

Manual > Form to Change Profile for Quarterly Return and Monthly Payments (QRMP) Scheme

To change or select filing frequency of Form GSTR-1 and Form GSTR-3B as per the Quarterly Return and Monthly Payments (QRMP) scheme, perform following steps:

1. Access the www.gst.gov.in URL. The **GST Home page** is displayed. Login to the GST Portal with valid credentials. Click the **Services > Returns > Opt-in for Quarterly Return** option.

The screenshot shows the GST Home page with the following elements:

- Header: Goods and Services Tax, ANAND NIKETAN COOPE, 19AAAAAB7699B1ZL
- Navigation: Dashboard, Services (highlighted), GST Law, Downloads, Search Taxpayer, Help and Taxpayer Facilities, e-Invoice
- Sub-navigation: Registration, Ledgers, Returns (highlighted), Payments, User Services, Refunds, e-Way Bill System, Track Application Status
- Dropdown menu for Returns: Returns Dashboard, Track Return Status, ITC Forms, TDS and TCS credit received, View Filed Returns, Transition Forms, Annual Return, Tax liabilities and ITC comparison, Opt-in for Quarterly Return (highlighted)
- Buttons: RETURN DASHBOARD >, CREATE CHALLAN >, VIEW NOTICE(S) AND ORDER(S) >, ANNUAL RETURN >, Else Go to >> CONTINUE TO DASHBOARD >
- Quick Links: Check Cash Balance, Liability ledger, Credit ledger

2. The **Opt-in for Quarterly Return** page is displayed. From the **Financial Year** drop-down list select the year for which you want to change the filing frequency and click the **SEARCH** button.

The screenshot shows the 'Opt-in For Quarterly Return' page with the following elements:

- Header: Dashboard > Returns > Opt-in for Quarterly Return, English
- Section: Opt-in For Quarterly Return, Help button
- Form: Financial Year* (2020-21), SEARCH button
- Buttons: BACK, CONTINUE TO RETURNS DASHBOARD

3. The following details are displayed on the screen.

- **Quarter:** Lists the four quarters of the selected financial year.
- **Selected Frequency:** Displays the option of **Monthly** and **Quarterly** that can be selected for the quarter. The Quarter which is open for selection is highlighted in green with **SAVE** button and the quarters which are not

available for selection is highlighted in grey. For FY 2020-21 only one quarter will be open for selection and the remaining quarters will not be open.

- **Action:** Displays the **SAVE** button against the quarter for which the selection is applicable.
- **Selection available from:** Displays specific dates of the quarter during which the selection is made available from.
- **Applicable return due dates for Form GSTR-1 and Form GSTR-3B forms:** Displays the return due dates applicable for month 1, month 2 and month 3 of a quarter.

Dashboard > Returns > Opt-in for Quarterly Return English

Opt-in For Quarterly Return Help


Financial Year *

2020-21 Annual Aggregate Turnover (AATO) for FY 2019-20: NA ?

Advisory

Quarter	Selected Frequency	Action	Selection available from	Applicable return due dates			
				Form type	Month 1	Month 2	Month 3
Q1 - Apr-Jun	<input checked="" type="radio"/> Monthly		1 st Feb 2020 to 30 th Apr 2020	GSTR - 1	11/05/2020	11/06/2020	11/07/2020
				GSTR - 3B	22/05/2020	22/06/2020	22/07/2020
Q2 - Jul-Sep	<input checked="" type="radio"/> Monthly		1 st May 2020 to 31 st Jul 2020	GSTR - 1	11/08/2020	11/09/2020	11/10/2020
				GSTR - 3B	22/08/2020	22/09/2020	22/10/2020
Q3 - Oct-Dec	<input checked="" type="radio"/> Monthly		1 st Aug 2020 to 31 st Oct 2020	GSTR - 1	11/11/2020	11/12/2020	11/01/2021
				GSTR - 3B	22/11/2020	22/12/2020	22/01/2021
Q4 - Jan-Mar	<input type="radio"/> Monthly <input checked="" type="radio"/> Quarterly	<input type="button" value="SAVE"/>	1 st Nov 2020 to 31 st Jan 2021	GSTR - 1	NA	NA	13/04/2021
				GSTR - 3B	NA	NA	22/04/2021

Note:

- To perform any task in the return's dashboard, for example, to refer to Form GSTR-1 or Form GSTR-3B, you can click **CONTINUE TO RETURNS DASHBOARD** button.
- The Annual Aggregate Turnover (AATO) of the taxpayer in the previous financial year is displayed. Click the  icon to know more about it.
- You can click the **Advisory** button to view the advisory related to QRMP scheme in a PDF format.

