

Manual > Filing Nil Form GSTR-3B through Online

How can I file "Nil" Form GSTR-3B return?

'Nil' return can be filed by you for a particular tax period, if you have not made any outward supply (commonly known as sale) and have NOT received any inward supply (commonly known as purchase) of any goods/ services and do not have any tax liability for that particular tax period.

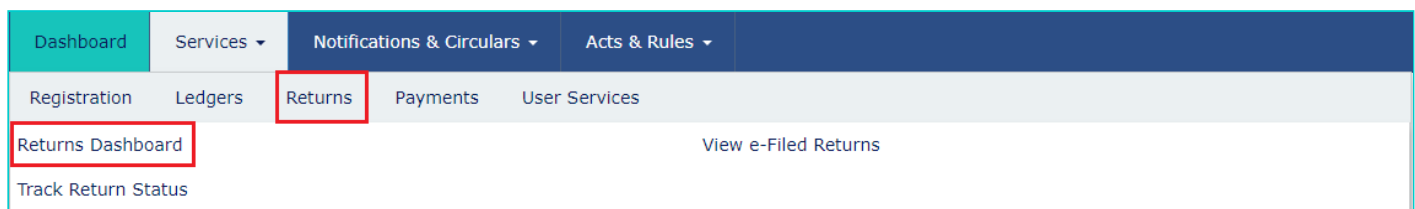
Please note that you can also file Nil Form GSTR-3B using SMS facility. For details [click here](#).

To file Form GSTR-3B Nil return, after login into the GST Portal, perform the following steps:

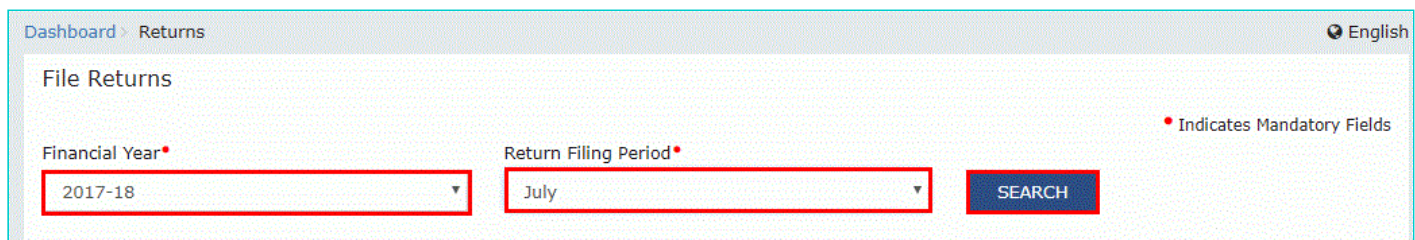
1. [Login and Navigate to Form GSTR-3B – Monthly Return page](#)
2. [Preview Draft Form GSTR-3B](#)
3. [File Form GSTR-3B](#)
4. [Download Filed Return](#)

Login and Navigate to Form GSTR-3B – Monthly Return page

1. Access the www.gst.gov.in URL. The GST Home page is displayed.
2. Login to the GST Portal with valid credentials.
3. Click the **Services > Returns > Returns Dashboard** command.



4. The **File Returns** page is displayed. Select the **Financial Year & Return Filing Period** (Month) for which you want to file the return from the drop-down list.
5. Click the **SEARCH** button.



6. The **File Returns** page is displayed. This page displays the due date of filing the returns, which the taxpayer is required to file using separate tiles.

In the Form GSTR-3B tile, click the **PREPARE ONLINE** button.

Note: The due date for filing Form GSTR-3B is displayed on this page.

Skip to Main Content | A+ | A-

HANIFBHAI MAHMADBHA

Goods and Services Tax

Dashboard | Services | GST Law | Search Taxpayer | Help

Dashboard | Returns | English

File Returns

The dashboard will be made available shortly to the taxpayers who have opted out from

Indicates Mandatory Fields

Financial Year* 2017-18 | Return Filing Period* July | SEARCH

Details of outward supplies of goods or services
GSTR1

Status- Submitted

FILE GSTR1 | PREPARE OFFLINE

Table 6A of FORM GSTR1

PREPARE ONLINE | PREPARE OFFLINE

Auto Drafted details (For view only)
GSTR2A

VIEW | DOWNLOAD

Monthly Return
GSTR3B

PREPARE ONLINE | PREPARE OFFLINE

Top | Top

7. A list of questions is displayed. You need to answer the questions to show the relevant sections applicable to you. Select **Yes** for option A 'Do you want to file Nil return?'.

Note: All other options will get disabled once you select 'Yes' in question A.

8. Click the **NEXT** button.

GSTIN - 97AJIPA1572E7Z8 | Legal Name - ANGAD JASBIRSINGH ARORA | Status - Not Filed
 FY - 2017-18 | Return Period - December | Due Date - 20/01/2018

