

# Commercial Taxes Department Government of Tamil Nadu

Tamil Nadu VAT Implementation, Guide for Returns Process of Unregistered Dealers June, 2015 Version 1.0

Tata Consultancy Services TNVAT-Returns(Unregistered Dealers)-User-Manual-V1.0

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### List of Tables

### **List of Abbreviations**

#### Table 1: List of Abbreviations

Abbreviation	Description
CIR	Circle
CST	Central Sales Tax
CTD	Commercial Taxes Department
СТО	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.

<b>Commercial Taxes</b> Government of	<b>Departme</b> Tamil Nad	nt u					f 💌 0	Skip to	Content	Site Admin
Home About Us GST Corner	Acts & Rules	Forms	G.O.s & Communications	Tenders & Auctions	Citizen Corner	Consumer Corner	Contact Us	Media	Help	
e-Returns for Unregistered Dealers /							A அ	R A	Z AA	A 🗔 🖨
					NEW Lis	t to Banks available for (	e-Payment and e	e-Challan	NEW	List of DSC(Digita
Click here to Login	S or Sign Up	e-Retur Field	ns for Unregistered Dealers marked with * are man	datory						<u>ي</u> . د
Dealer Services: e-cTax	O				Form : * BT	Form N 👻				
e-Registration										
o e-Returns					Submit					
e-Returns for Unregistered Dealer	s									
e-Payment										
eCST Forms Request										
e-Declaration										
Verify Turnover Declaration Certific	ate									
Works Contractor Form S						2				
TDS Certificate(Form T)						1.00				
General										
Dealer Search										
O Commodity Search & Tax Rates										
List of LTU Dealers										
S List of Cancelled Dealers										
S List of Dealers Selected for Audit										
S List of Appeal Orders										
List of Hearing Notice Details										
Know Your Correct TIN										
Know Your Circle										
Know Your CA / CWA / VAT Practiti	oner									

#### Figure 2: e- Returns Screen

- 🚹 ∑ 🛞 Skip to Content 🏼 瀞 Site Admin **Commercial Taxes Department** Government of Tamil Nadu SEARCH Q Home About Us GST Corner Acts & Rules Forms G.O.s & Communications Tenders & Auctions Citizen Corner Consumer Corner Contact Us Media Help e-Returns for Unregistered Dealers A A 🗷 A-Z AAA 📑 e - Services e-Returns for Unregistered Deale Cà-Click here to Login or Sign Up 16/06/2015 Ð 7.Date\* 2 00 Dealer S rvices: e-cTax Part B : Horse Wise Details e-Registration Horse Name Tretret e-Returns Name of the Backer or ticket number\* e-Returns for Unregistered Dealers Amount staked by the Book-Maker\* o e-Payment Amount staked by the Backer whether for win or place\* eCST Forms Request Running total of (a)\* e-Declaration Running total of (b)\* Verify Turnover Declaration Certificate Clear Works Contractor Form S Add TDS Certificate(Form T) Amount staked by the 6 Running Name of the Backer or Amount staked by the Running Sr No. Backer whether for win Delete Modify total of 202 ticket number Book-Maker total of (a) General (b) or place O Dealer Search 1 Delete Modify RTRYRTYR 100.00 45.00 100.00 45.00 O Commodity Search & Tax Rates List of LTU Dealers 145.00 Amount of Total Takings \* S List of Cancelled Dealers List of Dealers Selected for Audit Amount of Tax (Inter-Venue Betting (20%)/ Betting at Guindy (25%))\* 36.25 S List of Appeal Orders 1.81 Surcharge @ 5% of amount of Tax\* List of Hearing Notice Details 38.06 Total Tax Labiality \* S Know Your Correct TIN S Know Your Circle Please enter result for expression:\* 2 1+1 = ?S Know Your CA / CWA / VAT Practitioner
- 3. After Submit, **BT FORM N** page will open; User will enter all details on the Form.

Figure 3: e- Returns Screen

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

	<b>Comm</b> Gove	ercial Taxe	<mark>s Departme</mark> Tamil Nad	nt Iu					f ⊻	Skip to	o Content	SE	Site Admin EARCH 🔍
Home	About Us	GST Corner	Acts & Rules	Forms	G.O.s & Communications	Tenders & Auctions	Citizen Corner	Consumer Corner	Contact Us	Media	Help		
e-Returns	for Unregi	stered Dealers /							A अ		A-Z A	ΑA	
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O List o	of Appeal O	rders											
List c	of Hearing N	lotice Details											
Know	v Your Com	ect TIN											
Know	v Your Circl	e											
Knov	v Your CA /	CVVA / VAT Practit	lioner										

Figure 4: File My Return Screen

5.Click Acknowledgement Number to generate Acknowledgement Receipt.

