



**Commercial Taxes Department
Government of Tamil Nadu**

**Tamil Nadu VAT Implementation,
Guide for e-Refunds
July, 2015
Version 1.0**

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List of Abbreviations

Table 1: List of Abbreviations

Abbreviation	Description
AC	Assistant Commissioner
CIR	Circle
CST	Central Sales Tax
CTD	Commercial Taxes Department
CTO	Commercial Taxes Officer
ET	Entertainment Tax
HQ	Head Quarters
TCS	Tata Consultancy Services Ltd
TIN	Tax Payer's Identification Number
TN	Tamil Nadu
VAT	Value Added Tax

1. Introduction

If any amount is refundable to the dealer, under the provisions of the Act, and if the assessing authority or the officer authorized is satisfied after verifying the deposits, that the amount paid by the dealer is in excess of what was payable by him, shall issue an order to refund the extra amount or adjust it against his other outstanding liabilities. This payment by the dealer may be against tax, interest or penalty. TCS will customise its taxation solution for the functionalities described in this document.

1.1. E-Refunds Module

The e-Refunds module will allow the user to file application for refund for the following functionalities like Application in Form-W, Application for Interest on Refund, Excess Payment Adjustment and Application for Release of Security.

The key features of e-Refunds module are as follows:

- Application in Form-W
- Application for Interest on Refund
- Excess Payment Adjustment
- Application for Release of Security

1.2. Login

To get the access to above mentioned e-Services and other functionalities, the dealer needs to get logged in the portal with their login id & password.

Below are the steps to log in TNVAT Portal.

To log on to Web Portal:

1. Click on **Portal Home Page** Link for Login.

The screenshot shows the login interface of the Commercial Taxes Department web portal. It features a navigation bar with the department's name and logo. The main area is divided into four service tiles: 'e-Services' (Facilitating Services for e-Registration, e-Return Filing, e-Payment, e-CST Forms Issuance etc.), 'Track Your Status' (Provides facility to dealers to view the status of the respective e-Services applications submitted by the dealer), 'e-Communication' (e-communication shall allow messages exchange between CTD/Admin and the Registered Dealer), and 'Download Documents' (Facility to download all the Notices, Receipts, Certificats or Orders issued by the department). On the right side, there is a 'Sign-In' section with 'Logn With' options (1. Password, 2. Digital Signature), 'Logn Id' and 'Password' input fields, a 'Virtual Keyboard' icon, a CAPTCHA '1+1=?', and a 'Login' button. Below the login fields are links for 'New User? SignUp' and 'Forgot Password'. The footer contains copyright information, a disclaimer, and a 'Total Visits' counter.

