

# Manual > GSTR-7A

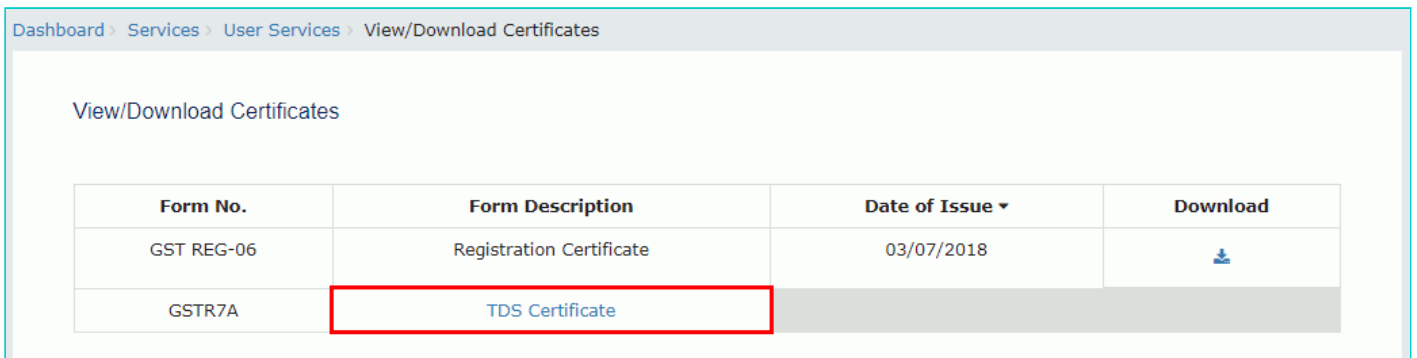
## I am a Deductor. How can I view Form GSTR-7A?

To view Form GSTR-7A, perform following steps:

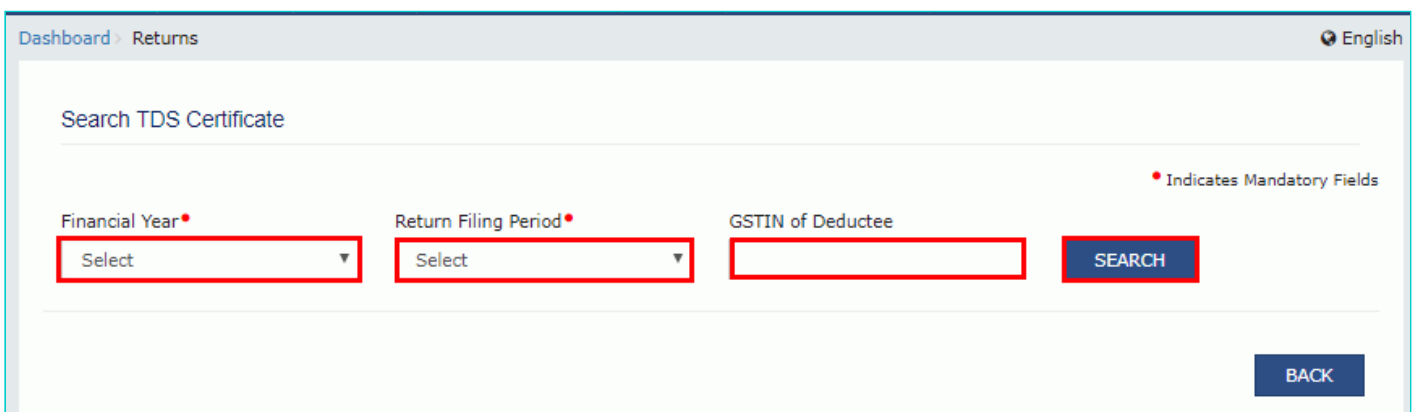
1. Access the [www.gst.gov.in](http://www.gst.gov.in) URL. The GST Home page is displayed.
2. Login to the GST Portal with valid credentials.
3. Click the **Services > User Services > View/Download Certificates** command.



3. The **View/Download Certificates** page is displayed. Click the **TDS Certificate** link.



4. Select the **Financial Year** and **Return Filing Period** from the drop-down list.
  5. In the **GSTIN of Deductee** field, you can also enter the GSTIN of Deductee.
- Note:** If GSTIN of Deductee is not entered, the downloaded certificate will contain the details of deductees for the selected relevant period.
6. Click the **SEARCH** button.



