TAX INVOICE

GST invoice format for a payroll outsourcing company

Supplier name	Your business name	**Customer name**	Customer / business name
Address	Shop/office address, city, state, PIN	**Customer address**	Billing address
GSTIN	27ABCDE1234F1Z5	**Customer GSTIN**	If registered (B2B)
Invoice no.	INV/25-26/0001	**Payroll month**	
Invoice date	DD/MM/YYYY	**Employee count**	
Place of supply	State name (state code)	**Statutory filings done**	
		Client entity and state	
		Full-and-final settlements	
		Service model	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Payroll processing, October 2026, per employee	998223	240 NOS	90.00	21,600.00	18%	1,944.00	1,944.00	25,488.00
2	PF and ESIC monthly returns and challan preparation	998223	1 OTH	3,500.00	3,500.00	18%	315.00	315.00	4,130.00
3	Quarterly TDS return on salaries, Form 24Q, Q2	998239	1 OTH	4,000.00	4,000.00	18%	360.00	360.00	4,720.00
4	Full-and-final settlement processing	998223	6 NOS	400.00	2,400.00	18%	216.00	216.00	2,832.00
5	Payslip portal and employee helpdesk, monthly	998223	1 OTH	5,000.00	5,000.00	18%	450.00	450.00	5,900.00
								Taxable	36,500.00
								GST	6,570.00
								Total (Rs.)	**43,070.00**

Inter-state sale? Replace CGST + SGST with IGST at the full GST rate.

Amount in words: _____

Bank / UPI details: _____

Declaration: We declare that this invoice shows the actual price of the goods/services described and that all particulars are true and correct.

For (Supplier name) — Authorised signatory

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