Figure 1: Login Screen

2. Home screen will be visible after Login.

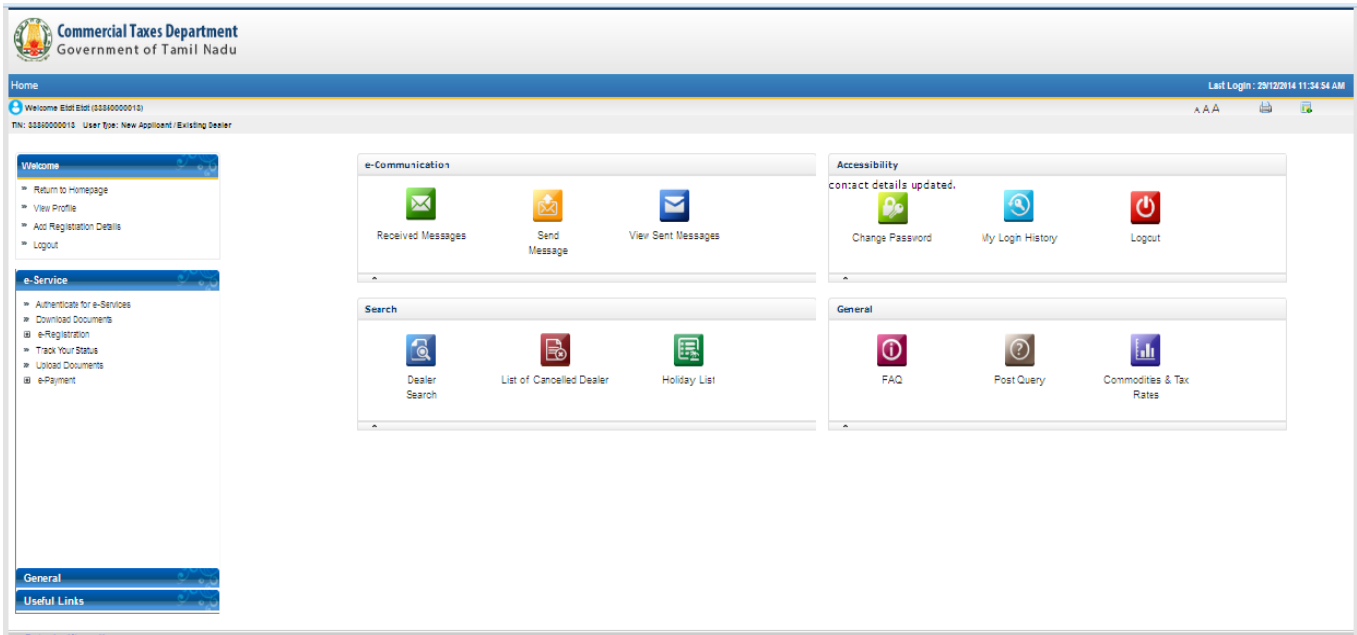


Figure 2: Home Screen

3. Click on **Authenticate for e-Service** for authentication.

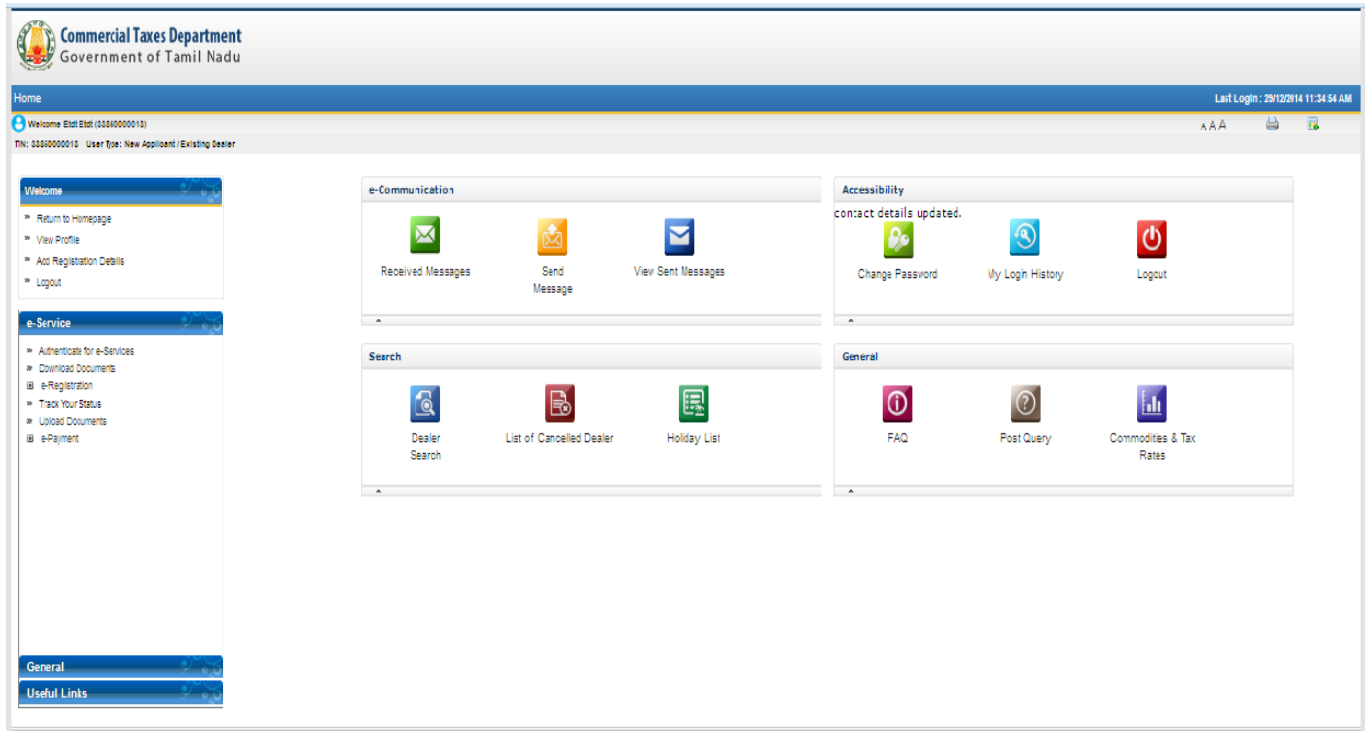


Figure 3: Authenticate Screen

4. Select the Tax Type, branch and enter Transaction Password.

Commercial Taxes Department
Government of Tamil Nadu

Home Last Login : 24/06/2015 04:45:52 [Logout](#)

Welcome Z Z (33510000144) A A A

TIN: 33510000144 User Type: New Applicant / Existing Dealer

You are here / e-Services / Authenticate for e-Services

Welcome

- Return to Homepage
- View Profile
- Add Registration Details
- Logout

e-Services

- Authenticate for e-Services
- Download Documents
- e-Registration
- Track Your Status
- Upload Documents
- e-Payment
- Manage Sub User

General

Useful Links

Authenticate for e-Services

Authentication for e-Services

Tax Type:*

Transaction Password:*

[Login](#)

[Forgot Transaction Password](#)

Figure 4: Authenticate Screen

Commercial Taxes Department
Government of Tamil Nadu

Home Last Login : 24/06/2015 04:45:52 [Logout](#)

Welcome Z Z (33510000144) A A A

TIN: 33510000144 User Type: New Applicant / Existing Dealer

You are here / e-Services / Authenticate for e-Services

Welcome

- Return to Homepage
- View Profile
- Add Registration Details
- Logout

e-Services

- Authenticate for e-Services
- Download Documents
- e-Registration
- Track Your Status
- Upload Documents
- e-Payment
- Manage Sub User

General

Useful Links

Authenticate for e-Services

Authentication for e-Services

Tax Type:*

Transaction Password:*

[Login](#)

[Forgot Transaction Password](#)

Figure 5: Authenticate Screen – Enter Password

5. E-Refunds link will be visible.

The screenshot shows the TNVAT Web Portal Home page. The header includes the Commercial Taxes Department logo and name. The navigation bar displays the user's name (Welcome Etdt Etdt (33850000013)), TIN (33850000013), User Type (New Applicant / Existing Dealer), Branch Name (dth), and Tax Type (Entertainment Tax for DTH). The main content area is divided into several sections:

- Welcome:** Return to Homepage, View Profile, Add Registration Details, Logout.
- e-Service:** Download Documents, e-Registration, Track Your Status, Upload Documents, e>Returns, e-Payment, e-CST Forms, Declare your purchaser, e-Refunds, e-Forms (JJ/KK/LL/MM), View e-Forms (JJ/KK/LL/MM), Capture Dealer Response against notice, Dealer Registration Profile, Map Registered CA / CWA / VAT Practitioner, e-Appeal.
- e-Communication:** Received Messages, Send Message, View Sent Messages.
- e-Returns:** e>Returns, View Uploaded Returns Forms, View e>Returns.
- Accessibility:** Change Password, Edit Dealer Details, Logout.
- General:** FAQ, Post Query, Commodities & Tax Rates.

Figure 6: Authenticated Screen

To log out from TNVAT Web Portal:

Click **Logout** located at the left corner of the home screen as shown in the following figure. The application Login page appears.

This screenshot is identical to Figure 6, showing the authenticated screen. The 'Logout' link in the Accessibility section is highlighted, indicating the user is about to log out.

Figure 7: Logout on Home Page

2. E-Refunds

The e-Refunds module links will facilitate the users to file application for refund for the following functionalities like Application in Form-W, Application for Interest on Refund, Excess Payment Adjustment and Application for Release of Security.

2.1. Application in Form-W

To file application for Form-W, following steps need to be followed

1. Login as a Registered Dealer.
2. Click e-Services > e-Refunds > Application in Form-W which will be visible to the registered dealer.

