Commercial Taxes Department

Government of Tamil Nadu

Tamil Nadu VAT Implementation,

Guide for Returns Process of Unregistered Dealers

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Version 1.0

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Abbreviation	Description
CIR	Circle
CST	Central Sales Tax
CTD	Commercial Taxes Department
CTO	Commercial Taxes Officer
DIV	Division
DTH	Direct to Home Service
ET	Entertainment Tax
FTCS	Fast Track Clearance System
HQ	Head Quarters
LT	Luxury tax
LTU	Large Taxpayer's Unit
PAN	Permanent Account Number
TCS	Tata Consultancy Services Ltd
TIN	Tax Payer's Identification Number
TN	Tamil Nadu
TNSWAN	Tamil Nadu State Wide Area Network
URS	User Requirements Specifications
VAT	Value Added Tax

1. Introduction

The Tamil Nadu VAT portal is designed to provide the dealers an online access to the application. They need not to go to the Department to simply access any e-Services which includes e-Communication, e-Registration, File My Return and e-Payment and so on.

Instead they will be able to access these services from anyplace. Following are the e-Services which the dealers will access through the portal:

- e-Registration
- e-Amendment
- e-Cancellation
- e-Returns

2. Returns

Returns module is the interface between a dealer and the Commercial Taxes Department, Tamil Nadu All registered dealers are required to pay the due taxes and file the returns of the tax liability. The dealers as provide particulars of their sales and purchases accompanied by proof of full payment of any tax due, to the appropriate authority.

2.1. BT Form N Returns (Without Login)

1. Click Portal Home Page Link, and Click **e-Returns for Unregistered Dealers** link provided on left most of the home screen in Dealer Services.

