CREDIT NOTE

Issued under section 34 of the CGST Act, 2017. Serial number: up to 16 characters, unique for the financial year.

Supplier details	**Recipient details**
Business name: _____	Recipient name: _____
Address: _____	Address: _____
State and state code: _____	State and state code: _____
GSTIN: _____	GSTIN / UIN (if registered): _____

Credit note no. (e.g. CN/2026-27/001)	
Credit note date	
Original tax invoice no.	
Original tax invoice date	
Place of supply (state)	
Reason (sales return / excess value / excess tax / deficient service)	

S.No	Description	HSN/SAC	Qty	Unit	Rate (₹)	Taxable value (₹)	GST %	CGST (₹)	SGST/UTGST (₹)	IGST (₹)	Total (₹)
1											
2											
3											
4											
5											
6											
Total taxable value											
Total CGST											
Total SGST/UTGST											
Total IGST											
Grand total											
Amount in words											

Use CGST + SGST/UTGST when the supplier and place of supply are in the same state or UT; use IGST when they differ.

Terms and details

Adjustment method (against future invoices / refund)	
Remarks	

Signature: _____ Date: _____

For [Supplier business name] - Authorised signatory