7. The search results are displayed. You can click the **Download** link to download the TDS Certificate.

Dashboard > Returns English


Search TDS Certificate

• Indicates Mandatory Fields

Financial Year\*  Return Filing Period\*  GSTIN of Deductee

**SEARCH**

TDS Certificates

Form No.	Form Description	GSTIN of Deductee	Legal name of deductee	Trade name of deductee	Return Period	Download
GSTR7A	TDS Certificate	20ALYPD6528P2ZI	Gyanendra Prakash Dwivedi	Comp Jha Ltd	February 2018	

**BACK**

8. The TDS Certificate is displayed in PDF format.

**Form GSTR 7A**  
[See rule 66(3)]

**Tax Deduction at Source Certificate**

- TDS Certificate No. - TD/022018/1000000009
- GSTIN of deductor - 29ACXPK3463AADD
- Name of deductor - Mukesh Dhanjibhai Karshala
- GSTIN of deductee - 20ALYPD6528P2ZI
- (a) Legal name of the deductee - Gyanendra Prakash Dwivedi  
(b) Trade name, if any - Comp Jha Ltd
- Tax Period in which tax deducted and accounted for in GSTR-7 - February 2018
- Details of supplies and amount of tax deducted

Value on which Tax Deducted (₹)	Amount of Tax Deducted at Source (₹)		
	Integrated Tax	Central Tax	State/UT Tax
1,999.00	39.98	0.00	0.00

*This is a system generated certificate and no signature is required.*

## I am a Deductee. How can I view Form GSTR-7A?

To view Form GSTR-7A, perform following steps:

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 > User Services > View/Download Certificates** command.



The screenshot shows the GST Portal dashboard with the following navigation menu:

- Dashboard
- Services (selected)
- GST Law
- Search Taxpayer
- Help
- e-Way Bill System

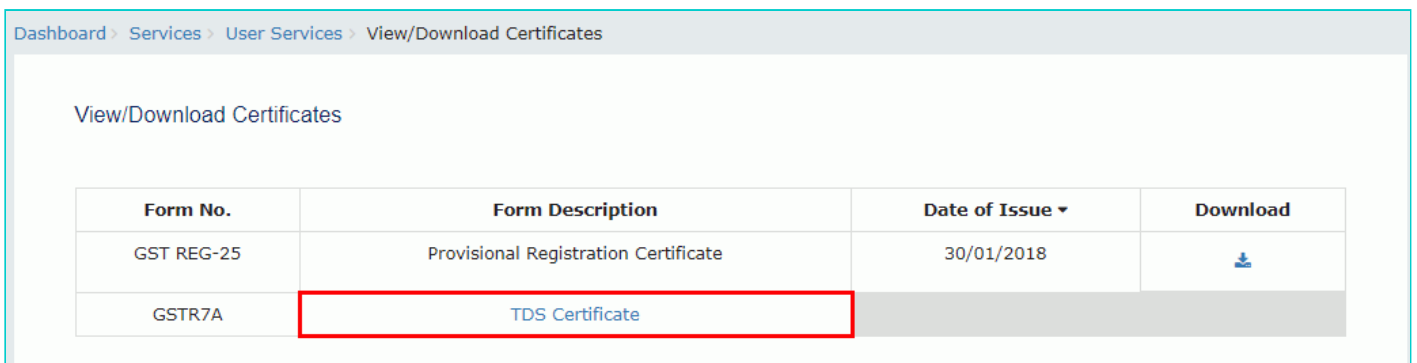
Under the Services menu, the following options are listed:

- Registration
- Ledgers
- Returns
- Payments
- User Services (selected)
- Refunds


Under the User Services menu, the following options are listed:

- My Saved Applications
- View/Download Certificates (highlighted with a red box)
- View My Submissions
- Search HSN / Service Classification Code
- Feedback
- Generate User Id for Advance Ruling
- Engage / Disengage GST Practitioner (GSTP)
- My Applications
- View Notices and Orders
- Contacts
- Holiday List
- Grievance / Complaints
- Locate GST Practitioner (GSTP)
- View Additional Notices/Orders