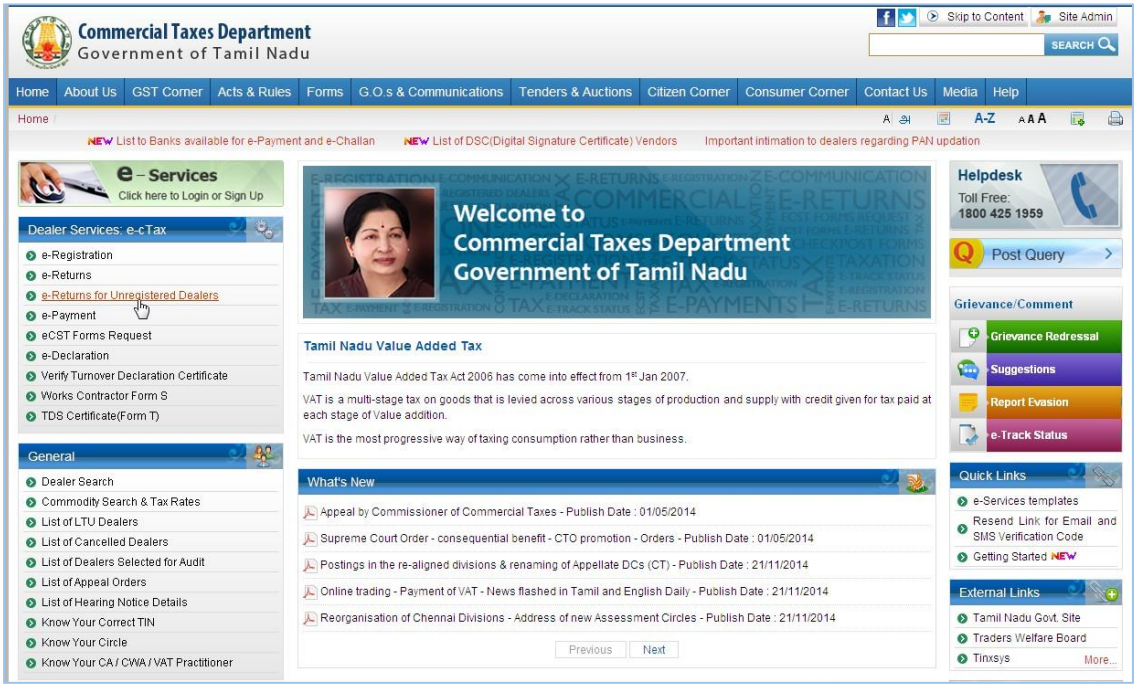

Figure 1: Home Returns Screen

2. Select BT FORM N from given list of forms. Click **Submit** button.

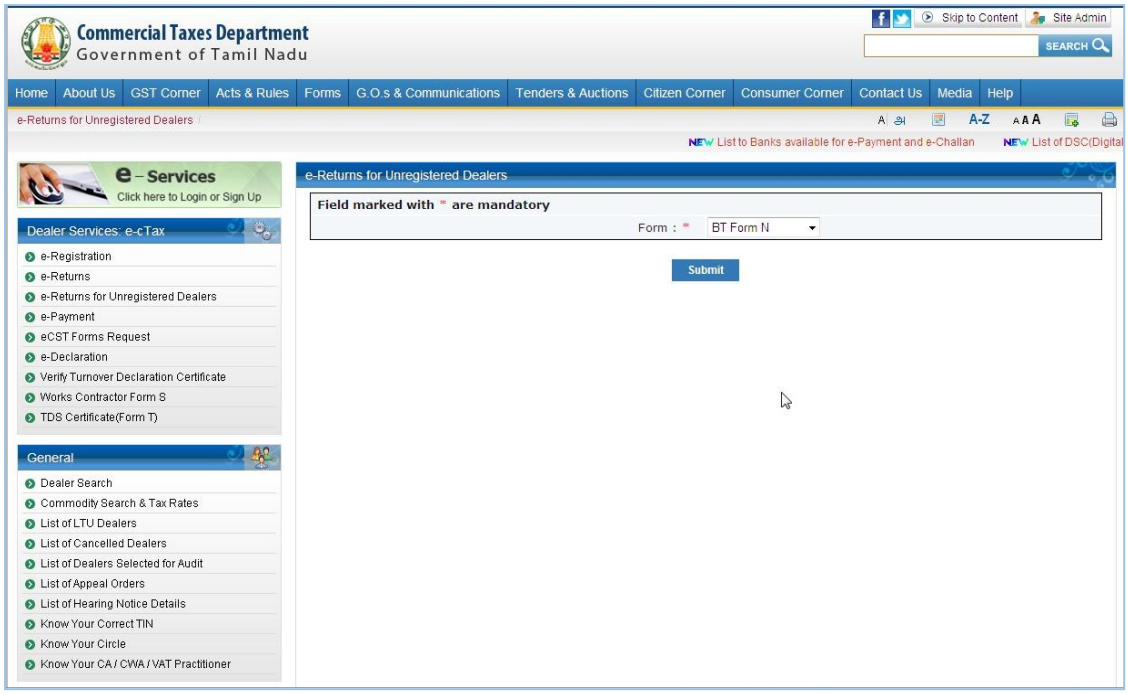

Figure 2: e- Returns Screen

3. After Submit, **BT FORM N** page will open; User will enter all details on the Form.

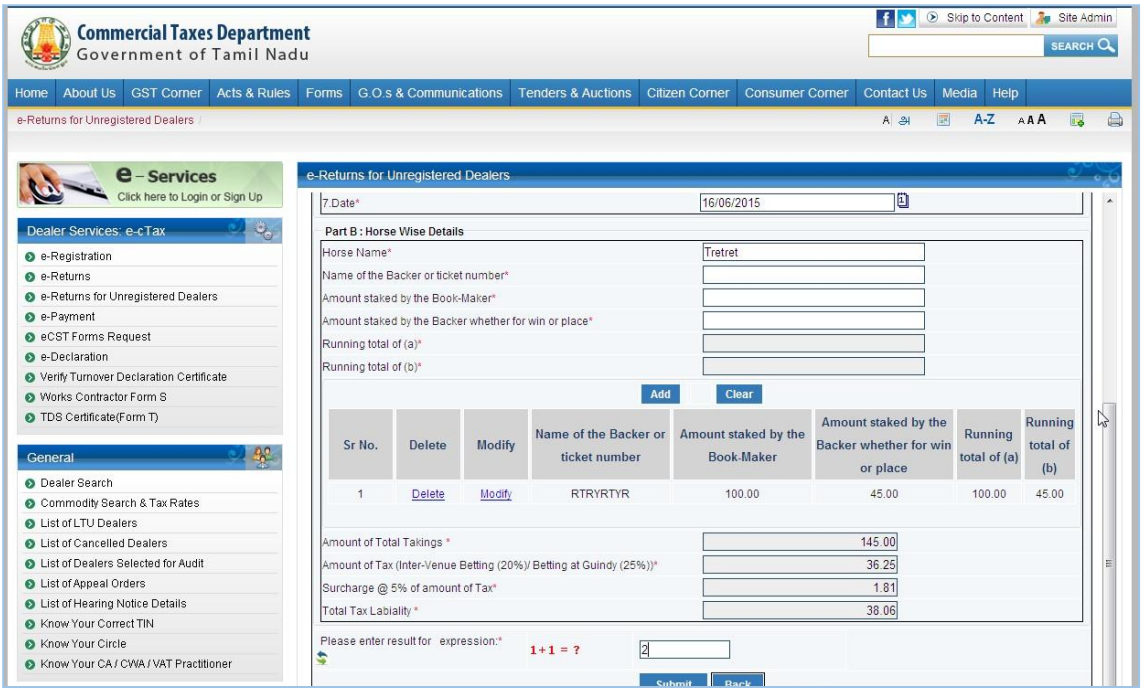

Figure 3: e- Returns Screen

4. Click "**Submit button"** for submit returns. Return is submitted successfully and Acknowledgement receipt is generated .