Quarterly Returns with Monthly Payment Scheme

A. Eligibility and Opting for the scheme

1. What is “Quarterly Returns with Monthly Payment (QRMP)” Scheme?

QRMP scheme is for small taxpayers to file their FORM GSTR-1 and FORM GSTR-3B returns on **quarterly** basis while paying their tax dues **monthly** through a simple challan.

2. Is this scheme available to everyone?

No. This scheme is available only to those who are liable to file FORM GSTR-1 and FORM GSTR-3B returns.

3. Am I eligible for the scheme?

All taxpayers whose aggregate turnover is up to Rs. 5 Crore in the current and preceding financial year and have filed their last due GSTR-3B return are eligible for this scheme.

4. How do I avail this scheme?

Taxpayers can opt in (avail) the scheme and opt out (exit) if they don't wish to continue quarterly filing by navigating to -> Login-> Returns dashboard -> Opt-in for quarterly return

5. Can I avail the scheme at any time?

You can opt in or opt out of the scheme as follows:-

Quarter	Between
Q1 (April –May - June)	1 st February to 30 th April
Q2 (July – August – September)	1 st May to 31 st July
Q3 (October – November – December)	1 st August to 31 st October
Q4 (January – February – March)	1 st November to 31 st January

6. Do I need to enter the scheme every quarter to avail its benefit?

No, once opted in, the scheme will continue for you, unless you decide to exit or opt out.

- You can click the Help button to view the Help related to this page.


The screenshot shows a web browser window with the address bar displaying "uattutorials.gst.gov.in/contextualhelp/man...". The page title is "Goods and Services Tax" and the network name is "Goods and Services Tax Network". The main heading is "Opt-in for quarterly return".

The return filing preference can be selected/viewed from the **Opt-in for quarterly return** page (Services -> Returns -> Opt-in for quarterly return). This page displays the return filing preference for each Financial year starting from 4th Quarter (Jan-Mar) of FY 2020-21.

- Please select the Financial year from the dropdown and click on **Search**. All the applicable Quarters along with filing preference for the FY shall be displayed on the page.
- The Annual Aggregate Turnover (AATO) of the taxpayer in the previous financial year along with the advisory is displayed. The AATO are displayed under either of one of the buckets: <= ₹1.5 Cr., ₹1.5 Cr. to ₹5Cr. or > ₹5Cr.
- The taxpayer can select the return filing preference as either **Monthly** or **Quarterly** and click on **SAVE** button to save the preference.

4. To change the filing frequency to Monthly or Quarterly, select the radio button corresponding to the quarter and click the **SAVE** button, to save the preference.


Opt-in For Quarterly Return

Help 

Financial Year*

2020-21

SEARCH

Annual Aggregate Turnover (AATO) for FY 2019-20: NA 

Advisory

Quarter	Selected Frequency	Action	Selection available from	Applicable return due dates			
				Form type	Month 1	Month 2	Month 3
Q1 - Apr-Jun	<input type="radio"/> Monthly		1 st Feb 2020 to 30 th Apr 2020	GSTR - 1	11/05/2020	11/06/2020	11/07/2020
				GSTR - 3B	22/05/2020	22/06/2020	22/07/2020
Q2 - Jul-Sep	<input type="radio"/> Monthly		1 st May 2020 to 31 st Jul 2020	GSTR - 1	11/08/2020	11/09/2020	11/10/2020
				GSTR - 3B	22/08/2020	22/09/2020	22/10/2020
Q3 - Oct-Dec	<input type="radio"/> Monthly		1 st Aug 2020 to 31 st Oct 2020	GSTR - 1	11/11/2020	11/12/2020	11/01/2021
				GSTR - 3B	22/11/2020	22/12/2020	22/01/2021
Q4 - Jan-Mar	<input type="radio"/> Monthly <input checked="" type="radio"/> Quarterly	SAVE	1 st Nov 2020 to 31 st Jan 2021	GSTR - 1	NA	NA	13/04/2021
				GSTR - 3B	NA	NA	22/04/2021

BACK

CONTINUE TO RETURNS DASHBOARD

Note: For taxpayers whose Aggregate Annual Turnover (AATO) is greater than ₹5 Cr., the filing preference will be monthly only, and no option is provided to opt for quarterly return filing.

5. A confirmation message is displayed on the screen. Click the **OK** button.


Note: Below screenshot is displayed when the taxpayer selects the filing frequency as Quarterly.

Dashboard > Returns > Opt-in for Quarterly Return English

Opt-in For Quarterly Return

Financial Year *

2020-21 ▼



Confirmation

Are you sure you would like to file your GSTR-1 and GSTR-3B for the Jan-Mar'21 at Quarterly frequency ?