		Government of Tan	nil Nadu	
		Acknowledgement Receipt fo	r Filing e-Return	
V	/e hereby acknowledge the receipt of BT FORM N			
Γ		Basic Details		N
			1000000100517	13°
	Acknowledgement No :	2	10600000109517	
	Date and time of Acknowledgement.		Senem Crea	
	Deturn Partiad From		16/06/2015	
	Return Period To		16/06/2015	
-		Details of Retu	n	
	Total Tax Payable in (Rs.)		38.06	
J.				

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.

Commercial Taxes Departme	f <u>&gt;</u> 🕞 s	skip to Content 🥻 🦂	Site Admin			
Home About Us GST Corner Acts & Rules	Forms G.O.s & Communications	Tenders & Auctions Citizen Corne	er Consumer Corner	Contact Us M	edia Help	
e-Returns for Unregistered Dealers				A ୬ 🗷	A-Z AAA	
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e-Services	e-Returns for Unregistered Dealers					J. C
Click here to Login or Sign Up	Field marked with # are many	daton				
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Dealer Services: e-cTax	A	Form : " E	T Form N			
e-Registration		8	T Form O			
e-Returns		Sub	T FUm N1			
e-Returns for Unregistered Dealers		B	Tax Form I	me		
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eCST Forms Request						
e-Declaration						
Verify Turnover Declaration Certificate						
Works Contractor Form S						
TDS Certificate(Form T)						
General						
Dealer Search						
S Commodity Search & Tax Rates						
S List of LTU Dealers						
S List of Cancelled Dealers						
S List of Dealers Selected for Audit						
S List of Appeal Orders						
S List of Hearing Notice Details						
Know Your Correct TIN						
Know Your Circle						
N Know Your C& ( CM& (VAT Practitioner						



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

	Building Nan	ne*	Tr			Shop / Office N	umber*	98764532	265		
ealer Services: e-cTax	Street / Road	*	Rtyr		=	Village / Town	City*	Rt			
e-Registration	Circle *	5	GUM	DY (C)		PIN*		856755			
a.Raturne	Dishist		Vinual	. (0)				000100			
e-Returns for Unregistered Deplers	District		Virudi	lunagar							
e-Payment	4.Meeting*					Fghgfh					
eCST Forms Request	5.Betting Type*					Betting at Gui	indy (25%) 🔻				
e-Declaration	6.Day*	6.Day* 56									
Verify Turnover Declaration Certificate	7.Date*	7.Date"									
Works Contractor Form S											
TDS Certificate(Form T)	Part B : Daily C	ollection Abstr	act		-		1				
	Race*							_			
General	Gross Win Taki	ngs*				0.0	00				
Dealer Search	Place Win Takin	igs*				0.00					
Commodity Search & Tax Rates	Total Win Takin	gs*				0.00					
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List of Hearing Notice Details											
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Know Your CA / CWA / VAT Practitioner	Surcharge @ 5	% of amount of	Tax*				7.8	81			
	Total Tax Labial	ity *	2005				164 (	100			
nline Forms	I Vial Tax Labiai	цу					104.0	00			

Figure 7: File My Return Screen

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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.

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🛛 Kr	low Your Circl	e													
🛛 Kn	iow Your CA /	CWA / VAT Practiti	oner												

Figure 9: File My Return Screen

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

returns for Unregistered Dealers /				NEW Listte Par	ake susilable for a Poyment	A 의 💌	et of DSC(Diai	A A A
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e - Services	e-Returns for L	Inregistered	Dealers					
Click here to Login or Sign Up	Door/Plot	No Old			Door / Plot No New*	45		
	Building Na	ame*	5	Swagat	Shop / Office Number	* 987654234	5	1
	Street / Ror	ad*	5	Swagat Road	Village / Town / City *	Rawat		
e-Registration	Circle *		1	JTHAGAL (SOUTH) (C -	PIN*	856755		1
e-Returns	Dietrict*			/irudhunagar -				_
e-Returns for Unregistered Dealers	District			virdununagar +				
e-Payment	4.Meeting*				Retyui			
a Declaration	5.Betting Type	*			Betting at Ootacam	und (20%) 🔻		
e-Declaration	6.Day*				67			
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	Name of the B	acker or ticket						
Dealer Search	Amount stake	d by the Book-	Maker*					
Commodity Search & Lax Rates	Amount stake	d by the Backe	er whether for	win or place*				
List of LTU Dealers	Running total	of (a)*						
List of Cancelled Dealers	Running total	of (b)*						
List of Dealers Selected for Audit								3
List of Appeal Orders				Add	Clear			
List of Hearing Notice Details						Amount staked by the		Running
Know Your Correct TIN	Sr No.	Delete	Modify	Name of the Backer of	Amount staked by the	Backer whether for wir	Running	total of
Know Your Circle				ticket number	Book-Maker	or place	total of (a)	(b)
Know Your CA / CWA / VAT Practitioner						or press		()
	1	Delete	Modify	SWAGAT HOME PLACE	100.00	23.00	100.00	23.00
nline Forms								
Verification of CST Forms	Amount of Tot	al Takings *				123.00		