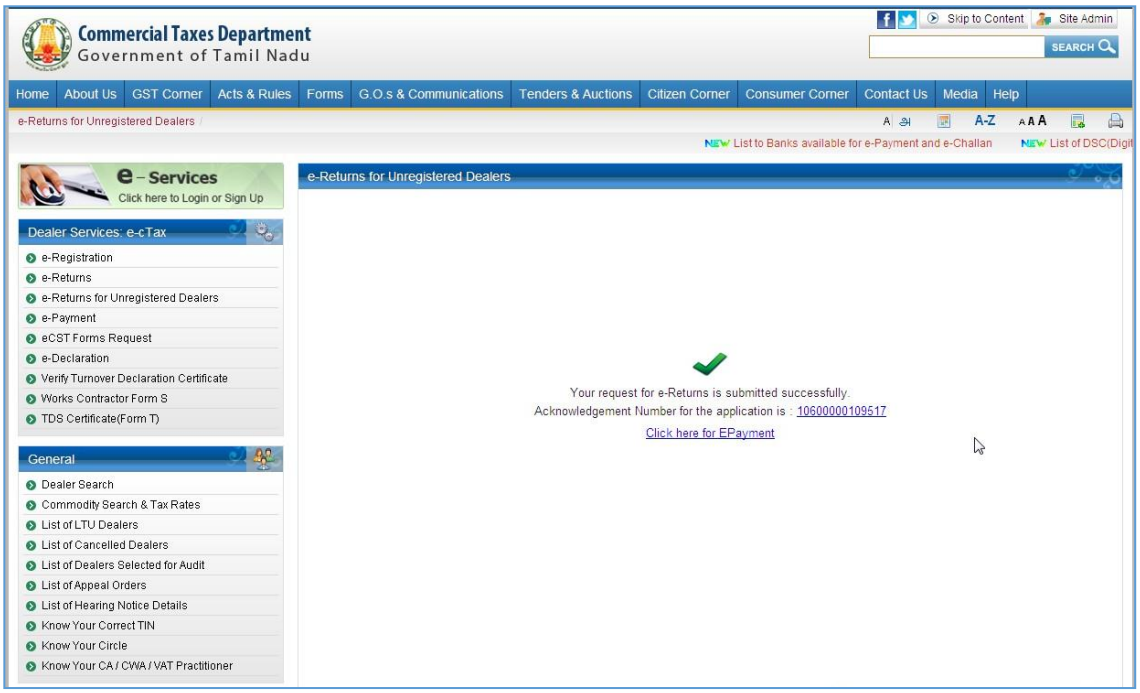

Figure 4: File My Return Screen

5.Click **Acknowledgement Number** to generate Acknowledgement Receipt.