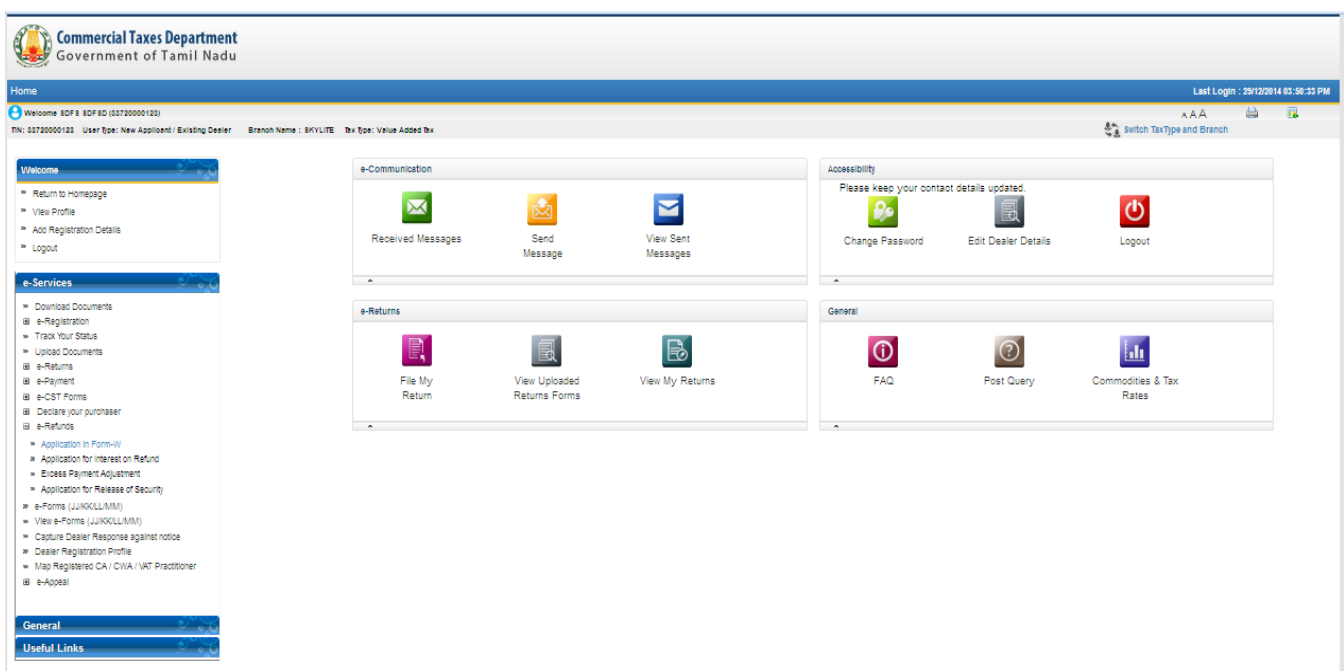


Figure 8: Authenticated Screen

3. Following screen will be displayed.

Figure 9: Form- W Screen

4. Enter **Return Period from Date** and **Return Period to Date** in which export of goods was made and select type of transaction then click **Search** button.

Select	Description of the commodity	Quantity of Goods	Value of the goods exported	Export Invoice No.	Export Invoice Date	Purchase Order No.	Purchase Order Date	Bill of lading/Airway Bill No	Bill of lading/Airway Bill Date	Customs Shipping Bill No	Customs Shipping bill Date	IE code of exporter
<input type="checkbox"/>	65485	485.00	5845.00	485485	21/08/2014	321321	02/08/2014	6548	11/08/2014	64854	22/08/2014	23121

Figure 10: Form-W Screen

5. Select check box against commodity and click **submit**.

The screenshot shows the 'Form-W' screen in the TN VAT web portal. The header includes the Commercial Taxes Department logo and 'Government of Tamil Nadu'. The user is logged in as 'Welcome BDF B BDF BD (03720000120)' with a last login time of 25/12/2014 02:50:33 PM. The page displays a form for selecting a period in which export of goods was made, with 'Return Period From Date' set to 01/10/2014 and 'Return Period To Date' set to 31/10/2014. The 'Type of Transaction' is set to 'Sales u/s 5(1)'. Below the form is a table with columns: Select, Description of the commodity, Quantity of Goods, Value of the goods exported, Export Invoice No., Export Invoice Date, Purchase Order No., Purchase Order Date, Bill of lading/Airway Bill No., Bill of lading/Airway Bill Date, Customs Shipping Bill No., Customs Shipping bill Date, and IE code of exporter. A single row is visible with a checked 'Select' box and commodity details.

Figure 11: Form-W Screen


6. Following screen will be displayed.

The following screen is displayed. Dealer needs to modify and enter e-BRC details like e-BRC no, e-BRC date, branch name, IFSC code, e-BRC value in currency and INR and currency.

The screenshot shows the 'Sales Details' screen in the TN VAT web portal. The header includes the Commercial Taxes Department logo and 'Government of Tamil Nadu'. The user is logged in as 'Welcome Z Z (33510000144)' with a last login time of 24/06/2015 04:45:52. The page displays a 'FORM W' section with three tabs: 'Sales Details', 'Purchase Details', and 'Refund Details'. The 'Sales Details' tab is active, showing a form for 'Sales US51' with fields for Purchaser Name, Quantity of Goods, Value of the goods exported, Export Invoice No., Export Invoice Date, Purchase Order No., Purchase Order Date, Bill of lading/Airway Bill No., Bill of lading/Airway Bill Date, Customs Shipping Bill No., Customs Shipping bill Date, IE code of exporter, e-BRC No, e-BRC Date, Branch Name, e-BRC value in currency of realisation, Currency, and e-BRC value (In INR).

Figure 12: Sales Details Screen

7. Click **Next** button to go on **Purchase Details** tab and enter the values in the fields.



Commercial Taxes Department
Government of Tamil Nadu

Home
Last Login : 24/06/2015 04:45:52
Logout

Welcome Z Z (33510000144)

[A](#) [A](#) [A](#)

TIN: 33510000144
User Type: New Applicant / Existing Dealer
Branch Name : Airtel Communications
Tax Type: Value Added Tax

[Switch TaxType and Branch](#)

You are here / [e-Services](#) / [e-Refunds](#) / [Application in Form-W](#)

Welcome

- [Return to Homepage](#)
- [View Profile](#)
- [Add Registration Details](#)
- [Logout](#)

e-Services

- [Download Documents](#)
- [Dealer Registration Profile](#)
- [Capture Dealer Response against notice](#)
- [Registration](#)**
- [Track Your Status](#)
- [Upload Documents](#)
- [Rectification of Assessment Order](#)
- [View Scrutiny Report](#)
- [e>Returns](#)**
- [e-Payment](#)**
- [e-CST Forms](#)
- [Declare your purchaser](#)
- [e-Refunds](#)**
- [Application in Form-W](#)
- [Excess Payment Adjustment](#)
- [Application for Release of Security](#)
- [e-Forms](#)
- [e-Appeal](#)
- [Map Registered CA / CWA / VAT Practitioner](#)

General

Useful Links

Application in Form-W

FORM W

Sales Details
Purchase Details
Refund Details

1. Please select Return Period Duration in which Purchase of Goods was made

Return Period From Date * Return Period To Date *

Select	Seller TIN	Seller Name	Invoice No	Invoice Date	Commodity Code	Commodity Description	Purchase Value	Tax Rate
<input checked="" type="checkbox"/>	33550008094	Lakshmi Corp. Ltd.1	898989	04/09/2014	745874		10000000.00	200000
<input type="checkbox"/>	33890000009	AMAZON	987654	06/08/2014	5456		98800000.00	8900000
<input type="checkbox"/>	33700000222	THE BIG BANG	123456	15/11/2014	5456		99900000.00	9600000
<input type="checkbox"/>	33550008094	Lakshmi Corp. Ltd.1	898989	04/09/2014	745874		10000000.00	200000
<input type="checkbox"/>	33890000009	AMAZON	987654	06/08/2014	5456		1200000.00	600000