Quarter	Selected	Period		Applicable return due dates		
				Month 1	Month 2	Month 3
Q1 - Apr-Jun	<input type="radio"/> Monthly	1 st Feb 2020 to 30 th Apr 2020	GSTR - 1	11/05/2020	11/06/2020	11/07/2020
			GSTR - 3B	22/05/2020	22/06/2020	22/07/2020
Q2 - Jul-Sep	<input type="radio"/> Monthly	1 st May 2020 to 31 st Jul 2020	GSTR - 1	11/08/2020	11/09/2020	11/10/2020
			GSTR - 3B	22/08/2020	22/09/2020	22/10/2020
Q3 - Oct-Dec	<input type="radio"/> Monthly	1 st Aug 2020 to 31 st Oct 2020	GSTR - 1	11/11/2020	11/12/2020	11/01/2021
			GSTR - 3B	22/11/2020	22/12/2020	22/01/2021
Q4 - Jan-Mar	<input type="radio"/> Monthly	1 st Nov 2020 to 31 st Jan 2021	GSTR - 1	NA	NA	13/04/2021
	<input checked="" type="radio"/> Quarterly		GSTR - 3B	NA	NA	22/04/2021


Note: Below screenshot is displayed when the taxpayer selects the filing frequency as Monthly.

Dashboard > Returns > Opt-in for Quarterly Return English

Opt-in For Quarterly Return

Financial Year *

2020-21


Confirmation

Are you sure you would like to file your GSTR-1 and GSTR-3B for the Jan-Mar'21 at Monthly frequency ?

Quarter	Selected	Period	Applicable return due dates			
			Month 1	Month 2	Month 3	
Q1 - Apr-Jun	<input type="radio"/> Monthly	1 st Feb 2020 to 30 th Apr 2020	GSTR - 1	11/05/2020	11/06/2020	11/07/2020
			GSTR - 3B	22/05/2020	22/06/2020	22/07/2020
Q2 - Jul-Sep	<input type="radio"/> Monthly	1 st May 2020 to 31 st Jul 2020	GSTR - 1	11/08/2020	11/09/2020	11/10/2020
			GSTR - 3B	22/08/2020	22/09/2020	22/10/2020
Q3 - Oct-Dec	<input type="radio"/> Monthly	1 st Aug 2020 to 31 st Oct 2020	GSTR - 1	11/11/2020	11/12/2020	11/01/2021
			GSTR - 3B	22/11/2020	22/12/2020	22/01/2021
Q4 - Jan-Mar	<input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly	1 st Nov 2020 to 31 st Jan 2021	GSTR - 1	11/02/2021	11/03/2021	11/04/2021
			GSTR - 3B	22/02/2021	22/03/2021	22/04/2021

6. A success message is displayed that confirms successful change of profile to the selected filing frequency. Click the **OK** button.

Skip to Main Content English

Goods and Services Tax

ANAND NIKETAN COOPERATIVE SOCIETY LTD
19AAAAB7699B1ZL

Invoice

Success

Your profile has been saved successfully.

7. Clicking the OK button displays the Opt-in for Quarterly Return page. The screen displays, the filing frequency has been set and the **SAVE** button is disabled.

Note: Once the Taxpayer opts in or opts out of the QRMP scheme, an Email and SMS is sent to the Primary Authorized Signatory of the taxpayer

Quarter	Selected Frequency	Action	Selection available from	Applicable return due dates			
				Form type	Month 1	Month 2	Month 3
Q1 - Apr-Jun	<input type="radio"/> Quarterly		1 st Feb 2020 to 30 th Apr 2020	GSTR - 1	NA	NA	13/07/2020
				GSTR - 3B	NA	NA	24/07/2020
Q2 - Jul-Sep	<input type="radio"/> Quarterly		1 st May 2020 to 31 st Jul 2020	GSTR - 1	NA	NA	13/10/2020
				GSTR - 3B	NA	NA	24/10/2020
Q3 - Oct-Dec	<input type="radio"/> Quarterly		1 st Aug 2020 to 31 st Oct 2020	GSTR - 1	NA	NA	13/01/2021
				GSTR - 3B	NA	NA	24/01/2021
Q4 - Jan-Mar	<input checked="" type="radio"/> Monthly	SAVE	1 st Nov 2020 to 31 st Jan 2021	GSTR - 1	11/02/2021	11/03/2021	11/04/2021
	<input type="radio"/> Quarterly			GSTR - 3B	24/02/2021	24/03/2021	24/04/2021

8. Click the **CONTINUE TO RETURNS DASHBOARD** button to go to the returns page.

Dashboard > Returns English

File Returns

Nil return for GSTR-1, GSTR-3B and CMP-08 can now be filed through SMS.

• Indicates Mandatory Fields

Financial Year • ▼

Return Filing Period • ▼