Figure 5: Acknowledgement Receipt Screen

2.2 BT Form O Returns

1. After Selecting **BT FORM O** from list of form, this page will open user can fill all the details for returns.

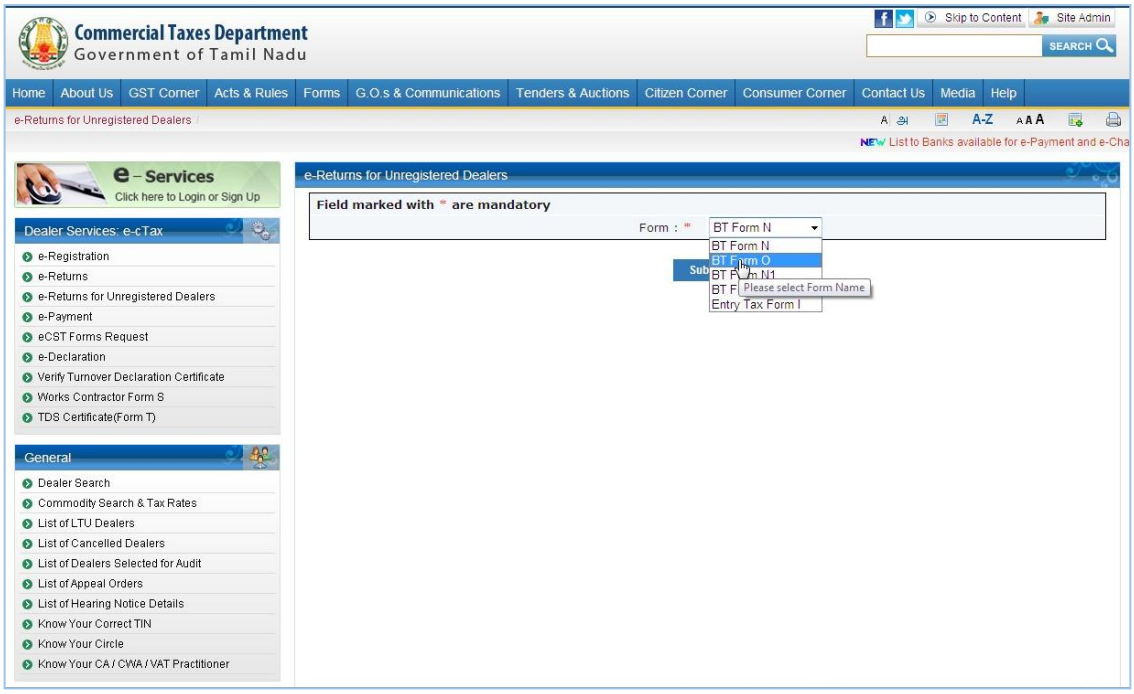

Figure 6: File My Return Screen

2. After Submit, **BT FORM O** page will open; User will enter all details on the Form.

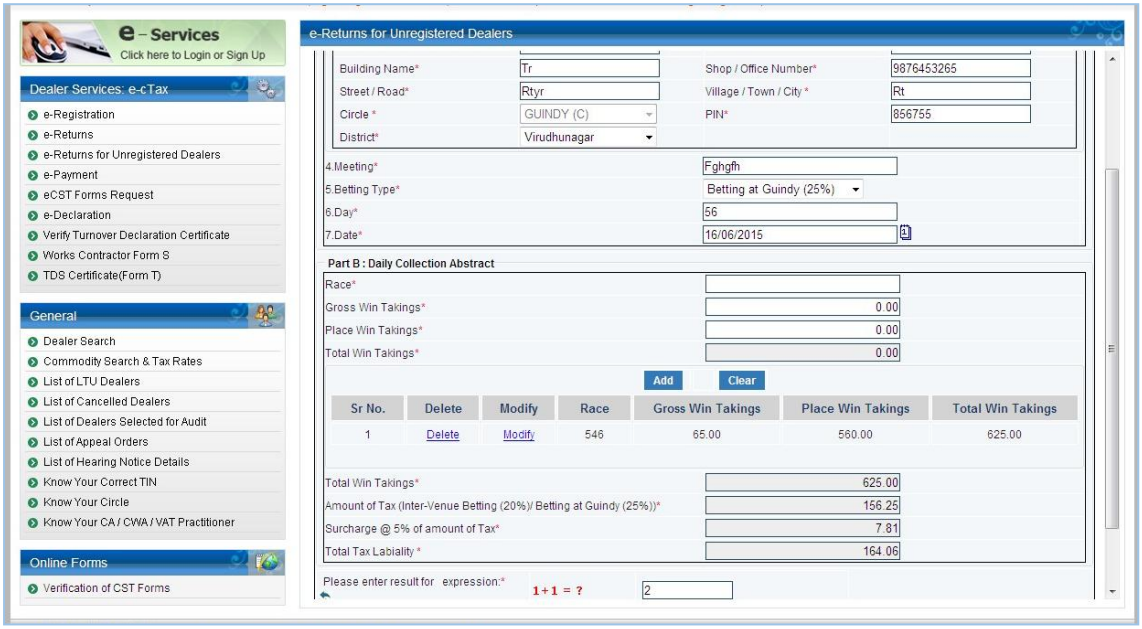

Figure 7: File My Return Screen

