

# 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.