# SREE ASSOCIATES

# GST Monthly Compliance Calendar

This checklist is a practical starting point only. The exact documents, deadlines and statutory requirements depend on the taxpayer, entity, transaction and applicable law. Confirm the current position before filing or acting.

| Checklist item |
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| • Review sales and purchase data |
| • Reconcile input tax credit |
| • Prepare outward supply data |
| • File GSTR-1 / applicable return |
| • Prepare and file GSTR-3B / applicable return |
| • Review e-invoice / e-way bill compliance where applicable |
| • Track notices, mismatches and payment requirements |
| • Keep filing acknowledgements and workings on record |

For professional assistance, contact SREE ASSOCIATES: 9493354444 | office@sreeassociates.co