge (other than B above) on which tax is paid & ITC availed • 6D Inward supplies received from registered persons liable to reverse charge (other than B above) on which tax is paid and ITC availed • 6E Import of goods (including supplies from SEZs) • 6F Import of services (excluding inward supplies from SEZs) • 6G Input Tax credit received from ISD • 6H Amount of ITC reclaimed (other than B above) under the provisions of the Act • 6I Sub-total (B to H above) • 6J Difference (I – A above) • 6K Transition Credit through TRAN-I (including revisions if any) • 6L Transition Credit through TRAN-II • 6M Any other ITC availed but not specified above

		• 6N Sub-total (K to M above) • 6O Total ITC availed (I + N above) ❖ It consists of details of ITC Reversed and Ineligible ITC as declared in returns filed during the financial year: Details of input tax credit reversed due to ineligibility or reversals required under rule 37, 39, 42 and 43 of the CGST Rules, 2017 shall be declared here. This column should also contain details of any input tax credit reversed under section 17(5) of the CGST Act, 2017 and details of ineligible transition credit claimed under FORM GST TRAN-I or FORM GST TRAN-II and then subsequently reversed. Table 4(B) of FORM GSTR-3B may be used for filling up these details. Any ITC reversed through FORM ITC -03 shall be declared in 7H: • 7A As per Rule 37 • 7B As per Rule 39 • 7C As per Rule 42 • 7D As per Rule 43 • 7E As per section 17(5) • 7F Reversal of TRAN-I credit • 7G Reversal of TRAN-II credit • 7H Other reversals (pl. specify) • 7I Total ITC Reversed (A to H above) • 7J Net ITC Available for Utilization (6O – 7I) ❖ Other ITC related information will be provided in this section: • 8A ITC as per GSTR-2A (Table 3 & 5 thereof • 8B ITC as per sum total of 6(B) and 6(H) above • 8D Difference [A-(B+C)] • 8E ITC available but not availed (out of D) and 8F ITC available but ineligible (out of D) • 8G IGST paid on import of goods (including supplies from SEZ) • 8H IGST credit availed on the import of goods (as per 6(E) above) • 8I Difference (G-H) • 8J ITC available but not availed on the import of goods (Equal to I) • 8K Total ITC to lapse in the current financial year (E + F + J)
4	**Part-IV**	**Details of tax paid as declared in returns filed** during the FY.
5	**Part-V**	**Particulars of the transactions for the previous FY declared in returns of April to September of current FY or up to the date of filing of annual returns of previous FY whichever is earlier**. Usually, the summary of amendment or omission entries belonging to previous FY but reported in

		Current FY would be segregated and declared here. • 10 Supplies / tax declared through Amendments (+) (net of debit notes) and 11 Supplies / tax reduced through Amendments (-) (net of credit notes) • 12 Reversal of ITC availed during the previous financial year • 13 ITC availed for the previous financial year • 14 Differential tax paid on account of declaration in 10 & 11 above
6	**Part-VI**	**Other Information comprising** details of:

		• 15A, 15B, 15C and 15D: Particulars of Demands and Refunds:,
		• 15E, 15F and 15G: Total demand of taxes, Total taxes paid in respect of above, Total demands pending out of E above
		• 16: Information on supplies received from composition taxpayers, deemed supply under section 143 and goods sent on the approval basis : -
		   ➢ 16A Supplies received from Composition taxpayers
		   ➢ 16B Deemed supply under Section 143
		   ➢ 16C Goods sent on approval basis but not returned
		• 17. HSN Wise Summary of outward supplies and 18. HSN Wise Summary of Inward supplies
		
		• 19. Late fee payable and paid

8. Screenshot Images of GSTR-9 form :-

"FORM GSTR-9
(See rule 80)
Annual Return

Pt. I	Basic Details	
1	Financial Year	
2	GSTIN	
3A	Legal Name	
3B	Trade Name (if any)	