3. Return is submitted successfully and Acknowledgement receipt is generated.

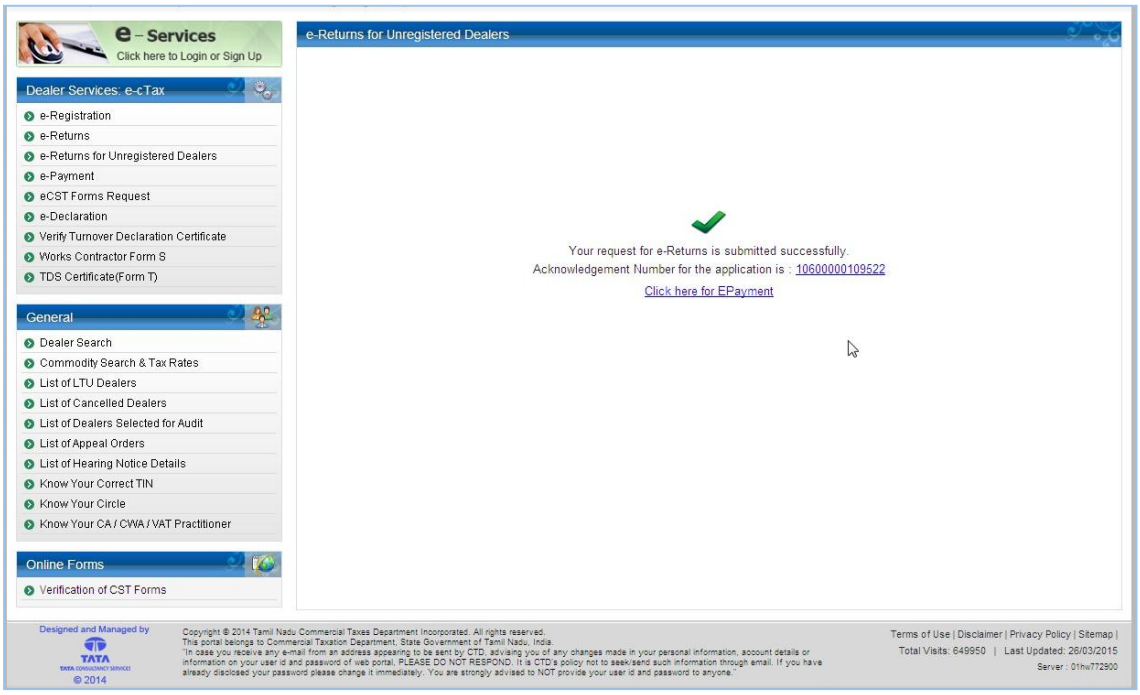

Figure 8: File My Return Screen

2.3 BT Form N1

1. Select **BT FORM N1** from given list of forms.

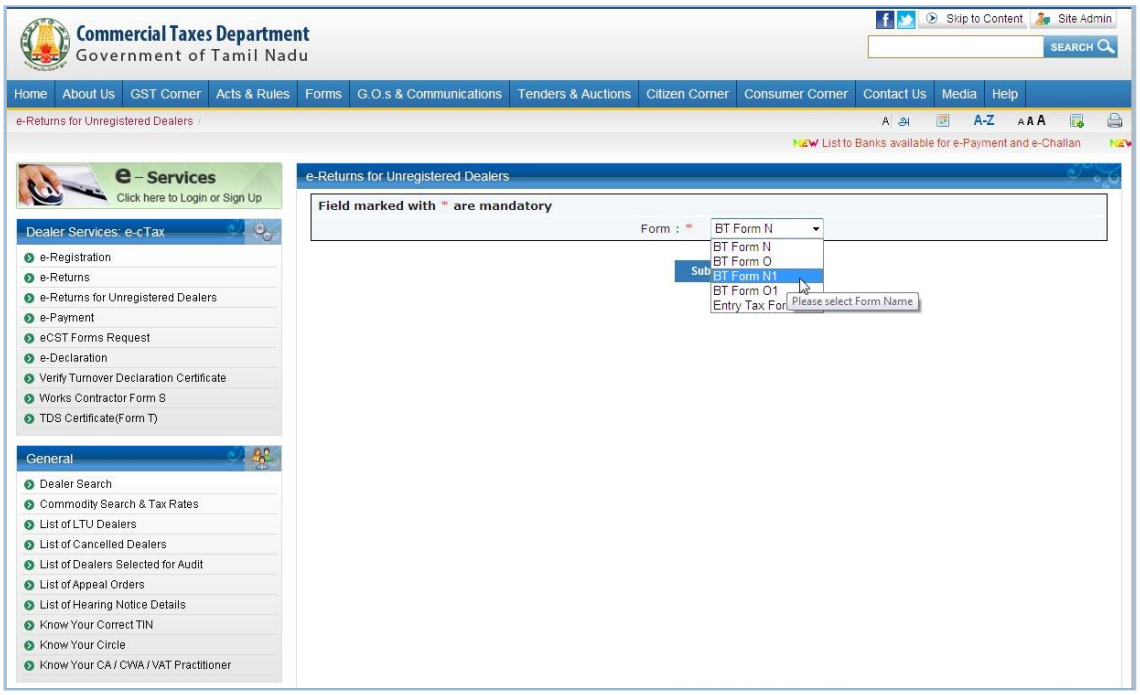

Figure 9: File My Return Screen

2. After Submit, **BT FORM N1** page will open; User will enter all details on the Form.

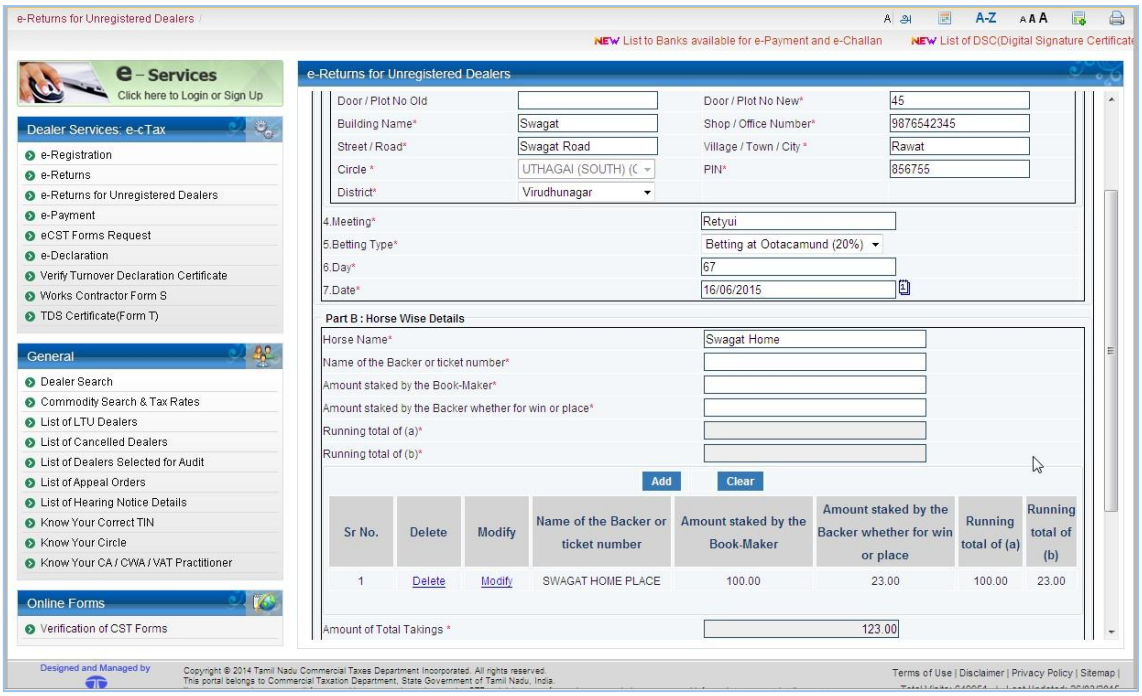

Figure 10: File My Return Screen

