



**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.

The screenshot shows the homepage of the Commercial Taxes Department, Government of Tamil Nadu. The page is structured as follows:

- Header:** Logo of the Commercial Taxes Department, Government of Tamil Nadu. Navigation links: Home, About Us, GST Corner, Acts & Rules, Forms, G.O.s & Communications, Tenders & Auctions, Citizen Corner, Consumer Corner, Contact Us, Media, Help. A search bar and 'Site Admin' link are also present.
- Navigation Bar:** Home, About Us, GST Corner, Acts & Rules, Forms, G.O.s & Communications, Tenders & Auctions, Citizen Corner, Consumer Corner, Contact Us, Media, Help.
- Service Links (Left Sidebar):**
 - e-Services:** Click here to Login or Sign Up.
 - e-Registration
 - e>Returns
 - e>Returns for Unregistered Dealers** (highlighted)
 - e-Payment
 - eCST Forms Request
 - e-Declaration
 - Verify Turnover Declaration Certificate
 - Works Contractor Form S
 - TDS Certificate(Form T)
 - General:**
 - Dealer Search
 - Commodity 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
 - Know Your CA / CWA / VAT Practitioner
- Main Content Area:**
 - Welcome to Commercial Taxes Department Government of Tamil Nadu:** A banner featuring a woman's portrait and the text 'Welcome to Commercial Taxes Department Government of Tamil Nadu'.
 - Tamil Nadu Value Added Tax:** Text stating 'Tamil Nadu Value Added Tax Act 2006 has come into effect from 1st Jan 2007. VAT is a multi-stage tax on goods that is levied across various stages of production and supply with credit given for tax paid at each stage of Value addition. VAT is the most progressive way of taxing consumption rather than business.'
 - What's New:**
 - Appeal by Commissioner of Commercial Taxes - Publish Date : 01/05/2014
 - Supreme Court Order - consequential benefit - CTO promotion - Orders - Publish Date : 01/05/2014
 - Postings in the re-aligned divisions & renaming of Appellate DCs (CT) - Publish Date : 21/11/2014
 - Online trading - Payment of VAT - News flashed in Tamil and English Daily - Publish Date : 21/11/2014
 - Reorganisation of Chennai Divisions - Address of new Assessment Circles - Publish Date : 21/11/2014
- Right Sidebar:**
 - Helpdesk:** Toll Free: 1800 425 1959, Post Query button.
 - Grievance/Comment:** Grievance Redressal, Suggestions, Report Evasion, e-Track Status.
 - Quick Links:** e-Services templates, Resend Link for Email and SMS verification Code, Getting Started NEW.
 - External Links:** Tamil Nadu Govt. Site, Traders Welfare Board, Tinsys.

