



# Process to File GST Returns Online





Under GST, there are 19 return forms available for taxpayers to **file GST returns online**. According to the GST Act, all these forms must be electronically filed following the procedures outlined in the GST return rules section.

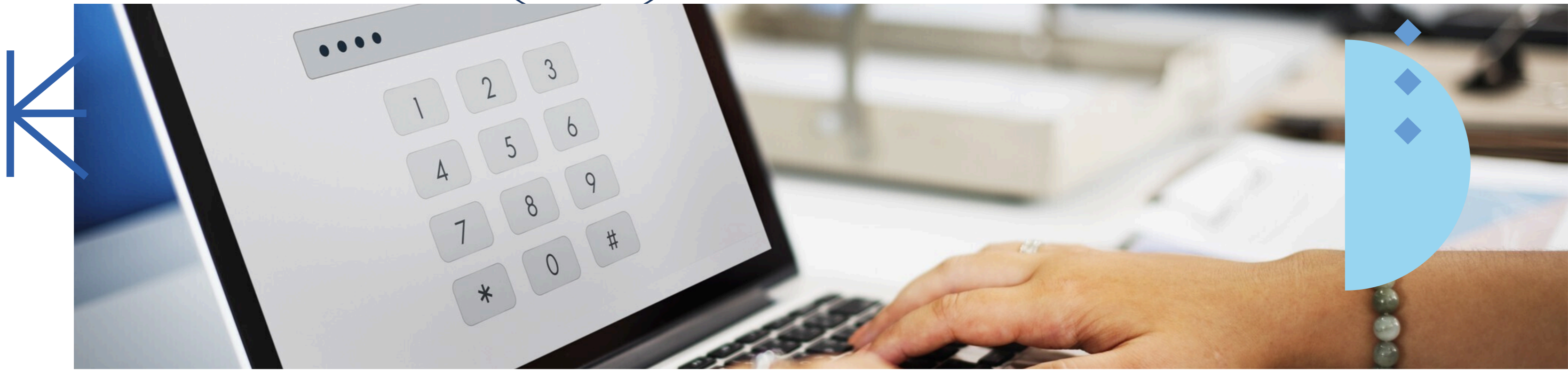




# Register for GSTIN

For those taxpayers who are not registered, you need to register to get the GSTIN number. It is a 15-digit number that is generated based on your state code of operation and PAN.





## Log in to the GST Portal

You must log in to the GST portal (<https://www.gst.gov.in/>) using your username and password and then click on the tab called 'Services'.





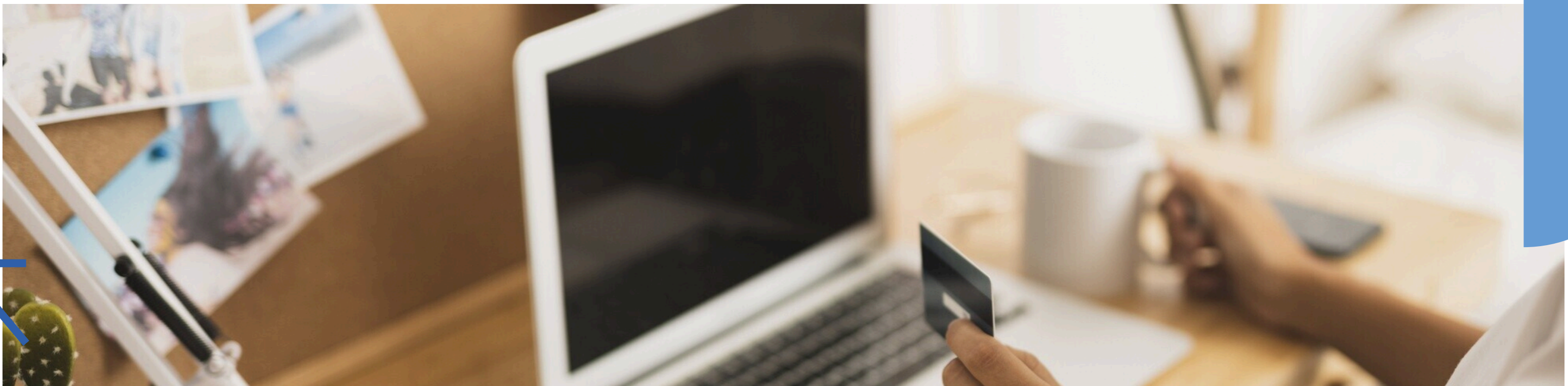
# Returns dashboard

You will see an option called the 'Returns dashboard'. Click on that. You will be asked to choose a financial year for which you are filing the GST return. Choose the appropriate one from the drop-down menu provided.



# Prepare online

You must then select the return you wish to file. You will be given options of how you wish to file. For the online GST return process, click on the 'Prepare Online' option.