Pt. II	Details of Outward and inward supplies declared during the financial year					
			(Amount in ₹ in all tables)			
	Nature of Supplies	Taxable Value	Central Tax	State Tax / UT Tax	Integrated Tax	Cess
	1	2	3	4	5	6
4	**Details of advances, inward and outward supplies on which tax is payable as declared in returns filed during the financial year**					
A	Supplies made to un-registered persons (B2C)					
B	Supplies made to registered persons (B2B)					
C	Zero rated supply (Export) on payment of tax (except supplies to SEZs)					
D	Supply to SEZs on payment of tax					
E	Deemed Exports					
F	Advances on which tax has been paid but invoice has not been issued (not covered under (A) to (E) above)					
G	Inward supplies on which tax is to be paid on reverse charge basis					
H	Sub-total (A to G above)					
I	Credit Notes issued in respect of transactions specified in (B) to (E) above (-)					
J	Debit Notes issued in respect of transactions specified in (B) to (E) above (+)					
K	Supplies / tax declared through Amendments (+)					
L	Supplies / tax reduced through Amendments (-)					
M	Sub-total (I to L above)					
N	Supplies and advances on which tax is to be paid (H + M) above					

5	**Details of Outward supplies on which tax is not payable as declared in returns filed during the financial year**					
A	Zero rated supply (Export) without payment of tax					
B	Supply to SEZs without payment of tax					
C	Supplies on which tax is to be paid by the recipient on reverse charge basis					
D	Exempted					
E	Nil Rated					
F	Non-GST supply					
G	Sub-total (A to F above)					
H	Credit Notes issued in respect of transactions specified in A to F above (-)					
I	Debit Notes issued in respect of transactions specified in A to F above (+)					
J	Supplies declared through Amendments (+)					
K	Supplies reduced through Amendments (-)					
L	Sub-Total (H to K above)					
M	Turnover on which tax is not to be paid (G + L above)					
N	Total Turnover (including advances) (4N + 5M - 4G above)					
Pt. III	Details of ITC as declared in returns filed during the financial year					
	Description	Type	Central Tax	State Tax / UT Tax	Integrated Tax	Cess
	1	2	3	4	5	6
6	**Details of ITC availed as declared in returns filed during the financial year**					
A	Total amount of input tax credit availed through FORM GSTR-3B (sum total of Table 4A of FORM GSTR-3B)		<Auto>	<Auto>	<Auto>	<Auto>
B	Inward supplies (other than imports and inward supplies liable to reverse charge but includes services received from SEZs)	Inputs				
		Capital Goods				
		Input Services				
C	Inward supplies received from unregistered persons liable to reverse charge (other than B above) on which tax is paid & ITC availed	Inputs				
		Capital Goods				
		Input Services				
D	Inward supplies received from registered persons liable to reverse charge (other than B above) on which tax is paid and ITC availed	Inputs				
		Capital Goods				
		Input Services				
E	Import of goods (including supplies from SEZs)	Inputs				
		Capital Goods				

F	Import of services (excluding inward supplies from SEZs)				
G	Input Tax credit received from ISD				
H	Amount of ITC reclaimed (other than B above) under the provisions of the Act				
I	Sub-total (B to H above)				
J	Difference (I - A above)				
K	Transition Credit through TRAN-I (including revisions if any)				
L	Transition Credit through TRAN-II				
M	Any other ITC availed but not specified above				
N	Sub-total (K to M above)				
O	Total ITC availed (I + N above)				
7	**Details of ITC Reversed and Ineligible ITC as declared in returns filed during the financial year**				
A	As per Rule 37				
B	As per Rule 39				
C	As per Rule 42				
D	As per Rule 43				
E	As per section 17(5)				
F	Reversal of TRAN-I credit				
G	Reversal of TRAN-II credit				
H	Other reversals (pl. specify)				
I	Total ITC Reversed (A to H above)				
J	Net ITC Available for Utilization (6O - 7I)				
8	**Other ITC related information**				
A	ITC as per GSTR-2A (Table 3 & 5 thereof)	<Auto>	<Auto>	<Auto>	<Auto>
B	ITC as per sum total of 6(B) and 6(H) above	<Auto>			
C	ITC on inward supplies (other than imports and inward supplies liable to reverse charge but includes services received from SEZs) received during 2017-18 but availed during April to September, 2018				
D	Difference [A-(B+C)]				
E	ITC available but not availed (out of D)				
F	ITC available but ineligible (out of D)				
G	IGST paid on import of goods (including supplies from SEZ)				
H	IGST credit availed on import of goods (as per 6(E) above)	<Auto>			
I	Difference (G-H)				
J	ITC available but not availed on import of goods (Equal to I)				
K	Total ITC to be lapsed in current financial year (E + F + J)	<Auto>	<Auto>	<Auto>	<Auto>