Figure 1: Home Returns Screen

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

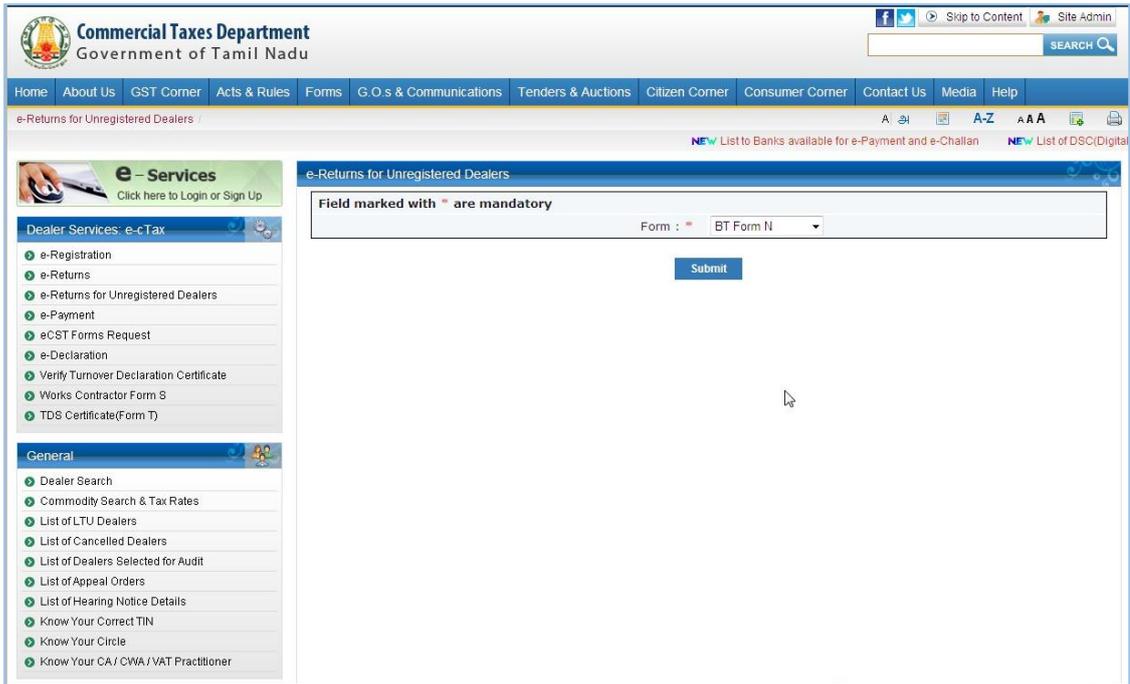


Figure 2: e- Returns Screen

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

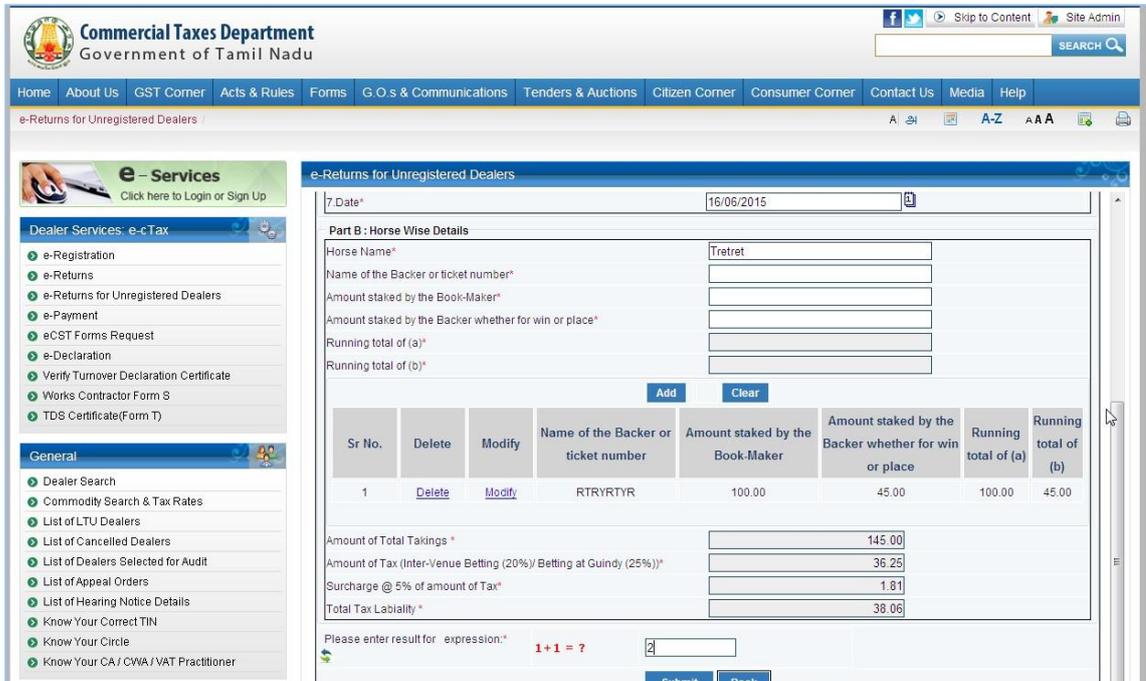


Figure 3: e- Returns Screen

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

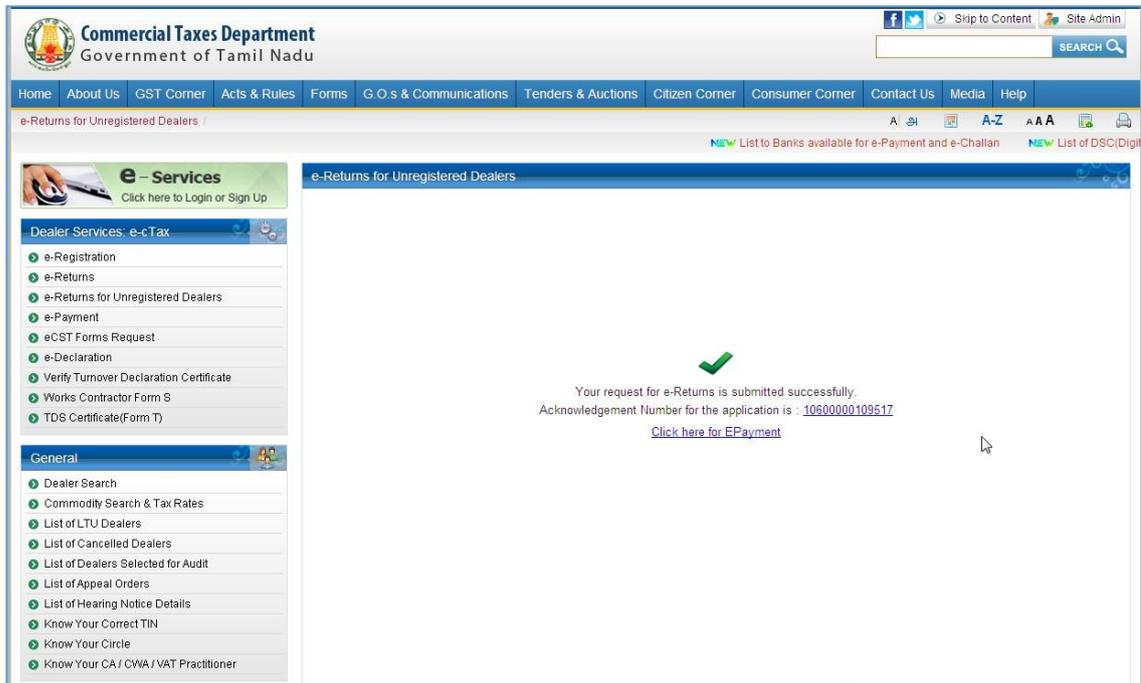


Figure 4: File My Return Screen

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.