3. Return is submitted successfully and Acknowledgement receipt is generated.

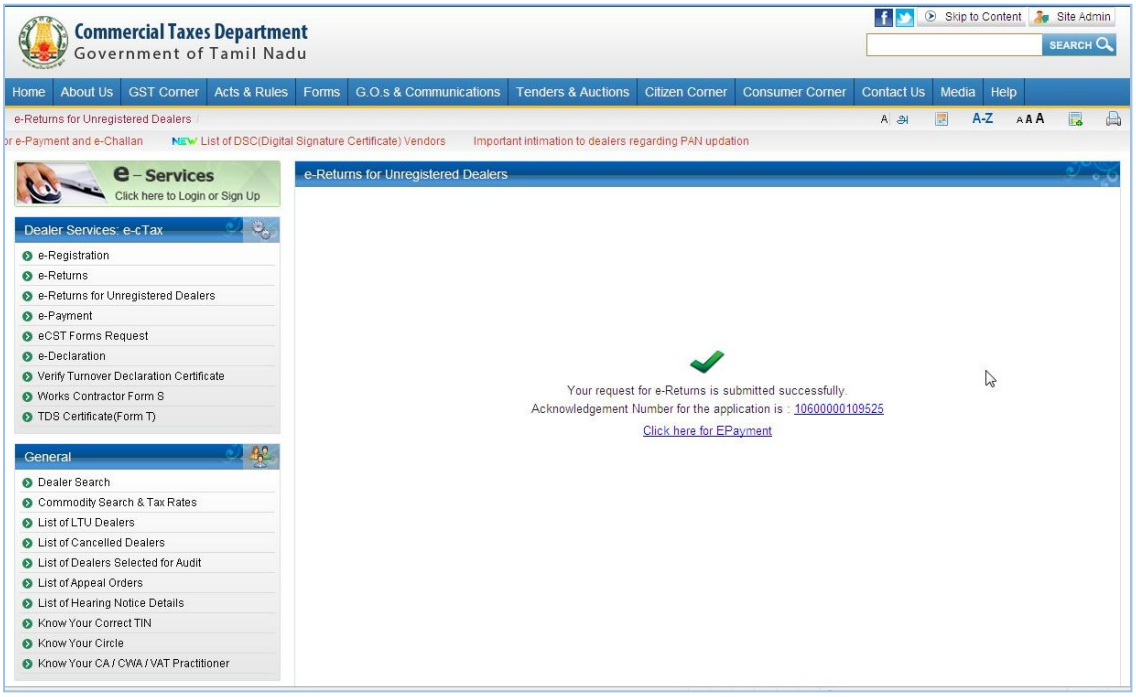

Figure 11: File My Return Screen

2.4 BT Form O1 Returns

1. Select **BT FORM O1** from given list of forms.

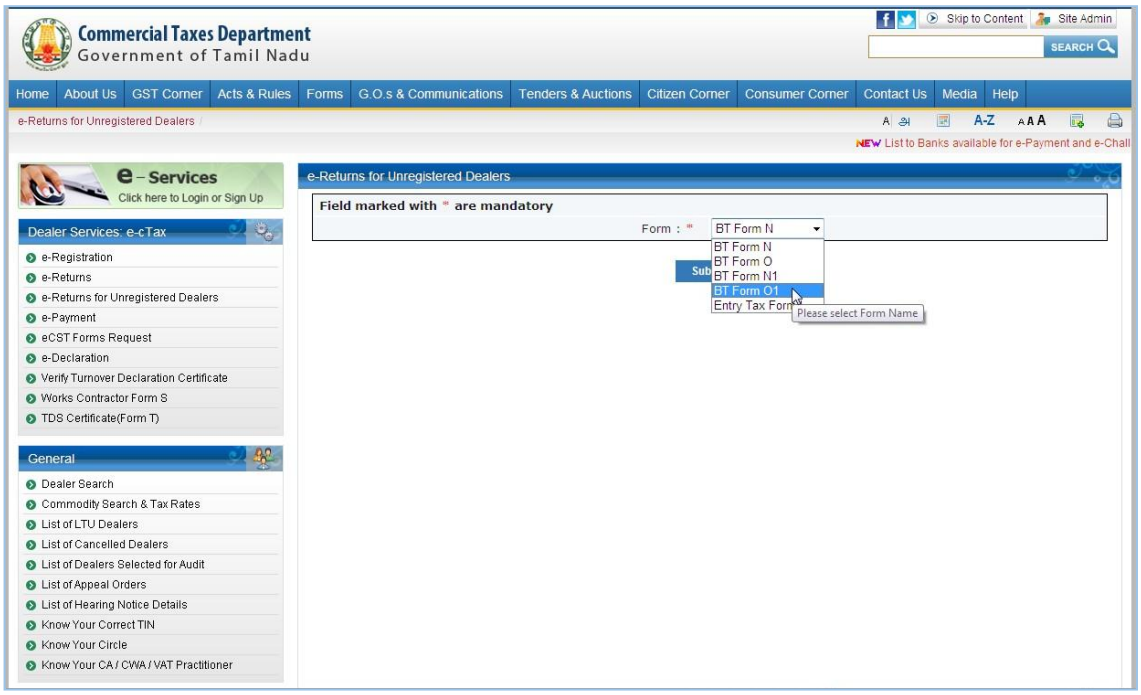

Figure 12: File My Return Screen

2. After Submit, **BT FORM O1** page will open; User will enter all details on the Form.

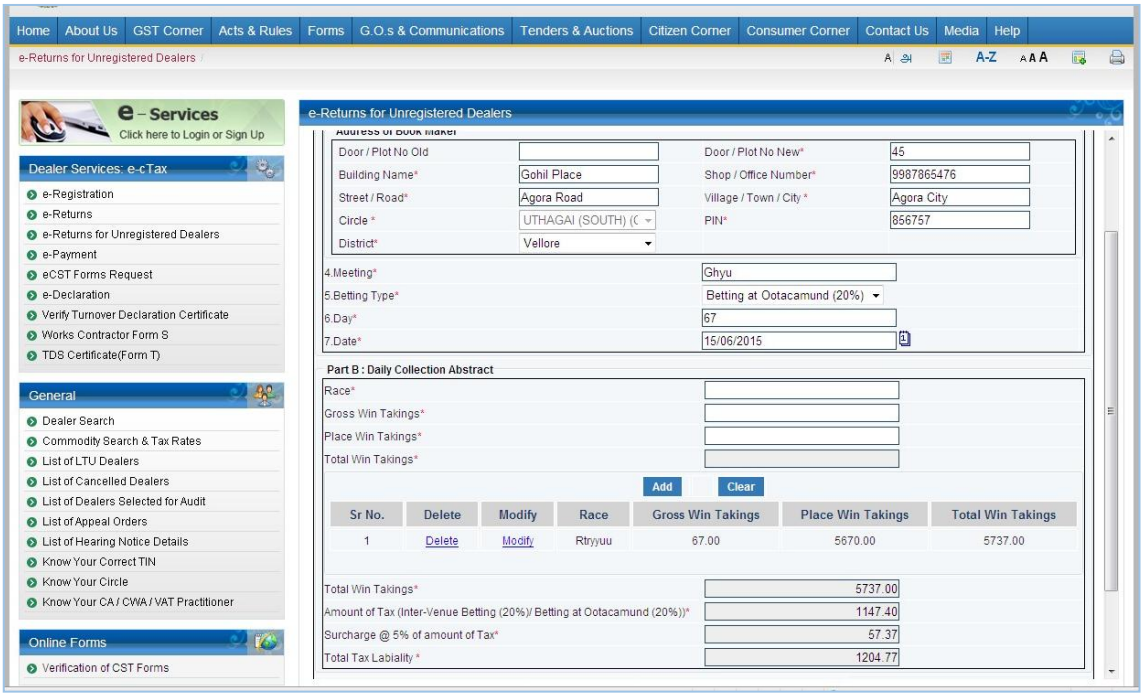