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.

<b>Commercial Taxes Depa</b> Government of Tamil	<b>rtment</b> Nadu					f 💟	Skip to Cor	itent 🛵 S	3ite Admin EARCH 🔍
Home About Us GST Corner Acts &	Rules Forms	G.O.s & Communications	Tenders & Auctions	Citizen Corne	r Consumer Corne	r Contact Us	Media H	elp	
e-Returns for Unregistered Dealers /						A அ	🗷 A-Z	AAA	
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e-Services	e-Retur	ns for Unregistered Dealers							<u> </u>
Click here to Login or Sign U	p Field	marked with * are man	datory						
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e-Registration				87	T Form N T Form O				
o e-Returns				Sub B	T Form N1				
e-Returns for Unregistered Dealers				B	T Form O1				
e-Payment					Please sel	ect Form Name			
eCST Forms Request									
e-Declaration									
Verify Turnover Declaration Certificate									
Works Contractor Form S									
TDS Certificate(Form T)									
General	<u>8</u>								
Dealer Search									
O Commodity Search & Tax Rates									
S List of LTU Dealers									
List of Cancelled Dealers									
S List of Dealers Selected for Audit									
S List of Appeal Orders									
List of Hearing Notice Details									
Know Your Correct TIN									
Know Your Circle									
Know Your CA / CWA / VAT Practitioner									

Figure 12: File My Return Screen

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

Home	About Us	GST Corner	Acts & Rules	Forms	G.O.s 8	& Communication	s Ten	ters & Auctions	Citizen Corner	Consumer Corner	Contact Us	Media	Help			
e-Returr	ns for Unregis	stered Dealers									A அ	I A	A-Z	AAA		6
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Deale	r Services:	e-cTax	Q	Bu	ilding Nar	ne*	Gohi	Place	Shop	/ Office Number*	998786	476		Ŧ		
o e-R	egistration			Str	eet / Road	1*	Agor	a Road	Village	e / Town / City *	Agora C	itv		Ŧ		
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				Part	B : Daily C	ollection Abstract					1				_	
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Dea	aler Search			Gross	Win Taki	ngs*										=
O Cor	nmodity Sea	rch & Tax Rates		Place	Win Takir	ngs*										
List	of LTU Deal	ers		Total	Win Takin	gs*										
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List	of Dealers S	elected for Audit				-						-				
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Kno	w Your Circle	e		Total Win Takings* 5737.00												
Kno	w Your CA /	CWA / VAT Practit	ioner	Amount of Tax (Inter-Venue Betting (20%)/ Betting at Optacamund (20%))* 1147 40												
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🔊 Ver	ification of CS	ST Forms		Liotai	I AX L'ADIAI	inty a					1204.11					-

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.

<b>Commercial Taxes</b> Government of T	<b>Departmer</b> Famil Nad	n <b>t</b> u							f 💌	Ski	p to Conte	ent 🛵 s	Site Adm EARCH (	in A
Home About Us GST Corner	Acts & Rules	Forms	G.O.s & Communications	Tenders & Auctions	Citizen Cor	mer	Consumer (	Corner	Contact Us	Me	dia Hel	p		
e-Returns for Unregistered Dealers /									A अ		A-Z	AAA		
					NEW Listt	o Banks	s available for	e-Payme	ent and e-Chall	lan	NEW Lit	st of DSC(	Digital S	ignatu
A-Services		e-Retur	ns for Unregistered Dealers										00	-6
Click here to Login o	r Sign Up													1
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Dealer Services: e-cTax					Form : *	BIFO	orm N	-						
e-Registration						BTFO	orm N orm O							
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o e-Payment						Linu	las las		Cours Mana					
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e-Declaration														
Verify Turnover Declaration Certification	ite													
Works Contractor Form S														
TDS Certificate(Form T)														
General	<u> </u>													
Dealer Search														
Ocmmodity Search & Tax Rates														
List of LTU Dealers														
List of Cancelled Dealers														
List of Dealers Selected for Audit														
List of Appeal Orders														
List of Hearing Notice Details														
Know Your Correct TIN														
Know Your Circle														
S Know Your CA / CWA / VAT Practitio	ner													