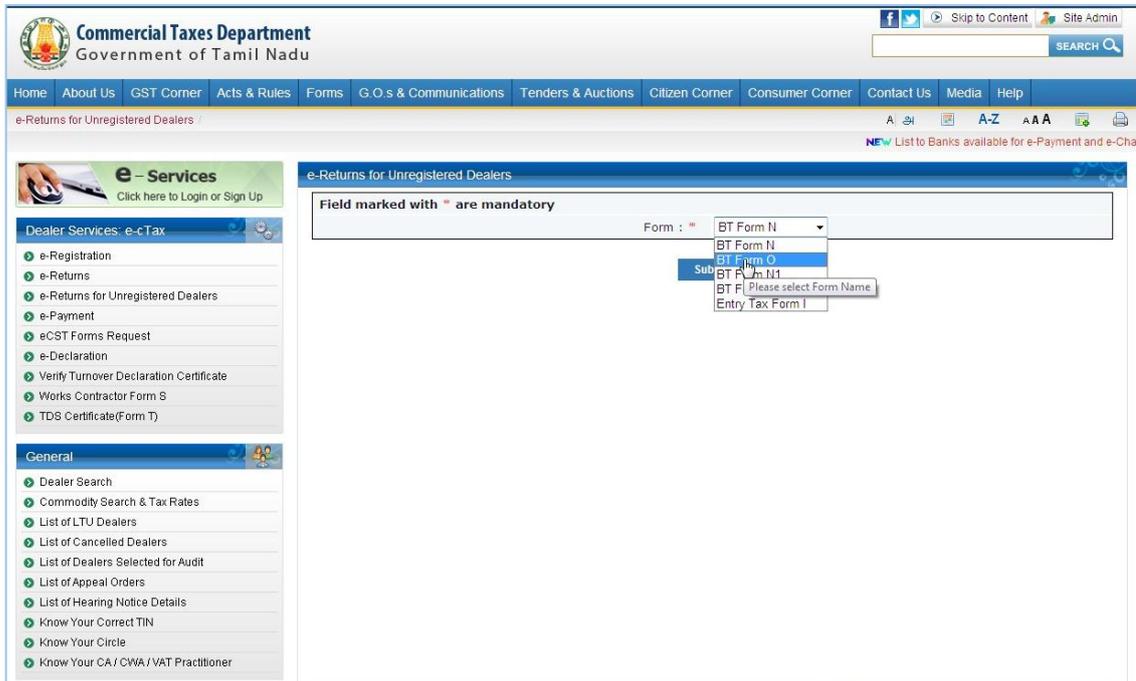


Figure 6: File My Return Screen

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

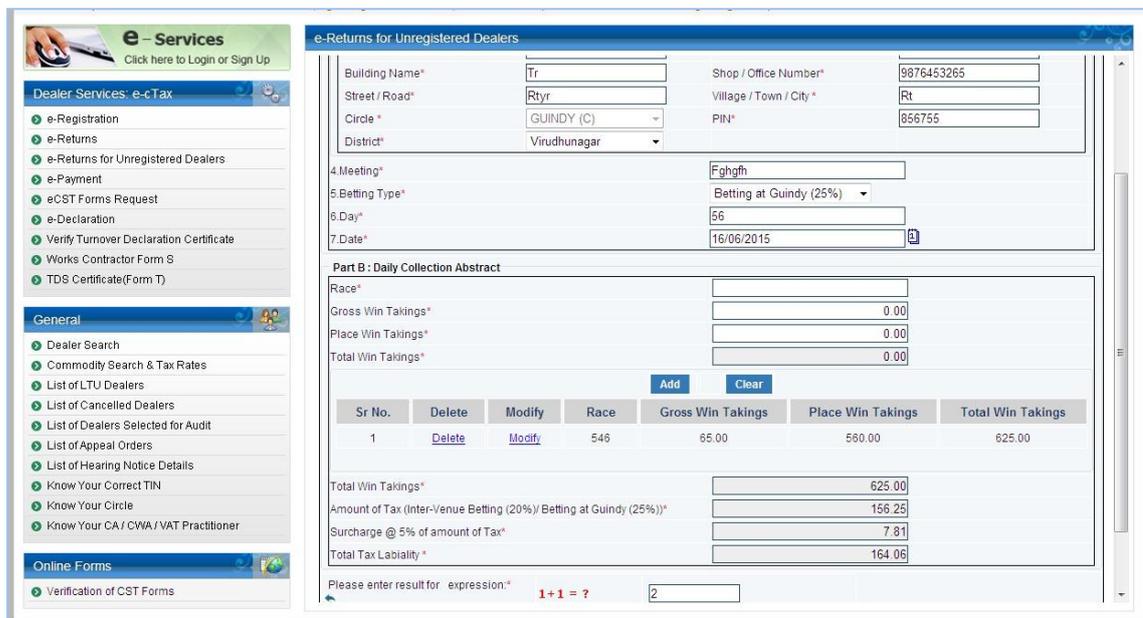
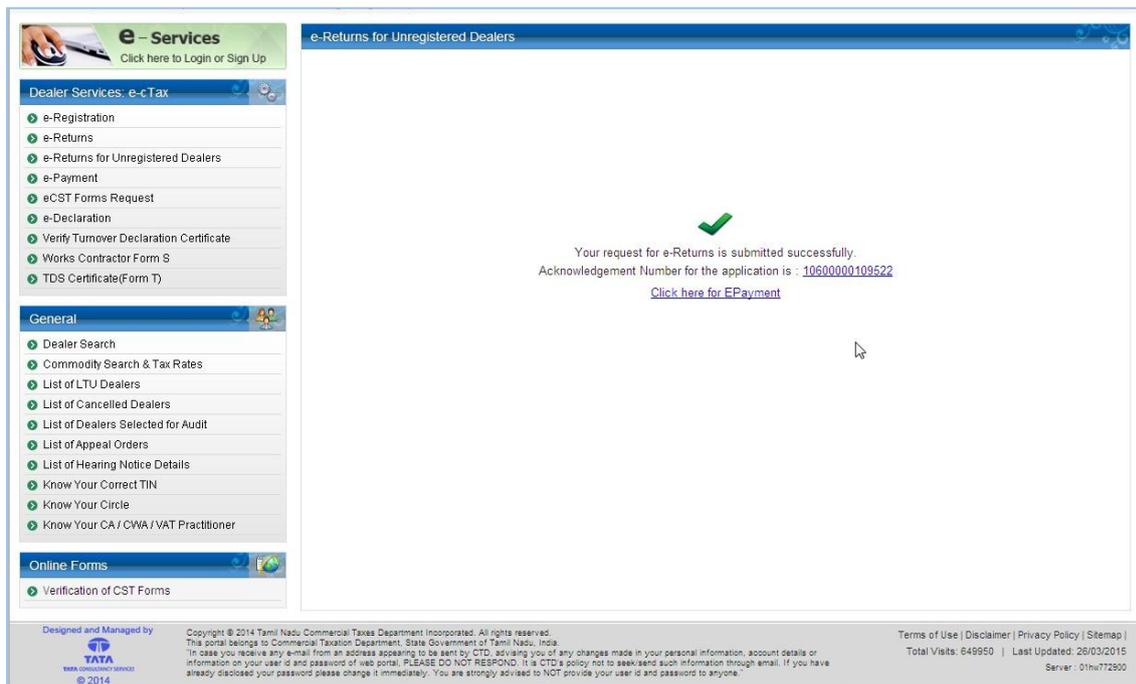


Figure 7: File My Return Screen

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



The screenshot displays the 'e-Returns for Unregistered Dealers' interface. On the left, there is a navigation menu with three main sections: 'Dealer Services: e-cTax', 'General', and 'Online Forms'. The 'Dealer Services: e-cTax' section includes links for e-Registration, e>Returns, e>Returns for Unregistered Dealers, e-Payment, eCST Forms Request, e-Declaration, Verify Turnover Declaration Certificate, Works Contractor Form S, and TDS Certificate(Form T). The 'General' section includes Dealer Search, Commodity 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, and Know Your CA / CWA / VAT Practitioner. The 'Online Forms' section includes Verification of CST Forms. The main content area shows a green checkmark icon and the following text: 'Your request for e>Returns is submitted successfully. Acknowledgement Number for the application is : 1060000109522'. Below this text is a blue underlined link that says 'Click here for EPayment'. At the bottom of the page, there is a footer containing copyright information for 2014, terms of use, disclaimer, privacy policy, and sitemap, along with total visits (649950) and last updated date (26/03/2015).

