Intellitax Solutions

GST notice response checklist

Notice review and reply preparation · Use with the notice you received

GSTIN | NOTICE REFERENCE | RESPONSE DEADLINE

Use this list to gather the notice and supporting records before a reply is drafted. Tick what you have and note what is missing. Requirements vary with the notice type, period and authority — this is a general checklist, not a legal opinion or a guarantee of outcome.

01 Notice and deadline

- [ ] **Complete notice**
  Every page, annexure, schedule and attachment — not just the first page.
- [ ] **Notice type and reference**
  Notice number, issuing authority, date of issue and the response mode stated.
- [ ] **Response deadline**
  The date and time shown in the notice, plus any portal status or reminder received.
- [ ] **GSTIN and registration details**
  Legal name, trade name, principal place of business and registration status.
- [ ] **Earlier reminders**
  Any follow-up notice, reminder or officer communication about the same matter.

02 Returns and reconciliation

- [ ] **Returns for the period**
  GSTR-1, GSTR-3B, GSTR-9 or any other return referred to in the notice.
- [ ] **GSTR-2A / 2B**
  Auto-drafted statements for the period or periods involved.
- [ ] **Sales register**
  Invoices, credit notes, debit notes and export or exempt supplies.
- [ ] **Purchase register**
  Purchase invoices, ITC eligibility notes and any blocked-credit items.
- [ ] **Reconciliation workings**
  Any existing reconciliation between books, returns and payments.

03 Evidence and payments

- [ ] **Tax and interest challans**
  Payment references, dates and amounts for the period mentioned.

- [ ] **Bank statements**
  Relevant entries showing receipts, payments and tax transfers.
- [ ] **E-way bills and transport records**
  Where the notice concerns movement of goods or e-way bill mismatches.
- [ ] **Contracts and supporting documents**
  Agreements, purchase orders or other evidence for the transactions in question.
- [ ] **Refund or credit records**
  Refund applications, credit ledger balances and related acknowledgements.

04 Earlier correspondence

- [ ] **Previous replies**
  Any reply already filed, with acknowledgement or portal reference.
- [ ] **Officer emails and hearing notes**
  Emails, letters, notices of hearing and notes from any discussion.
- [ ] **Authorisation documents**
  POA or authorisation if someone else is responding for the business.
- [ ] **Internal notes**
  A short timeline of what happened, who was responsible and what changed.

05 Before you reply

- [ ] **Read the annexure**
  Confirm exactly what is disputed or requested before drafting.
- [ ] **Reconcile the numbers**
  Match returns, books, challans and bank records; explain differences.
- [ ] **Check the deadline**
  Do not rely only on a portal status if the notice states a different date.
- [ ] **Keep copies**
  Save the complete notice, draft, attachments and filed acknowledgement.
- [ ] **Confirm the next step**
  Record what happens after filing: acknowledgement, hearing or further response.

Need help with a document or a notice?
Call +91 94453 21824 or email intellitaxsolutionsofficial@gmail.com. Office hours: Mon–Sat, 10:00–18:00.

General information only · Last reviewed 20 October 2026 · Intellitax Solutions · Chennai