Particulars Of ITC Paid

Seller TIN*	<input type="text" value="33550008094"/>	Seller Name	<input type="text" value="Lakshmi Corp. Ltd.1"/>
Invoice No*	<input type="text" value="898989"/>	Invoice Date*	<input type="text" value="04/09/2014"/>
Commodity Description*	<input type="text" value="ALL UTENSILS OTHER THAN THOS"/>	Commodity Code	<input type="text" value="2004"/>
Quantity of goods*	<input type="text" value="12"/>	Purchase Value of Coods*	<input type="text" value="10000000.00"/>
Rate of Tax*	<input type="text" value="1"/>	Input Tax Paid	<input type="text" value="100000"/>

ITC related /considered for export

Quantity Of Coods*	<input type="text" value="12"/>	Value Of Coods*	<input type="text" value="20,000.00"/>
ITC Eligible*	<input type="text" value="20,000.00"/>		

Sr No.	Delete	Modify	Seller TIN	Seller Name	Invoice No	Invoice Date	Quantity of goods	Purchase Value of Goods	Rate of Tax	Input Tax Paid	Quantity Of Goods	Value Of Goods	ITC Eligible
--------	--------	--------	------------	-------------	------------	--------------	-------------------	-------------------------	-------------	----------------	-------------------	----------------	--------------

Figure 13: Purchase Details Screen

8. Click **Next** button to go on **Refund Details** tab.

The screenshot shows the 'Refund Details' screen in the TN VAT web portal. The page header includes the Commercial Taxes Department logo and the text 'Commercial Taxes Department Government of Tamil Nadu'. The user is logged in as 'User Type: New Applicant / Existing Dealer' with a branch name of 'SKYLITE' and a tax type of 'Value Added Tax'. The main content area is titled 'FORM W' and has three tabs: 'Sales Details', 'Purchase Details', and 'Refund Details'. The 'Refund Details' tab is selected. The form contains the following fields:

- Mode Of Refund*:** Two checkboxes are present: 'Refund Voucher' (unchecked) and 'Adjustment to Future Period' (unchecked).
- Refund Amount Claimed:** A text input field containing the value '10000.00'.
- Reasons for Refund*:** A text area containing the text 'OK'.
- Is application digitally signed?:** Radio buttons for 'Yes' and 'No', with 'No' selected.

At the bottom of the form, there are two buttons: 'Previous' and 'Submit'.

Figure 14: Refund Details Screen

9. Select check box against Way of Refund, Refund amount claimed will populate and enter Remarks.

This screenshot shows the 'Refund Details' screen after data entry. The 'Refund Voucher' checkbox is now checked, and the 'Refund Amount Claimed' field is populated with '10000.00'. The 'Reasons for Refund*' text area contains 'OK'. The 'Is application digitally signed?' section remains the same with 'No' selected. The 'Previous' and 'Submit' buttons are still present at the bottom of the form.

Figure 15: Refund Details Screen

10. Click on Submit button. Following message will come.

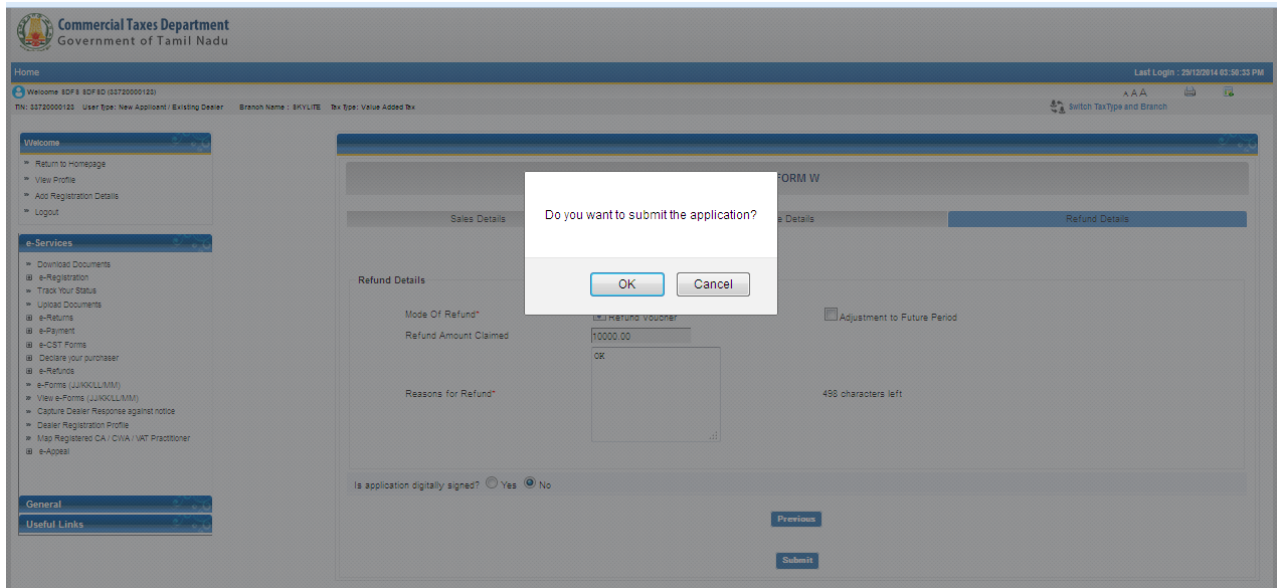


Figure 16: Confirmation Page for Form-W application

11. Click **Submit**. The following success message is displayed with acknowledgement number. Using that acknowledgement Number dealer can upload documents.