Figure 8: File My Return Screen

2.3 BT Form N1

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

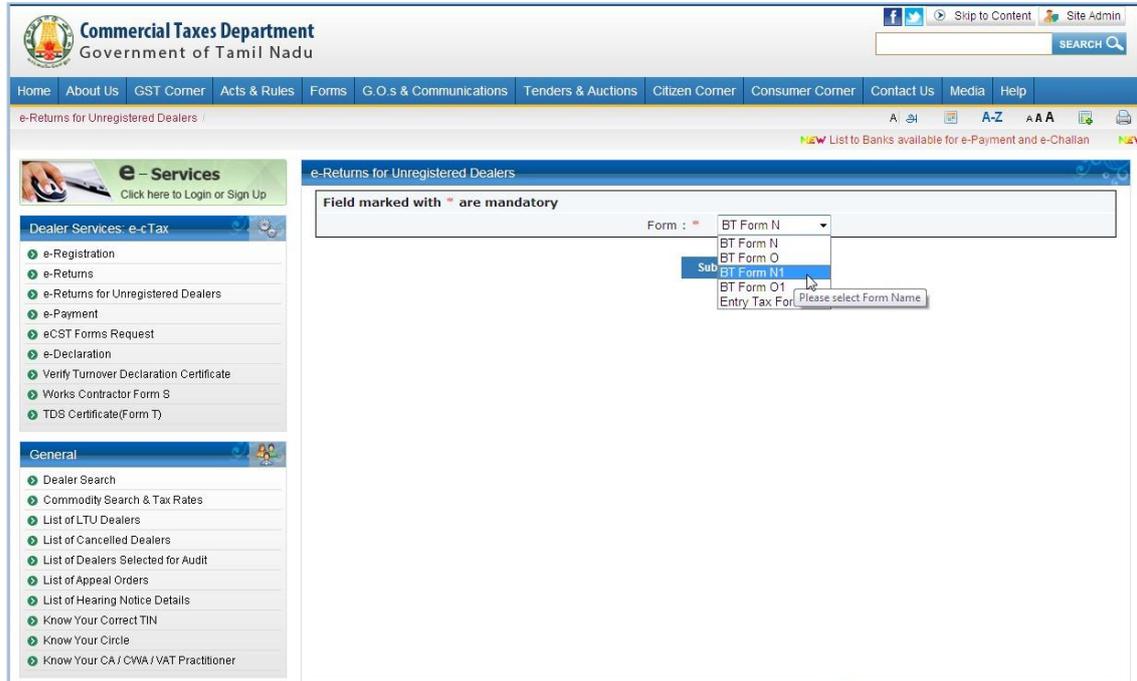


Figure 9: File My Return Screen

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

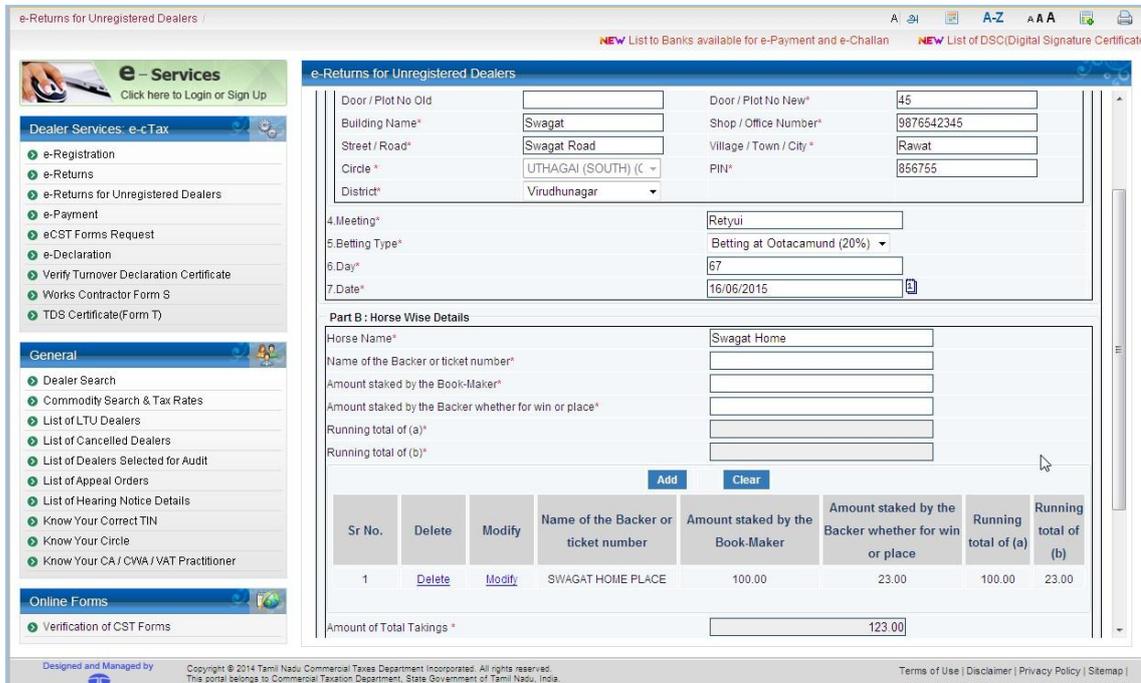


Figure 10: File My Return Screen

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

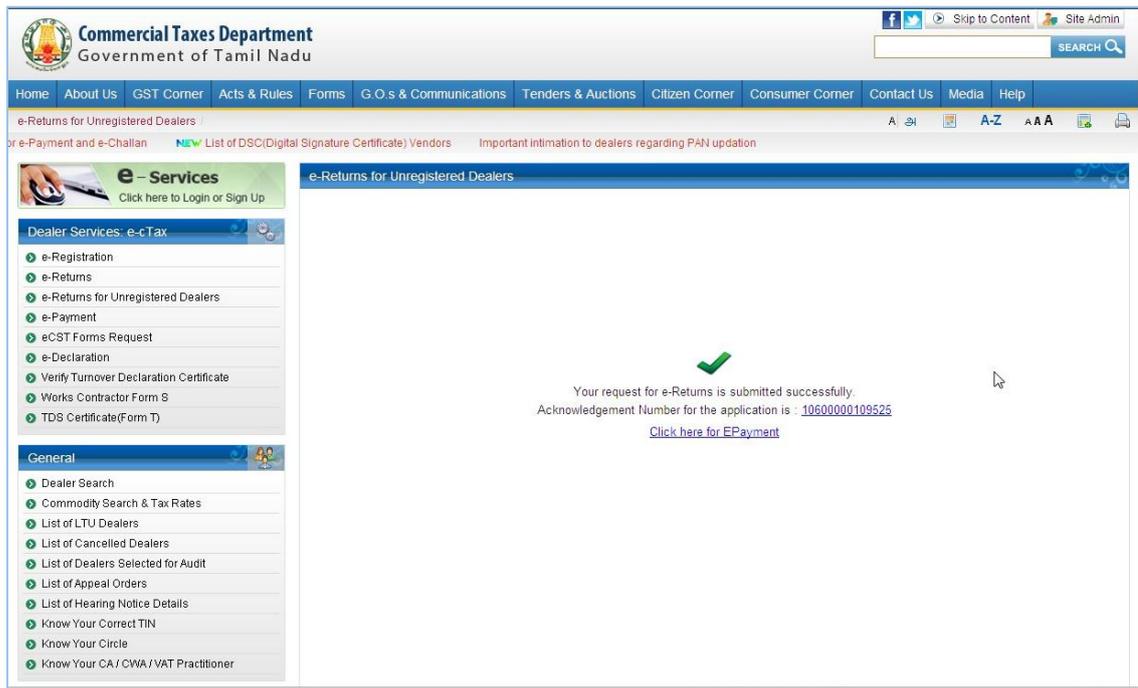


Figure 11: File My Return Screen

2.4 BT Form O1 Returns

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

The screenshot shows the 'e-Returns for Unregistered Dealers' page. On the left, there is a sidebar with 'Dealer Services: e-cTax' and 'General' sections. The main area has a 'Form' dropdown menu currently showing 'BT Form N', with a tooltip listing options: 'BT Form N', 'BT Form O', 'BT Form N1', 'BT Form O1', and 'Entry Tax Form'. A tooltip also says 'Please select Form Name'. Above the dropdown, it says 'Field marked with * are mandatory'.

Figure 12: File My Return Screen

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

The screenshot shows the data entry form for BT Form O1. It includes the following fields and sections:

- Dealer Details:** Door / Plot No Old, Building Name* (Gohil Place), Street / Road* (Agora Road), Circle* (UTHAGAI (SOUTH)), District* (Vellore), Door / Plot No New* (45), Shop / Office Number* (9987865476), Village / Town / City* (Agora City), PIN* (856757).
- Meeting:** 4 Meeting* (Chyu)
- Betting Type:** 5 Betting Type* (Betting at Ootacamund (20%))
- Day:** 6 Day* (67)
- Date:** 7 Date* (15/06/2015)
- Part B: Daily Collection Abstract:**
 - Race* (Rbryuu)
 - Gross Win Takings* (67.00)
 - Place Win Takings* (5670.00)
 - Total Win Takings* (5737.00)
- Tax Summary:**
 - Total Win Takings* (5737.00)
 - Amount of Tax (Inter-Venue Betting (20%)/ Betting at Ootacamund (20%))* (1147.40)
 - Surcharge @ 5% of amount of Tax* (57.37)
 - Total Tax Liability* (1204.77)