#### 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 .

Commercial Taxes Departme	nt				f 💟 🛞 Skip to Cor	ntent 🐊 Site Admin
Government of Tamil Nac	lu					SEARCH Q
Home About Us GST Corner Acts & Rules	Forms G.O.s & Communi	cations Tenders 8	Auctions Citiz	en Corner Consumer Corner	Contact Us Media H	elp
e-Returns for Unregistered Dealers /					A ୬ 🗷 A-Z	AAA 📑 🖨
						NEW List to Banks
A Comvisor	e Deturns for Unregistered	Dealers				
Click here to Login or Sign Up	C-Returns for Onregistered	Dealers				
			Entry Tax Form	n I for UnRegistered Dealer		
Dealer Services: e-cTax	TIN (if any)					
e-Registration	Name of the Importer*	HARDIK KORA	r 🛛			
e-Returns	Address					
e-Returns for Unregistered Dealers	Door / Plot No Old			Door / Plot No New*	45	
e-Payment	Building Name*	KORAT PL	ACE	Shop / Office Number*	9876789678	
eCST Forms Request	Street (Road*	AGORA R	DAD	Village / Town / City *	AGORA CITY	
e-Declaration	Dictrict	Tigupour		PIN*	856575	
Verify Turnover Declaration Certificate	District		05 0040	1.04	030313	
Works Contractor Form S	Circle *	N.S.C. BU	SE RUAD V			
TDS Certificate(Form T)	Type of Vehicle*	normal		Model*	s1	
	Chassis No.*	34		Purchase Value*		678
General	Tax Rate (in %):*	12.5	<b>•</b>	Tax Payable:*		84.75
Ø Dealer Search	Total Amount Pavable *		84.	75		
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S List of LTU Dealers		1+1 =	? 2			
O List of Cancelled Dealers	-					
S List of Dealers Selected for Audit			SL	ubmit Back		6
S List of Appeal Orders						
List of Hearing Notice Details						
Know Your Correct TIN						
S Know Your Circle						
Know Your CA / CWA / VAT Practitioner						



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

Commercial Taxes Departme Government of Tamil Nac	<b>nt</b> Iu				f 🔛	Skip to Cor	ntent 🍶	Site Admin
Home About Us GST Corner Acts & Rules	Forms G.O.s & Communications	Tenders & Auctions	Citizen Corner	Consumer Corner	Contact Us	Media H	elp	
e-Returns for Unregistered Dealers					A अ	A-Z	AAA	
			NEW List	to Banks available for e	-Payment and	e-Challan	NEW List	of DSC(Digita
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e-Registration								
e-Returns								
e-Returns for Unregistered Dealers								
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eCST Forms Request								
o e-Declaration								
Verify Turnover Declaration Certificate								
Works Contractor Form S		Your request	for e-Returns is su	bmitted successfully.		N.		
TDS Certificate(Form T)		Acknowledgement N	lumber for the app Click here for EP	lication is : <u>101000001</u> avment	09534	J.		
General A								
S Dealer Search								
S Commodity Search & Tax Rates								
List of LTU Dealers								
S List of Cancelled Dealers								
S List of Dealers Selected for Audit								
S List of Appeal Orders								
S List of Hearing Notice Details								
S Know Your Correct TIN								
Know Your Circle								
Now Your CA ( CMA (VAT Practitioner								

Figure 17: File My Return Screen

.4.Click Acknowledgement Number to generate Acknowledgement Receipt.

		Q.		
		Acknowledgement Receipt	for Filing e-Return	
٧	Ve hereby acknowledge the receipt of Entry Tax Form I			
ſ		Basic Detail	S	
	Acknowledgement No :		10100000109534	
	Date and Time of Acknowledgement :		17/06/2015	
	Legal Name :		HARDIK KORAT	
	Return Period From		17/06/2015	
	Return Period To		17/06/2015	R.
		Details of Ret	um	
	Total Tax Payable in (Rs.)		84.75	
3				

Figure 18: Acknowledgement Receipt Screen