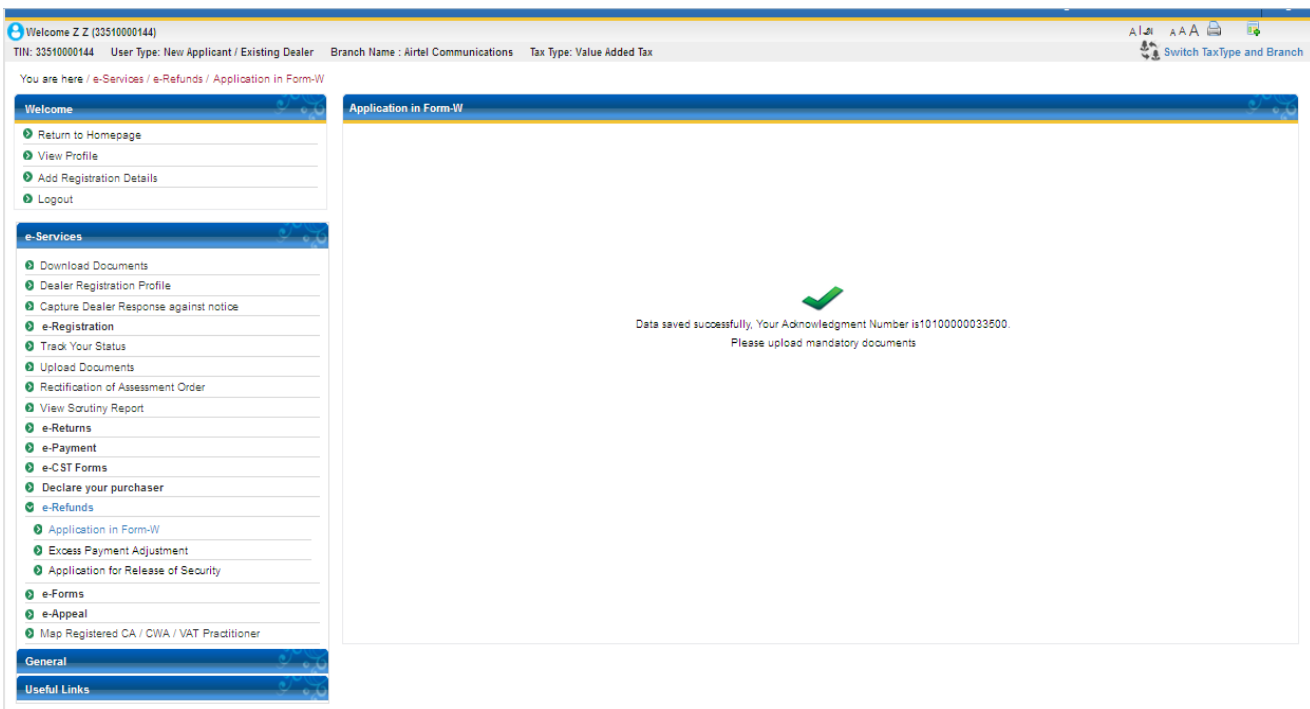


Figure 17: Success Message Screen

12. Click **Upload Documents** under e-Services. Select e-Service & Acknowledgement Number from drop down list.

Commercial Taxes Department
Government of Tamil Nadu

Home Last Login : 20/05/2015 06:23:53 PM [Logout](#)

Welcome Z Z (33510000144)
TIN: 33510000144 User Type: New Applicant / Existing Dealer Branch Name : Airtel Communications Tax Type: Value Added Tax Switch TaxType and Branch

You are here / e-Services / Upload Documents

Welcome

- Return to Homepage
- View Profile
- Add Registration Details
- Logout

e-Services

- Download Documents
- Dealer Registration Profile
- Capture Dealer Response against notice
- e-Registration
- Track Your Status
- Upload Documents**
- Rectification of Assessment Order
- View Scrutiny Report
- e>Returns
- e-Payment
- e-CST Forms
- Declare your purchaser
- e-Refunds
- e-Forms
- e-Appeal
- Map Registered CA / CWA / VAT Practitioner

General

Useful Links

Upload Documents

Upload Documents

Select e-Service : * Refunds

Acknowledgment Number : * 10100000033170

[Submit](#) [Back](#)

Figure 18: Upload Documents Screen

13. Click Submit. The following screen is displayed.

Commercial Taxes Department
Government of Tamil Nadu

Home Last Login : 20/05/2015 06:23:53 PM [Logout](#)

Welcome Z Z (33510000144)
TIN: 33510000144 User Type: New Applicant / Existing Dealer Branch Name : Airtel Communications Tax Type: Value Added Tax Switch TaxType and Branch

You are here / e-Services / Upload Documents

Welcome

- Return to Homepage
- View Profile
- Add Registration Details
- Logout

e-Services

- Download Documents
- Dealer Registration Profile
- Capture Dealer Response against notice
- e-Registration
- Track Your Status
- Upload Documents
- Rectification of Assessment Order
- View Scrutiny Report
- e>Returns
- e-Payment
- e-CST Forms
- Declare your purchaser
- e-Refunds
- e-Forms
- e-Appeal
- Map Registered CA / CWA / VAT Practitioner

General

Useful Links

Upload Documents

Upload Documents

Select e-Service : * Refunds

Acknowledgment Number : * 10100000033500

Invoice No : * 94558

Category Description : * Bill of Lading

Upload Document : * Browse... No file selected.

Please click on Browse button to upload .pdf, .jpg, .png or .jpeg file (Maximum allowed size per Document-1MB)

Fields marked with * are mandatory



Sr No.	Ack No.	View	Delete	File Name	Document Name	Invoice No.
1	10100000033500	View	Delete	assmt_23Mar_20150520185358.pdf	Export Invoice	645558
2	10100000033500	View	Delete	Form_P_VAT_Aasmt_20150520185512.pdf	Export Invoice	94558

[Back](#) [Upload](#)

[Submit and Complete Refund Process](#)

Figure 19: Uploading Documents

14. Click **Submit and Complete Refund Process**. The following receipt is generated.

	GOVERNMENT OF TAMIL NADU COMMERCIAL TAXES DEPARTMENT	
ACKNOWLEDGEMENT RECEIPT FOR REFUND APPLICATION		
Acknowledgement No.	:	10100000141456
TIN	:	33510000144
Name	:	Airtel Communications
Date Of Receipt	:	06/07/2015
Tax Type	:	VAT
Refund Type	:	REFUND APPLICATION
Refund Period	:	01/11/2014 - 30/11/2014
Claim Of Refund (Rs.)	:	400.0

The receipt of your Refund application in Form W for the month of November,2014 is hereby acknowledged.

This is a computer generated document, which is legally valid as per Section 79-A of the Tamil Nadu VAT Act, 2006,read in consonance with Section 4 and Section 5 of the Information Technology Act, 2008.

Note:

1. Refund shall be processed only when all the pending assessments (Section 25,22,27) or any other proceedings like VA/SI are completed (if any).
2. Amount claimed as refund has been earmarked and the ITC balance available with the dealers account has been reduced by the same amount. This earmarked sum will be reconciled with exact refund amount once the refund orders are issued.
3. Copies of purchase related invoices may be submitted to the circle office to facilitate verification.
4. Please furnish signed acknowledgment receipt to respective circle office within 10 working days from date of generating acknowledgment receipt. In case of failure in submission of such signed receipt, application shall not be considered for further processing and applicant needs to make an application again.

Date : 06/07/2015

Signature : _____

Figure 20: Zero Rated Sales Acknowledgement Receipt

2.2. Excess Payment Adjustment

To file application for excess payment adjustment, following steps need to be followed:

1. Login as a Registered Dealer.
2. Click **e-Services > e-Refunds > Excess Payment Adjustment** which will be visible to the registered dealer.

