

Instructions for entering the KGST details through Form 10

1. Login to e-Filing through www.keralataxes.gov.in
2. After entering the user-id and password, select [FILE RETURN](#) link
3. Select the link [Form 10 \(VAT / KGST\)](#)
4. After selecting the Assessment Year, Return Type and Month, click proceed to reach the data entry form.
5. For entering the KGST related transactions, select the link [A5 Turnover under KGST](#)
6. Select the commodity and enter the Total and Exempted Turnover details.
7. Taxable Turnover and Tax Due details are automatically shown by the system.
8. Enter the details like Tax collected, Additional Sales Tax (if applicable), Surcharge (if applicable) and TOT Due (if applicable). Enter zero wherever not applicable.
9. Enter the KGST Cess (if applicable) in the field **(xxvii) Cess Payable (KGST)** in the [KVAT Summary](#) link.
10. After completing the above, the FORM 10 can be generated through the [View Form 10](#) link. The details would be reflected in the sections **A(5) TURNOVER OF GOODS UNDER FOURTH SCHEDULE(KGST)** and **Part I(d) Summary statement (KGST)**.
11. The payment can be made through the link [Make e-Payment](#), where the KGST tax would be separately shown in the corresponding head.