

## ANNEXURE-IV

Government of -----

Department of -----

### Form GST –

### Refund Claim Form under ----- Goods & Services Tax Act, -----

(To be used by Tax Payers only)

1. GSTIN																			
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2. Full Name of Taxpayer																			

3. Taxpayer's address	Building Name/ Number																		
	Area/ Road																		
	Locality/ Market																		
	Pin Code																		

4. Amount of refund claimed (Rs.)	IGST	CGST	SGST

5. Ground for claiming refund  (provide reasons in detail, attach additional sheets, if required)  [Attach /upload supporting documents)	

6. Tax Period for which refund claimed	From																		
		dd	mm	yy															

7. Details of Bank Account																			
i)	Bank Account No.																		
ii)	Bank Account Type																		
iii)	Operated in the name of																		
iv)	Name & Address of Bank/Branch																		
v)	MICR No. / IFSC																		



## ANNEXURE-V

Department of -----

Government of -----

**Form GST –**  
[ See Rule - ]

Reference No.

Date -

### Refund order under ----- Goods & Services Tax Act, ----

1. GSTIN																				
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2. Full Name of Tax Payer																				

3. Tax Payer's address	Building Name/ Number																			
	Area/ Road																			
	Locality/ Market																			
	Pin Code																			

4. Receipt No. & date of refund application	Receipt No. -	Receipt date -
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5. Act	Tick <input checked="" type="checkbox"/> one	<input type="checkbox"/> IGST	<input type="checkbox"/> CGST	<input type="checkbox"/> SGST
6. Type of refund application	Tick <input checked="" type="checkbox"/> one	<input type="checkbox"/> Return type	<input type="checkbox"/> Return type	<input type="checkbox"/> Application

Note - Return type can be regular & composition (say, GST-20,21) etc.

7. Tax Period for which refund claimed	<b>From</b>									<b>To</b>										
		dd	mm	yy			dd	mm	yy											

8. Refund calculation	Amount (Rs.)																			
(i) Refund claimed																				
(ii) Refund reduced, if any																				
(iii) Refund allowed (i – ii)																				
(iv) Interest due in case of delayed payment of refund																				
(v) Amount of adjustment against outstanding demand																				

(vi) Net amount of refund payable	(iii + iv - v)																			
9. Details of Bank Account																				
i) Bank Account No.																				
ii) Bank Account Type																				
iii) Operated in the name of																				
iv) Name & Address of Bank/Branch																				
v) MICR No. / IFSC																				

(Signature)

Name

(Designation)

Ward/Circle/Unit/Other

(Place)

(Date)

Note - Please quote your GSTIN while communicating with the department ----- in this matter or in any other matter whatsoever.

ANNEXURE-VI

**Reduction / Adjustment Summary**

Sr No.	Description	Year & Tax Period	Amount (reduction / adjustment)	Order No.	Order date	Balance demand, if any remaining after adjustment
1	2	3	4	5	6	7
1.	Reduction of refund amount					
2.	Adjustment against outstanding demand					
	<b>Total</b>					

(Signature)

Name

(Designation)

Ward/Circle/Unit/Other

(Place)

(Date)



7. Details of purchases of tax paid goods in respect of which refund of tax is sought

Sr. No.	Invoice date	Invoice No.	Supplier's GSTIN	Supplier's Name	Value / Price (excluding tax)	Tax (Rs.)		
						IGST	CGST	SGST
1	2	3	4	5	6	7	8	9
Total								

8. Details of Bank Account in which refund should be remitted	Bank Account Number																		
	Bank Account Type																		
	Operated in the name of																		
	MICR / IFSC																		
	Name of Bank																		
	Address of Branch																		

9. Verification

I/We \_\_\_\_\_ hereby solemnly affirm and declare that the information given hereinabove is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

Signature of Authorised Signatory \_\_\_\_\_

Full Name (*first name, middle, surname*) \_\_\_\_\_

Designation / Status \_\_\_\_\_

Place \_\_\_\_\_

Date

	Day		Month		Year