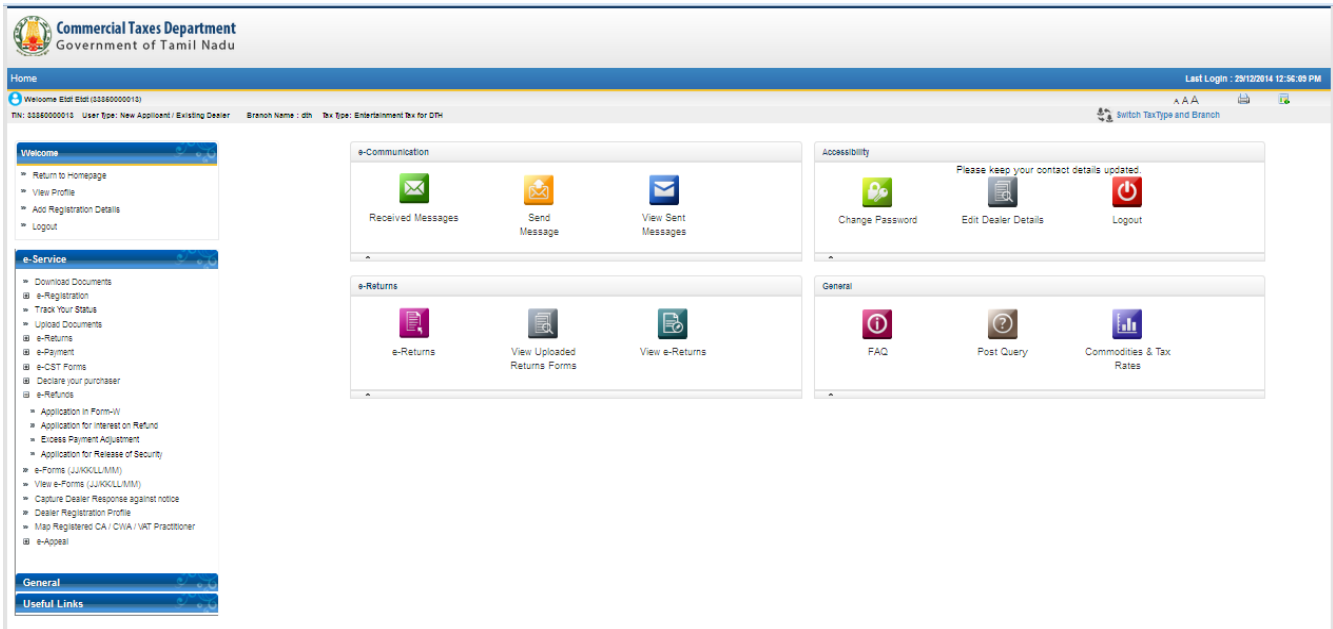


Figure 21: Authenticated Screen

3. Following screen will be displayed.

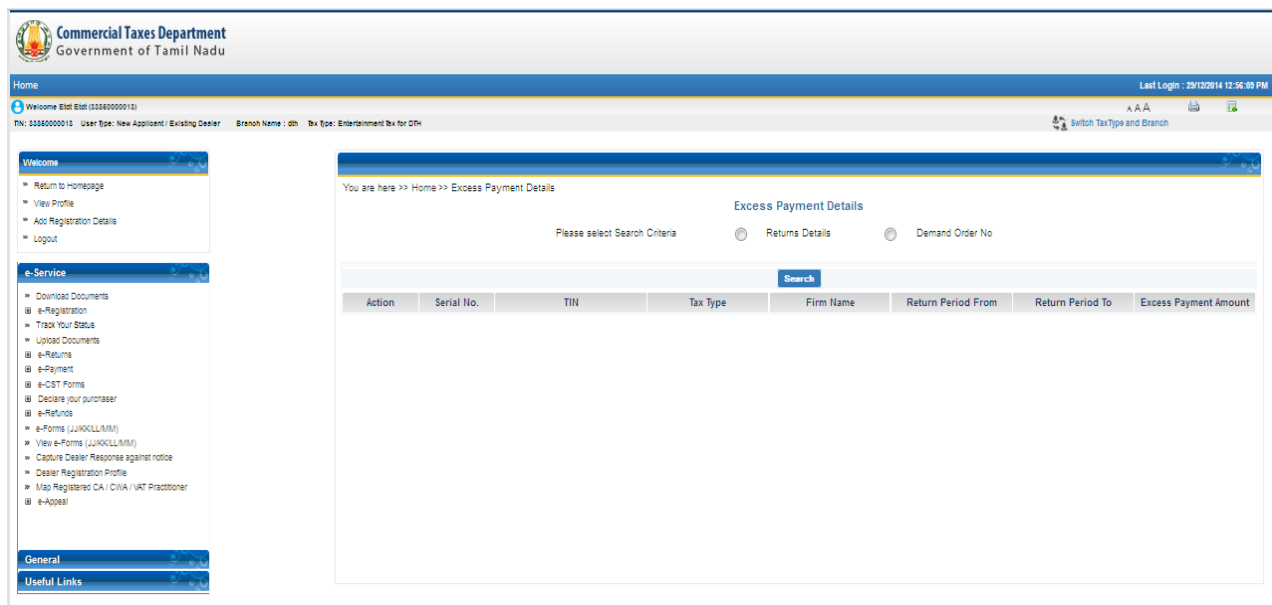


Figure 172: Excess Payment Details Screen

- Select any radio button Return Details/ Demand Order Number. Following Screen will appear.