3. The **View/Download Certificates** page is displayed. Click the **TDS Certificate** link.



The screenshot shows the View/Download Certificates page with the following table:

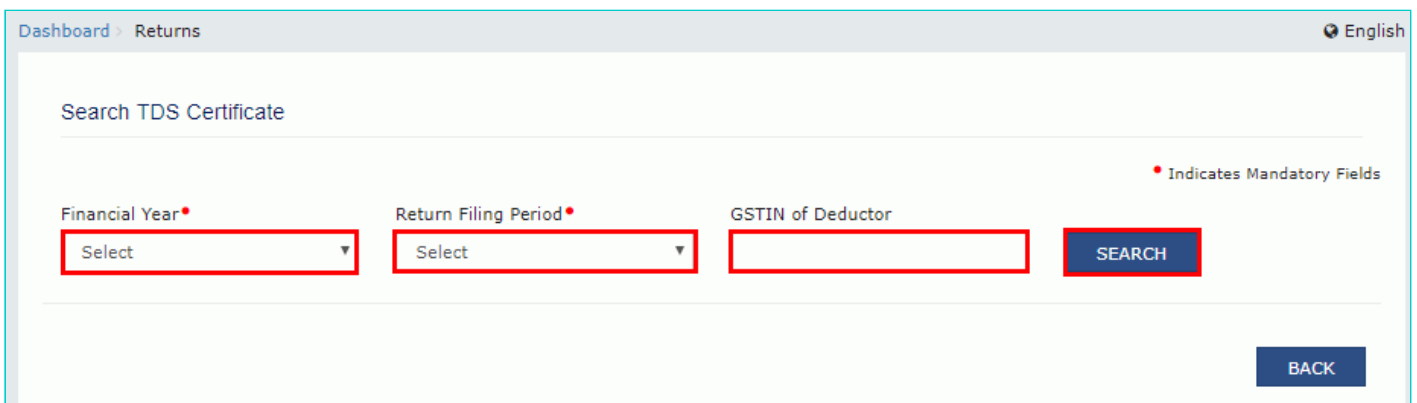
Form No.	Form Description	Date of Issue	Download
GST REG-25	Provisional Registration Certificate	30/01/2018	
GSTR7A	TDS Certificate (highlighted with a red box)		

4. Select the **Financial Year** and **Return Filing Period** from the drop-down list.

5. In the **GSTIN of Deductor** field, you can also enter the GSTIN of Deductor.

**Note:** If GSTIN of Deductor is not entered, the certificate will be generated having details of all the deductors, who have deducted tax in the selected relevant period.

6. Click the **SEARCH** button.



The screenshot shows the Search TDS Certificate page with the following form:

Search TDS Certificate

Indicates Mandatory Fields

Financial Year\* (Select) Return Filing Period\* (Select) GSTIN of Deductor

SEARCH

BACK

7. The search results are displayed. You can click the **Download** link to download the TDS Certificate.

## Search TDS Certificate

• Indicates Mandatory Fields

Financial Year\*

2017-18


Return Filing Period\*

January

GSTIN of Deductor

SEARCH

## TDS Certificates

Form No.	Form Description	GSTIN of Deductor	Legal name of deductor	Trade name of deductor	Return Period	Download
GSTR7A	TDS Certificate	29ACXPK3463AXDQ	Mukesh Dhanjibhai Karshala	-	January 2018	

BACK

8. The TDS Certificate is displayed in PDF format.

## Form GSTR 7A

[See rule 66(3)]

## Tax Deduction at Source Certificate

- TDS Certificate No. - TD/012018/1000000011
- GSTIN of deductor - 29ACXPK3463AXDQ
- Name of deductor - Mukesh Dhanjibhai Karshala
- GSTIN of deductee - 09SSAUP0013A1ZS
- (a) Legal name of the deductee - UP TaxPayer 13 Ltd  
(b) Trade name, if any - UP TaxPayer 13 Ltd
- Tax Period in which tax deducted and accounted for in GSTR-7 - January 2018

## 7. Details of supplies and amount of tax deducted

Value on which Tax Deducted (₹)	Amount of Tax Deducted at Source (₹)		
	Integrated Tax	Central Tax	State/UT Tax
1,000.00	20.00	0.00	0.00

This is a system generated certificate and no signature is required.