

Debit Note for GST on Expense

Document No: DN/EXP/2024/001

Date: 08/06/2024

Supplier Details

Name: ABC Supplies Pvt. Ltd.
Address: 203, First Avenue, City Name
GSTIN: 27ABCDE1234F1Z5

Recipient Details

Name: XYZ Enterprises
Address: 52, Green Road, Another City
GSTIN: 29XYZEE4567Q2Y7

Expense Details

S.No.	Expense Description	Original Invoice No.	Invoice Date	Amount (INR)	GST Rate (%)	GST Amount (INR)	Total Amount (INR)
1	Professional Consultation Charges	INV/2024/0912	01/06/2024	10,000.00	18	1,800.00	11,800.00
Total				10,000.00		1,800.00	11,800.00

Reason for Issuing Debit Note

Additional tax charged due to undercharging of GST in the original invoice.
Adjustment as per relevant GST regulations.

Declaration

We hereby declare that the above stated information is true and correct to the best of our knowledge.

Authorized Signatory

Name & Designation

Company Seal

Important Notes:

- This Debit Note is issued in compliance with the GST Act for undercharged tax on expenses.
- Reference to the original invoice should always be mentioned.
- Ensure GSTINs of both supplier and recipient are correctly mentioned.
- Proper documentation must be maintained for audit and compliance purposes.
- Debit Note should be accounted for in the relevant GST return period.