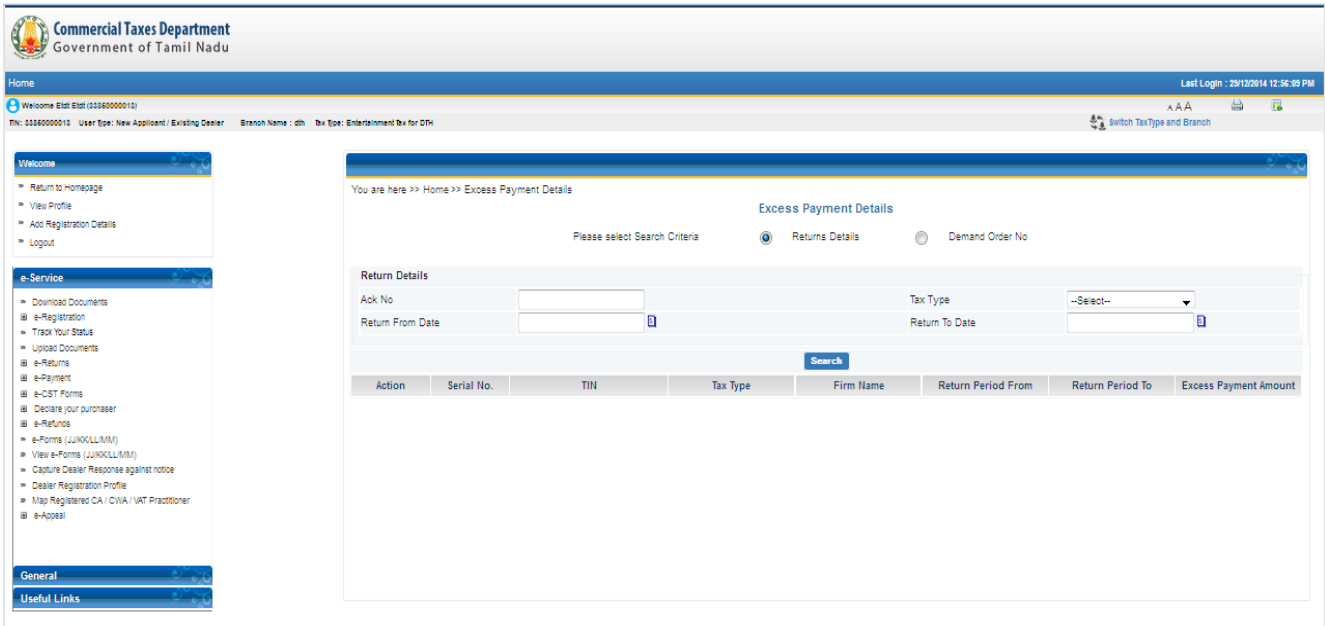


Figure 183: Excess Payment Details Screen

- Enter any one of the search criteria that is Acknowledgement number, Tax Type, Return from Date and Return To Date and Click on Search button. Following screen will be displayed.

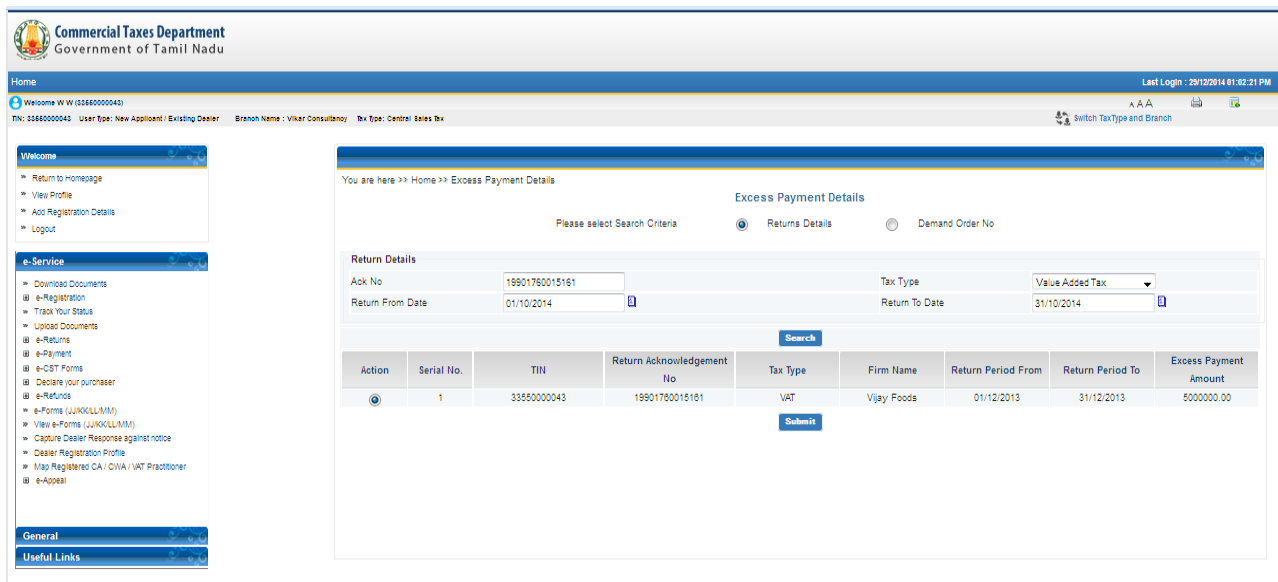


Figure 24: Excess Payment Details Screen

6. Select radio button against your acknowledgement number, Click on Submit button. Following screen will come and Enter Remarks.

Figure 25: Refund Details Screen

7. Click on Submit button. Following Success Message will come.

Figure 26: Success Message Screen

8. Click on Order number to view the Excess Payment Adjustment Order generated.



	GOVERNMENT OF TAMILNADU					
	COMMERCIAL TAXES DEPARTMENT		10100000127401			
PROCEEDINGS OF THE ASSISTANT COMMISSIONER / COMMERCIAL TAX OFFICER						
LTU-DC3 (C) ASSESSMENT CIRCLE						
EXCESS PAYMENT ADJUSTMENT ORDER						
To,						
TIN	33550008094					
Legal Name	Lakshmi Corp. Ltd.					
Trade Name	Kaushik					
Address	14/L, Trident Complex, 51, Lilac Garden Rd, Bhopal, Madurai, Tamil Nadu, 600000					
Sub : TNVAT Act 2006 - Office of the Assistant Commissioner LTU-DC3 (C) Assessment Circle - Tvl Lakshmi Corp. Ltd. - Application for excess payment adjustment - Orders Passed - Regarding.						
Ref : Application received in this office on 24/06/2015						
<u>ORDER</u>						
Please take notice that with reference to refund application filed by you for Adjustment of Excess Payment made by you, an Amount of Rs. 31,806.00/- (Thirty One Thousand Eight Hundred Six Rupees), paid in Excess, will be adjusted towards tax / compounded amount / penalty / interest due by you for period as detailed below:						
<table border="1"> <thead> <tr> <th>Period</th> <th>Amount in Rs.</th> </tr> </thead> <tbody> <tr> <td>01/06/2015 to 30/06/2015</td> <td>31,806.00</td> </tr> </tbody> </table>			Period	Amount in Rs.	01/06/2015 to 30/06/2015	31,806.00
Period	Amount in Rs.					
01/06/2015 to 30/06/2015	31,806.00					
Date:	24/06/2015					

Figure 27: Excess Payment Adjustment Order

2.3. Application for Release of Security

To file application for Release of Security, following steps need to be followed:

1. Login as a Registered Dealer.
2. Click **e-Services > e-Refunds > Application for Release of Security** which will be visible to the registered dealer.