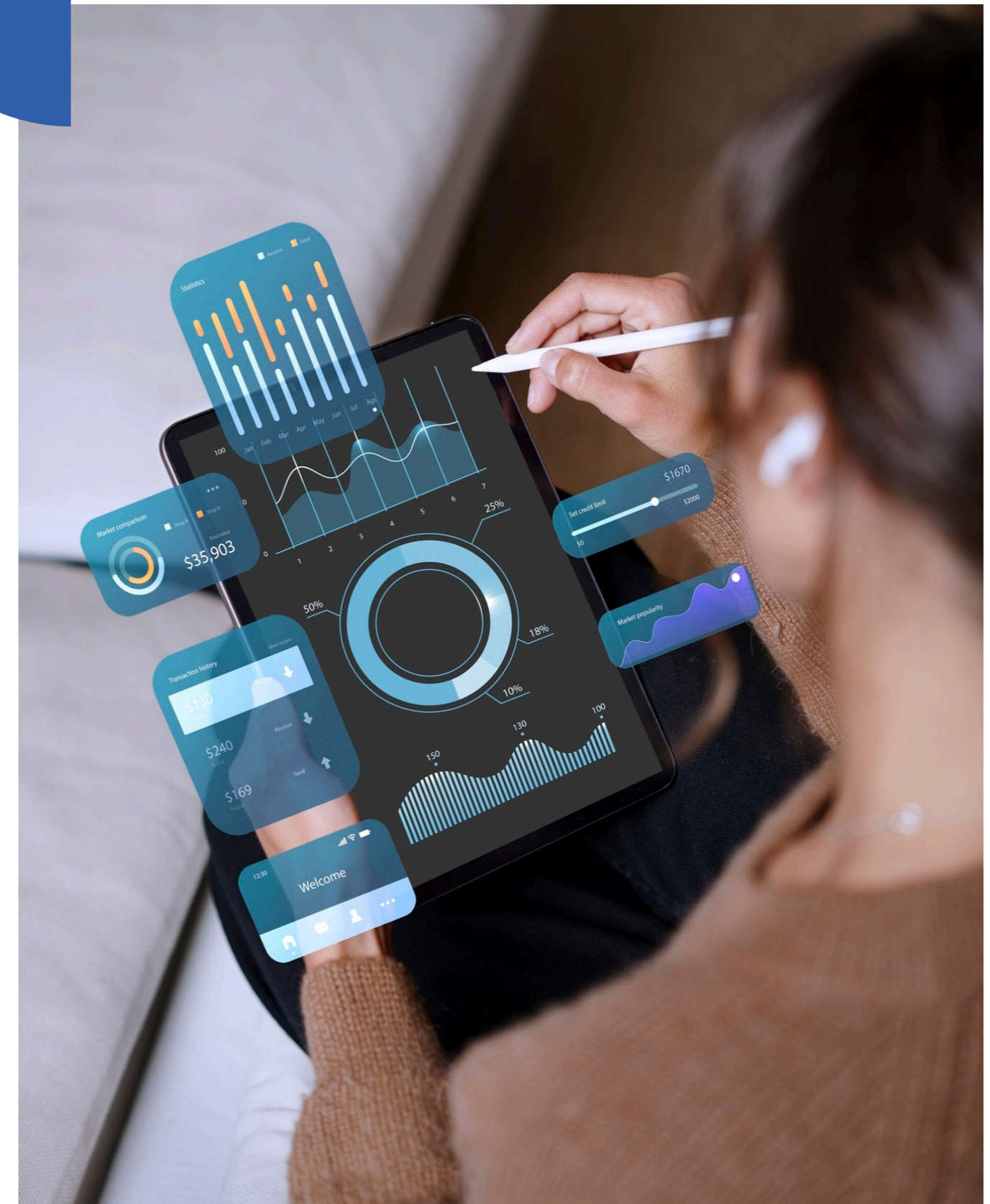






## Enter details

You will need to enter all the details correctly in the fields provided. Note that if you have any pending late fees, you must fill in the details of that as well when you are filing your GST returns. Next, you need to save the form and then submit it



# Check submission status

When the GST return form has been submitted, you need to ensure the status of the GST return has been changed to 'Submitted'.

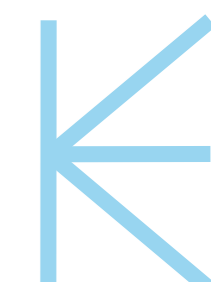






# Tax payment

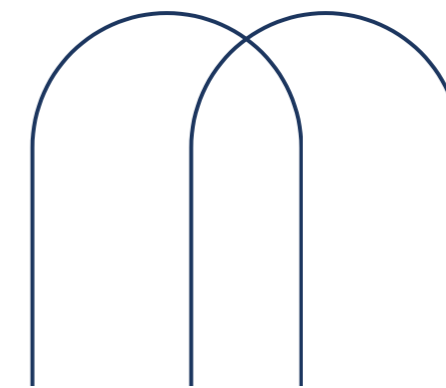
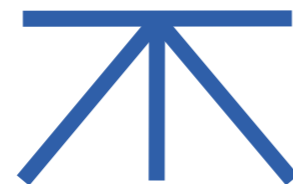
When the status shows the return has been submitted, then you need to click on 'Payment of Tax.' You will see a 'Check Balance' option which you need to click. The balance shown will reveal the credit and cash balance.





# Offset liability

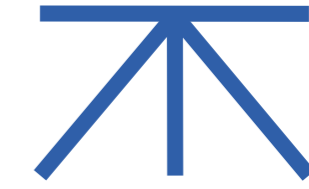
You must click on the option that says 'Offset Liability' to make the GST payment online in a few minutes. You need to then check the relevant boxes for declaration purposes. Then click on 'File Form with DSC'/'File Form with EVC' and then make the payment.







# Taxeye



## Get in Touch



9870310368



[www.taxeye.in](http://www.taxeye.in)



[info@taxeye.in](mailto:info@taxeye.in)