Figure 13: File My Return Screen

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

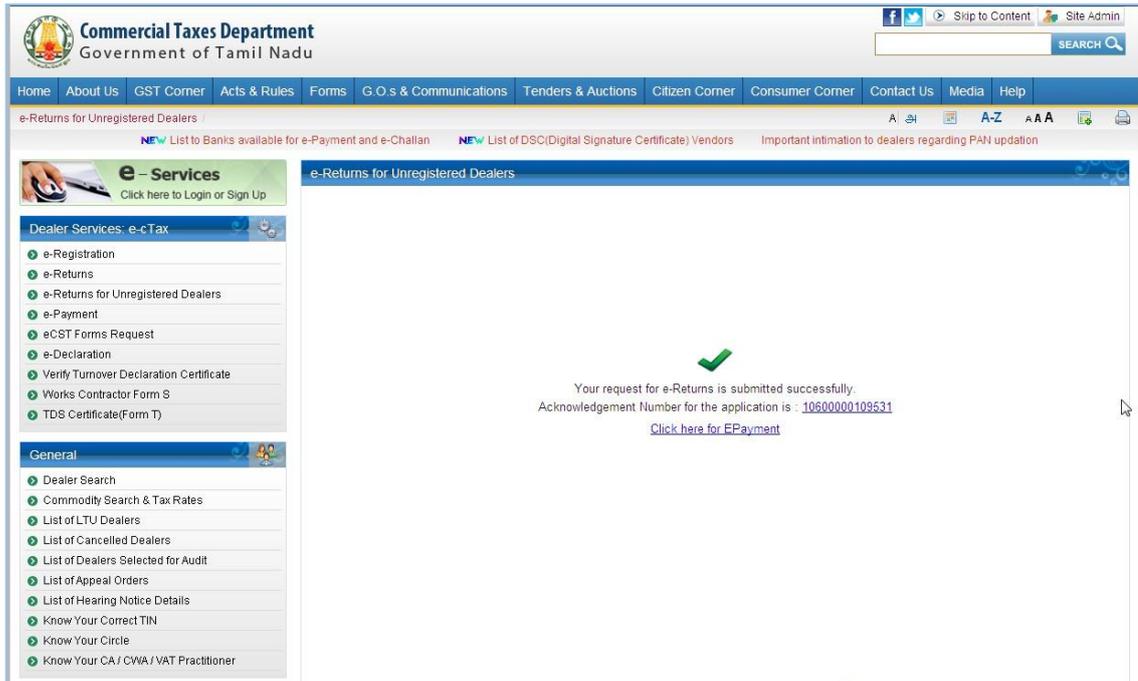


Figure 14: File My Return Screen

2.5 Entry Tax Form 1 Returns (Unregistered user)

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

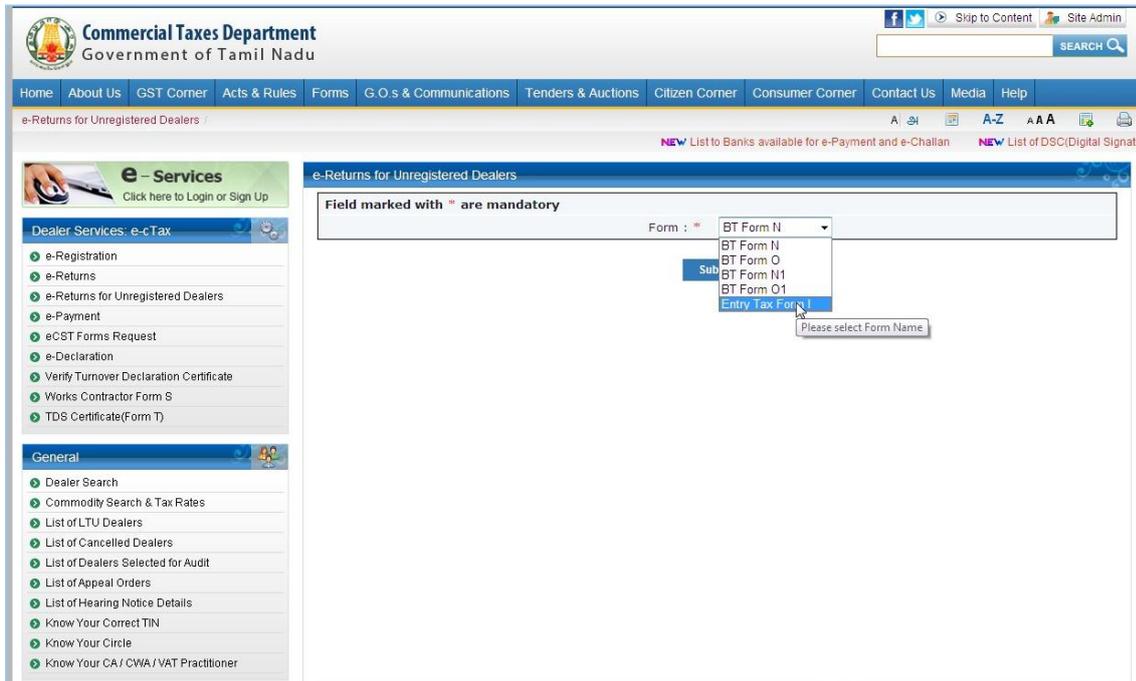


Figure 15: File My Return Screen