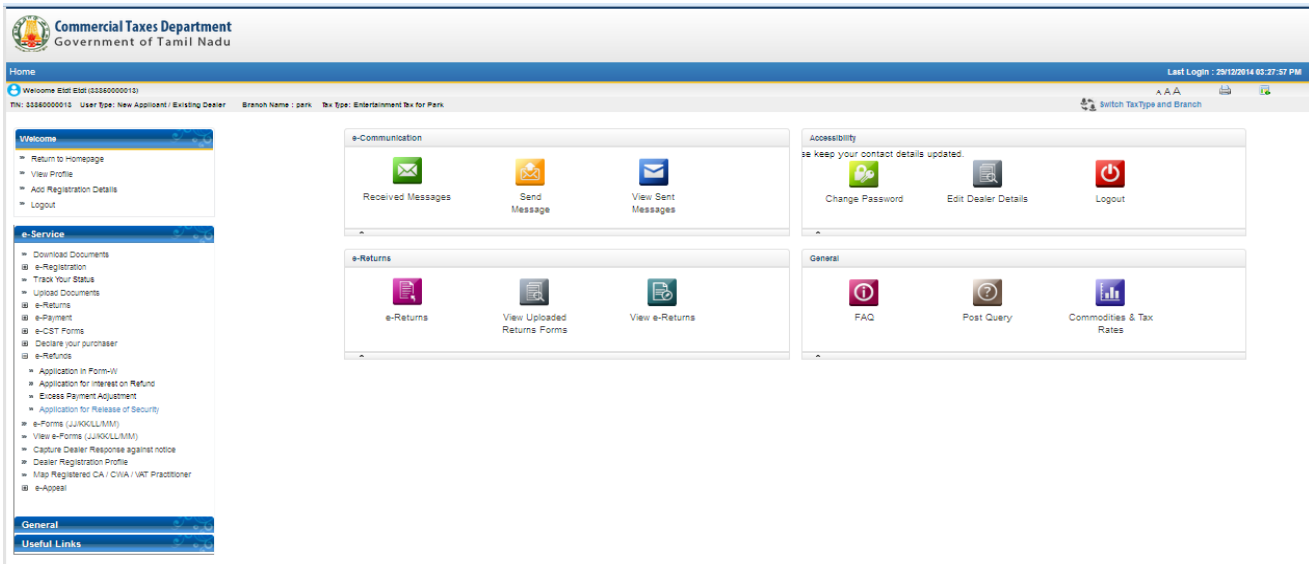


Figure 19: Authenticated Screen

3. Following screen will be displayed.

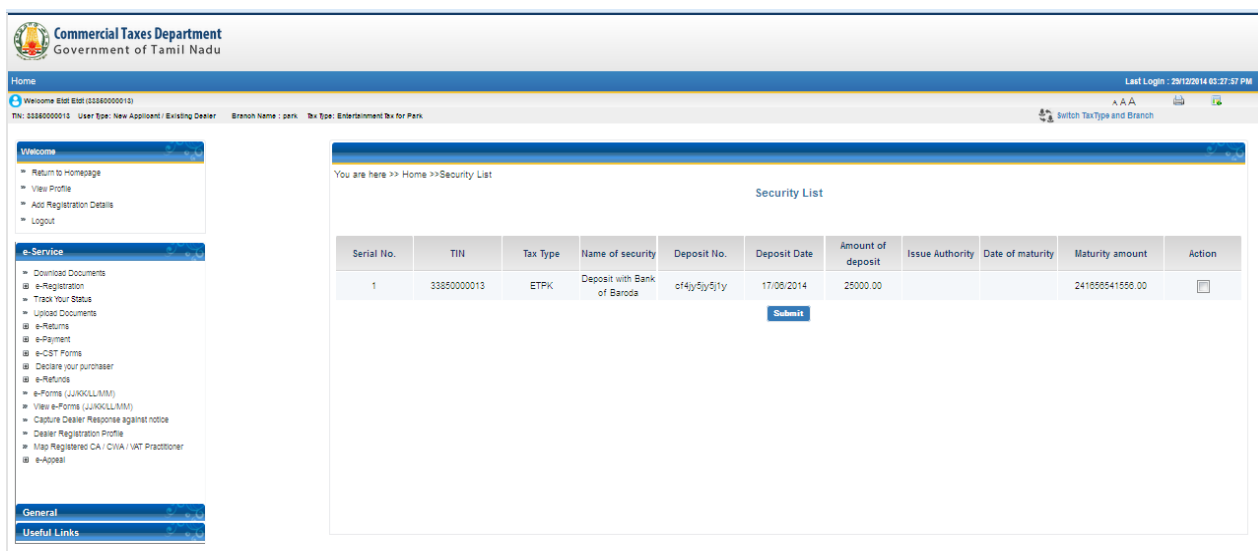


Figure 29: Security List Screen

4. Select check box against your TIN, Remarks field will appear and enter Remarks.

Commercial Taxes Department
Government of Tamil Nadu

Home
Last Login : 29/12/2014 03:27:57 PM

Welcome! User: 3395000013
TIN: 3395000013 User Type: New Applicant / Existing Dealer Branch Name : park Tax Type: Entertainment Tax for Park

Switch TaxType and Branch

Welcome

- Return to Homepage
- View Profile
- Add Registration Details
- Logout

e-Service

- Download Documents
- e-Registration
- Track Your Status
- Upload Documents
- e>Returns
- e-Payment
- e-CST Forms
- Declare your purchaser
- e-Refunds
- e-Forms (L1/JKOLL/M)
- View e-Forms (L1/JKOLL/M)
- Capture Dealer Response against notice
- Dealer Registration Profile
- Map Registered CA / CVA / VAT Practitioner
- e-Appeal

General

Useful Links

You are here >> Home >> Security List

Security List

Serial No.	TIN	Tax Type	Name of security	Deposit No.	Deposit Date	Amount of deposit	Issue Authority	Date of maturity	Maturity amount	Action
1	3395000013	ETPK	Deposit with Bank of Baroda	c14y5y5/1y	17/06/2014	25000.00			241658541558.00	<input checked="" type="checkbox"/>

Remarks

Remarks:

Is application digitally signed? Yes No

Submit

Figure 30: Security List Screen

5. Click on Submit button. Following acknowledgement receipt will be generated.

GOVERNMENT OF TAMIL NADU
COMMERCIAL TAXES DEPARTMENT

ACKNOWLEDGEMENT RECEIPT FOR APPLICATION OF RELEASE OF SECURITY

Acknowledgement No. : 10100000127309

TIN : 33950000391

Name : Corbet Amusement Park

Date Of Receipt : 24/06/2015

Tax Type : ETPK

Refund Type : APPLICATION OF RELEASE OF SECURITY

The receipt of your application for release of security is hereby acknowledged.

This is a computer generated document, which is legally valid as per Section 79-A of the Tamil Nadu VAT Act, 2006, read in consonance with Section 4 and Section 5 of the Information Technology Act, 2008.

Date : 24/06/2015

Signature : _____

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Figure 3120: Acknowledgement Receipt for Release of Security