Please answer the following questions to enable us to show relevant sections

Indicates Mandatory Fields

A. Do you want to file Nil return?*	<input checked="" type="radio"/> Yes <input type="radio"/> NO	<p>Help</p> <p>Based on your answers, relevant tables of GSTR-3B will be visible on the next page. You may go back to previous screen by clicking on Back button.</p>
B. Have you made any supply of goods/services (including nil rated, exempt and non-GST supplies) or received any supplies liable to reverse charge during this tax period? (Table 3.1)*	<input type="radio"/> Yes <input type="radio"/> NO	
C. Have you made any inter-state supplies to unregistered persons, composition taxable persons or UIN holders? (Table 3.2)*	<input type="radio"/> Yes <input type="radio"/> NO	
D. Do you have any claim/reversal of Input tax credit(ITC) on purchase of goods or receipt of services ? (Table 4)*	<input type="radio"/> Yes <input type="radio"/> NO	
E. Have you received any nil rated, exempt or non-GST supplies during this tax period? (Table 5)*	<input type="radio"/> Yes <input type="radio"/> NO	
F. Do you have any interest or late fee (including carry forward late-fee) liability? (Table 5.1)*	<input type="radio"/> Yes <input type="radio"/> NO	
G. Do you have any tax liability due to GST TRAN-1?(System-populated) (Table 6)*	<input type="radio"/> Yes <input type="radio"/> NO	

BACK | NEXT

The **Form GSTR-3B – Filing of Tax** page is displayed.

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

BACK

PREVIEW DRAFT GSTR-3B

FILE GSTR-3B WITH EVC

FILE GSTR-3B WITH DSC

Preview Draft Form GSTR-3B

1. Click the **PREVIEW DRAFT GSTR-3B** button to view the summary page of Form GSTR-3B for your review.

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

BACK

PREVIEW DRAFT GSTR-3B

FILE GSTR-3B WITH EVC

FILE GSTR-3B WITH DSC

2. This button will download the draft summary page of your Form GSTR-3B for your review. All entries will be zeroes. Since, no payment is involved, therefore, table 6.1 will not be there. The PDF file generated would bear watermark of 'DRAFT' as the details are yet to be filed.

Form GSTR-3B

[See rule 61(5)]

Year	2017-18
Month	December

1. GSTIN	97AJIPA1572E7Z8
2. Legal name of the registered person	ANGAD JASBIRSINGH ARORA

3.1 Tax on outward and reverse charge inward supplies

Nature of Supplies	Total Taxable value	Integrated Tax	Central Tax	State/UT Tax	Cess
(a) Outward taxable supplies (other than zero rated, nil rated and exempted)	0	0	0	0	0
(b) Outward taxable supplies (zero rated)	0	0	-	-	0
(c) Other outward supplies (Nil rated, exempted)	0	-	-	-	-
(d) Inward supplies (liable to reverse charge)	0	0	0	0	0
(e) Non-GST outward supplies	0	-	-	-	-

3.2 Inter-state supplies

Nature of Supplies	Total Taxable value	Integrated Tax
Supplies made to Unregistered Persons	0	0
Supplies made to Composition Taxable Persons	0	0
Supplies made to UIN holders	0	0

File Form GSTR-3B

1. Select the checkbox for declaration.
2. From the **Authorised Signatory** drop-down list, select the authorized signatory.
3. Click the **FILE GSTR-3B WITH DSC** or **FILE GSTR-3B WITH EVC** button.

Dashboard > Returns > GSTR3B > Filing of Tax English


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

Authorised Signatory*

ANGAD ARORA

BACK PREVIEW DRAFT GSTR-3B FILE GSTR-3B WITH EVC FILE GSTR-3B WITH DSC

4. Click the **PROCEED** button.



Warning

You are about to file GSTR-3B. Would you like to proceed?

CANCEL PROCEED

FILE Form GSTR-3B WITH DSC:

- a. Select the certificate and click the **SIGN** button.

FILE Form GSTR-3B WITH EVC:

- a. Enter the OTP sent on email and mobile number of the Authorized Signatory registered at the GST Portal and click the **VERIFY** button.

Enter One Time Password ×

Your OTP has been sent to your mobile no. Please enter your OTP here

CANCEL VERIFY

5. The success message is displayed. Click the **OK** button.



Filing Successful

GSTR-3B of GSTIN **97AJIPA1572E7Z8** for the month **December - 2017** has been successfully filed on **12/02/2018 at 11:38**.

The Acknowledgment Reference Number: is **AA971217000001X**.

The GSTR-3B can be viewed on your Dashboard Login=>Taxpayer Dashboard=>Returns=>View e-filed return.

This message is sent to your registered Email ID and Mobile Number.

OK

The status of Form GSTR-3B is changed to Filed.

Download Filed Return

1. Click the **DOWNLOAD FILED GSTR-3B** button to download the filed return.

Dashboard > Returns > GSTR3B > Filing of Tax English

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

Authorised Signatory *

ANGAD ARORA

BACK **DOWNLOAD FILED GSTR-3B** FILE GSTR-3B WITH EVC FILE GSTR-3B WITH DSC

The PDF file generated would now bear watermark of final Form GSTR-3B.

2. Click the **Back** button.

3. The **File Returns** page is displayed. Select the **Financial Year & Return Filing Period** (Month) for which you want to view the return from the drop-down list.

4. Click the **SEARCH** button.

* Indicates Mandatory Fields

Financial Year * 2017-18

Return Filing Period * December

SEARCH

Status of the Form GSTR-3B return changes to "Filed". You can click the **VIEW GSTR3B** button to view the Form GSTR-3B return.

Financial Year*

2017-18

Return Filing Period*

December

SEARCH

Details of outward supplies of goods or services
GSTR1

Status- **Submitted**

FILE GSTR1

PREPARE OFFLINE

Table 6A of FORM GSTR1

PREPARE ONLINE

PREPARE OFFLINE

Auto Drafted details (For view only)
GSTR2A

VIEW

DOWNLOAD

Monthly Return
GSTR3B

Status- **Filed**

VIEW GSTR3B

PREPARE OFFLINE