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

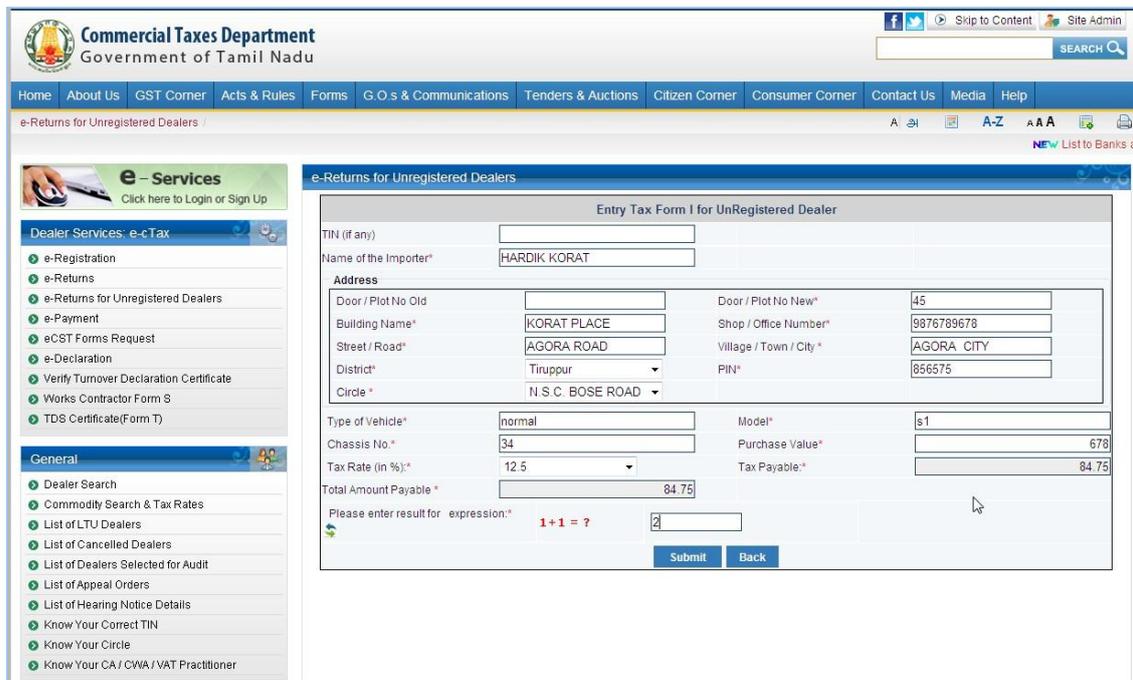


Figure 16: File My Return Screen

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

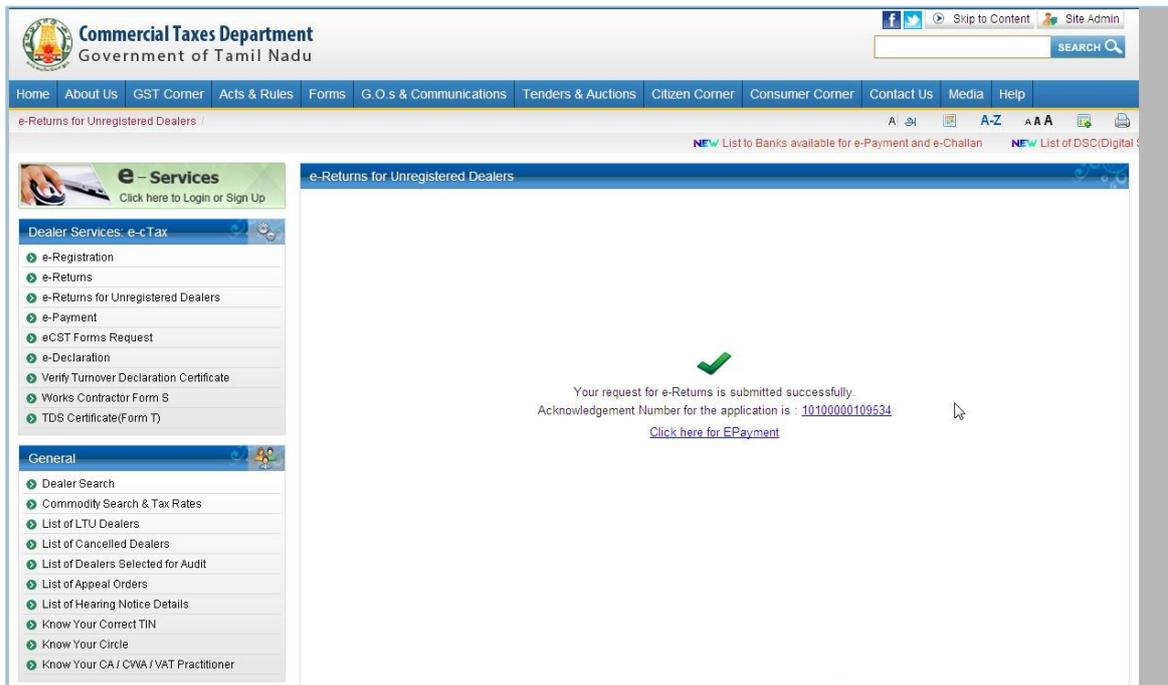


Figure 17: File My Return Screen

4. Click Acknowledgement Number to generate Acknowledgement Receipt.



Figure 18: Acknowledgement Receipt Screen

