Reverse charge GST invoice

Editable sample letter: replace the details with your own records before signing

INVOICE (TAX NOT COLLECTED)
Supplier: [Company]
Supplier GSTIN: 27ABCDE1234F1Z5 (replace)
Invoice number: LDS-2026-019
Invoice date: 5 October 2026
Recipient: [Recipient Business Name]
Recipient GSTIN: 27PQRST5678K1Z2 (replace)
Place of supply: Maharashtra
Description: site security for 1 to 31 October 2026
SAC: the code this supplier already uses
Taxable value: INR 20000
Tax collected by the supplier: INR 0
Amount payable to the supplier: INR 20000
Statement: GST is payable by the recipient under reverse charge. The supplier has not collected tax on this invoice.
The category of reverse charge is whatever the supplier's tax adviser has already confirmed. This page does not name a section and does not choose a rate.
This invoice does not create an IRN.