Pt. IV	Details of tax paid as declared in returns filed during the financial year						
9	Description	Tax Payable	Paid through cash	Paid through ITC			
				Central Tax	State Tax / UT Tax	Integrated Tax	Cess
	1	2	3	4	5	6	7
	Integrated Tax						
	Central Tax						
	State/UT Tax						
	Cess						
	Interest						
	Late fee						
	Penalty						
	Other						

Pt. V	Particulars of the transactions for the previous FY declared in returns of April to September of current FY or upto date of filing of annual return of previous FY whichever is earlier					
	Description	Taxable Value	Central Tax	State Tax / UT Tax	Integrated Tax	Cess
	1	2	3	4	5	6
10	Supplies / tax declared through Amendments (+) (net of debit notes)					
11	Supplies / tax reduced through Amendments (-) (net of credit notes)					
12	Reversal of ITC availed during previous financial year					
13	ITC availed for the previous financial year					

14	Differential tax paid on account of declaration in 10 & 11 above		
	Description	Payable	Paid
	1	2	3
	Integrated Tax		
	Central Tax		
	State/UT Tax		
	Cess		
	Interest		

Pt. VI	Other Information							
15	Particulars of Demands and Refunds							
	Details	Central Tax	State Tax / UT Tax	Integrated Tax	Cess	Interest	Penalty	Late Fee / Others
	1	2	3	4	5			
A	Total Refund claimed							
B	Total Refund sanctioned							
C	Total Refund Rejected							
D	Total Refund Pending							
E	Total demand of taxes							
F	Total taxes paid in respect of E above							
G	Total demands pending out of E above							

16	Information on supplies received from composition taxpayers, deemed supply under section 143 and goods sent on approval basis					
	Details	Taxable Value	Central Tax	State Tax / UT Tax	Integrated Tax	Cess
	1	2	3	4	5	6
A	Supplies received from Composition taxpayers					
B	Deemed supply under Section 143					
C	Goods sent on approval basis but not returned					

17	HSN Wise Summary of outward supplies							
HSN Code	UQC	Total Quantity	Taxable Value	Rate of Tax	Central Tax	State Tax / UT Tax	Integrated Tax	Cess
1	2	3	4	5	6	7	8	9

18	HSN Wise Summary of Inward supplies							
HSN Code	UQC	Total Quantity	Taxable Value	Rate of Tax	Central Tax	State Tax / UT Tax	Integrated Tax	Cess
1	2	3	4	5	6	7	8	9

19	Late fee payable and paid		
	Description	Payable	Paid
	1	2	3
A	Central Tax		
B	State Tax		

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 there from and in case of any reduction in output tax liability the benefit thereof has been/will be passed on to the recipient of supply.

Signature

Place Name of Authorised Signatory

Date Designation / Status

9. What are drawbacks/ issues and suggestions?

Formats of GSTR 9 released early this September had a lot of ambiguities. The issues were mostly based on the fact that the annual return form would not auto-populate the information which was already filed in the periodic returns. In order to make the filing of annual return simple for taxpayers, the GSTN updated the form and resolved most of the issues. These are some of the issues still persisting in the annual return form.

Issues	Suggestions/Solutions
1. HSN of inward supplies is required in the annual return GSTR 9 which was not needed while filing monthly GSTR 3B.	This requirement of reporting HSN wise inward supplies should be done away with. However, I will fill in table 18 i.e. HSN codes of the inward supplies in the GSTR 9 automatically from the purchase register.
2. The difference in the annual	GSTR 9 should provide the means to verify whether the figures from

return as per the books of accounts and GST data filed during the financial year.	GST data filed for annual return are in line with the books of accounts. I will prepare annual returns in 2 formats; one as per books of accounts and other as per GST data filed. In case of any differences, a reconciliation report will be generated and accordingly, the discrepancies will be sorted.
3. Segregated details of ITC availed are required as Inputs/Input services/ Capital Goods	This bifurcation in the ITC availed will lead to reworking on the accounting entries by the assessee, as the same details were not required in the periodic returns. I will help the assessee file GST annual return to report the bifurcation with ease in the annual return.
4. Reporting of the amended transactions relevant to the FY 2017-18 filed in the returns of April to September of current FY or up to the filing of annual return of FY 2017-18 i.e. 31 Dec 2018, whichever is earlier.	This reporting will be supported in GSTR 9 on me. The feature will reconcile the amended transactions of FY 2017-18 filed in current FY and report them accordingly in the annual return.