CREDIT NOTE

Under GST (Section 34, CGST Act): goods returned or bill value reduced

Shop name _____ **GSTIN** _____

Address _____ **Phone** _____

Credit note no. _____ **Credit note date** _____

Original bill (invoice) no. _____ **Bill date** _____

Customer _____ **Mobile** _____

Customer GSTIN (if registered) _____ **Customer state and code** _____

Reason _____

Tick one: □ Same state (CGST + SGST) □ Other state (IGST)

Sr	Item returned	Size / colour	HSN	Qty	Rate ₹ (on bill, before GST)	Share of bill discount ₹	Taxable value ₹	GST % (as on bill)	CGST ₹	SGST ₹	IGST ₹	Amount ₹
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
Total												

Amount in words _____

Settled by Cash / UPI / Card / Exchange (to customer's account)

Round off	
Credit note value	

GST credit note: given by a GST-registered seller against a tax invoice (CGST Act s.34), with the details listed in Rule 53(1A). Show it in GSTR-1 for the month you issue it, by 30 November after the financial year of the sale (or the annual return, if earlier). A guide, not tax advice: check with your CA.

Customer signature _____ **Signature (shop)** _____