Figure 13: File My Return Screen

3. Return is submitted successfully and Acknowledgement receipt is generated.

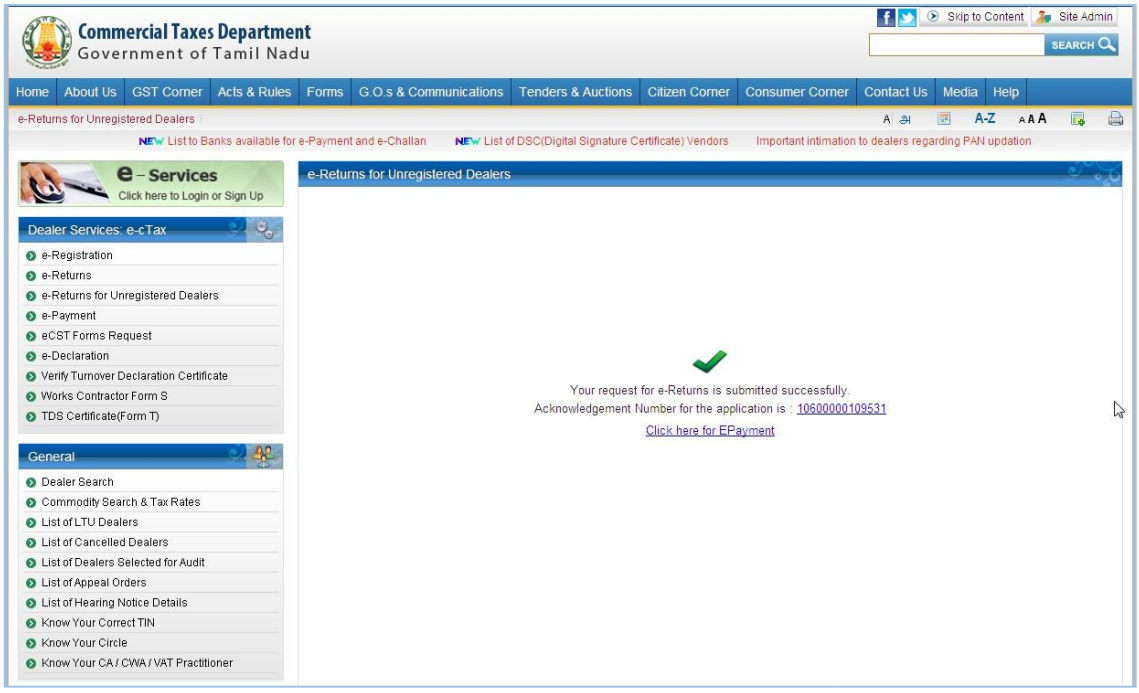

Figure 14: File My Return Screen

2.5 Entry Tax Form 1 Returns (Unregistered user)

1. Select **Entry Tax Form I** from given list of forms.

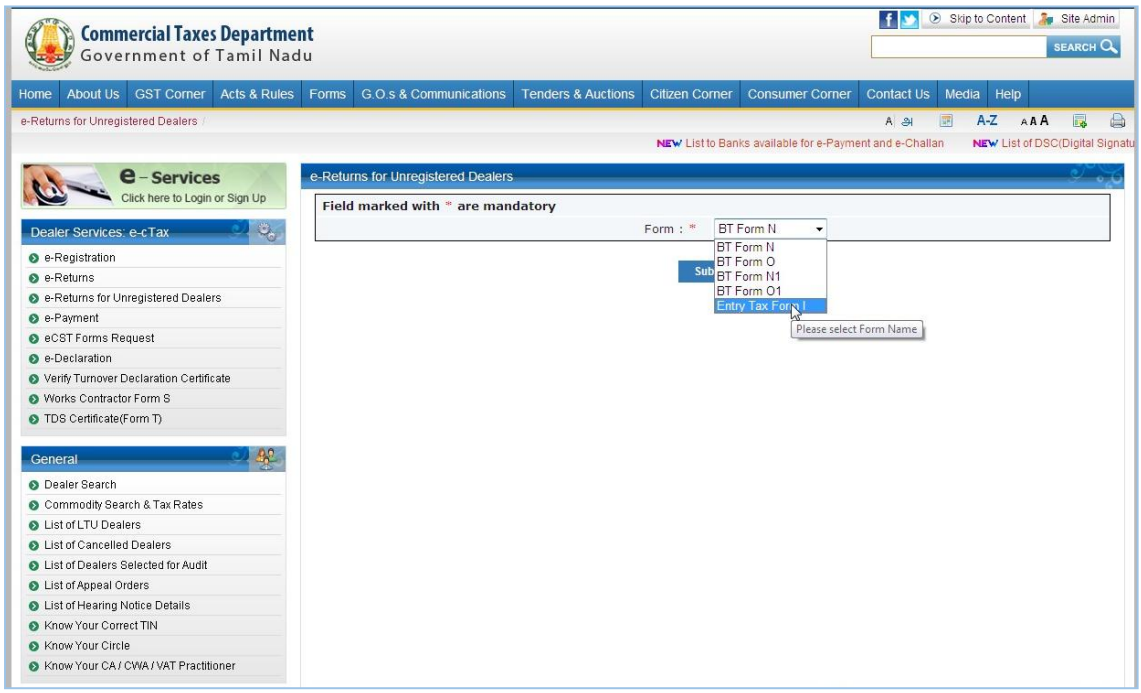

Figure 15: File My Return Screen

2. After selecting Entry Tax Form I for Unregistered dealer, this Screen will display to user to fill the data .

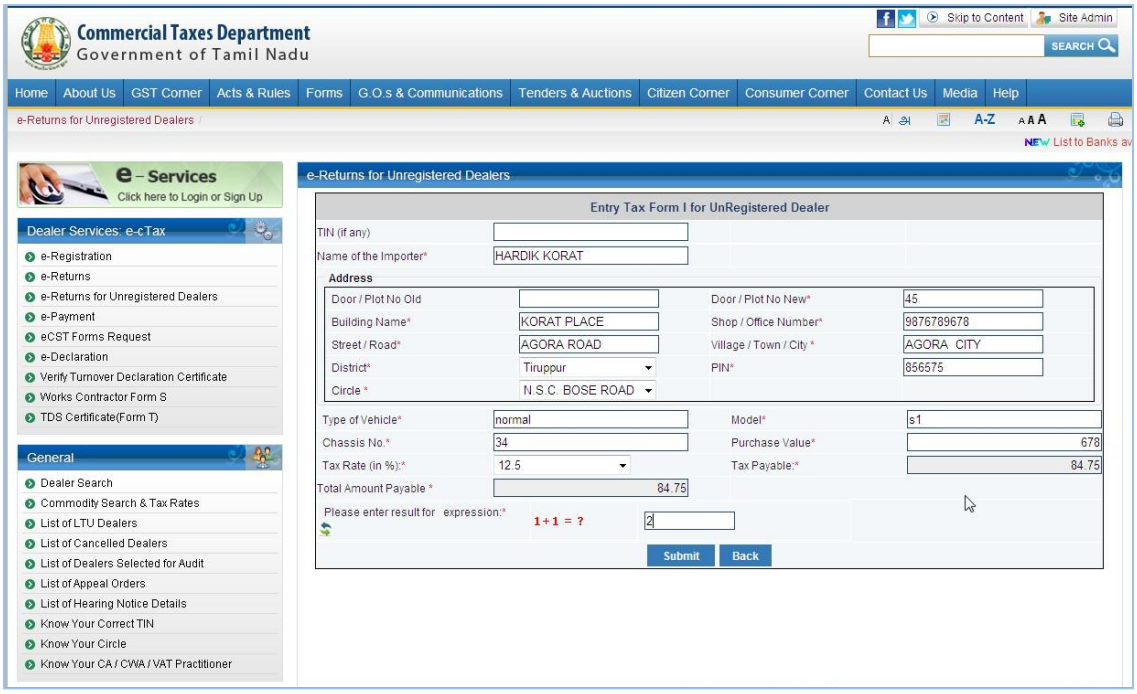

Figure 16: File My Return Screen

3. After entering data in the fields and Clicking on the **Submit** button Acknowledgement Number will generated

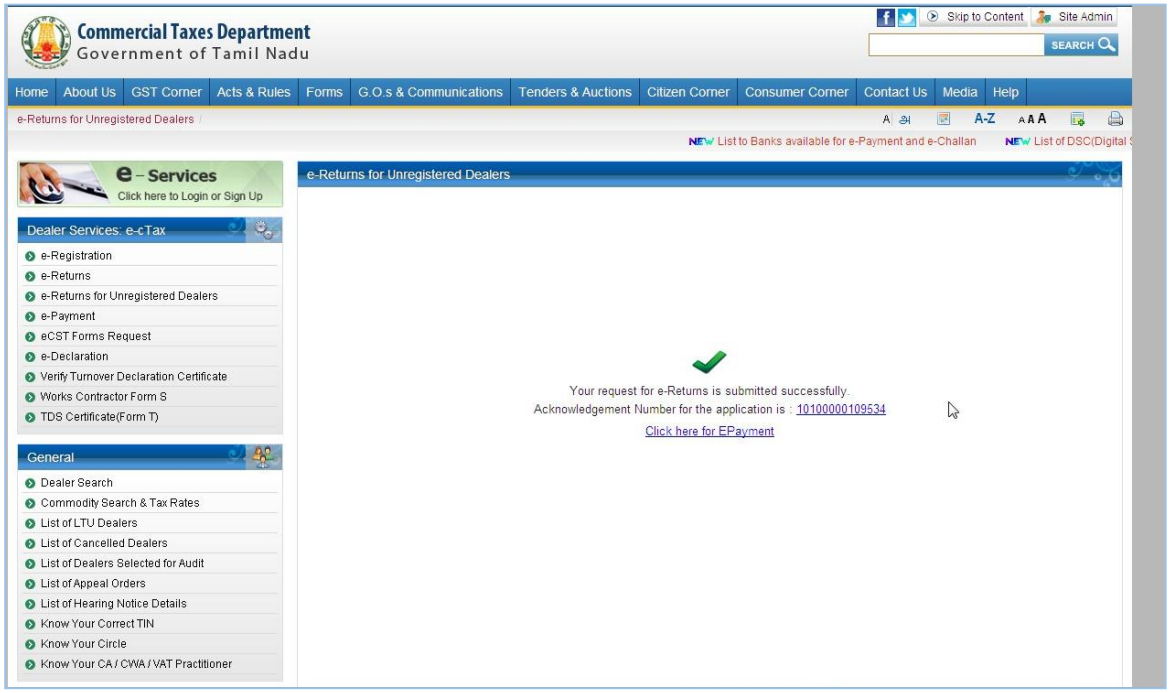

Figure 17: File My Return Screen

.4.Click Acknowledgement Number to generate Acknowledgement Receipt.

Figure 18: Acknowledgement Receipt Screen