



**Commercial Taxes Department
Government of Tamil Nadu**

**Tamil Nadu VAT Implementation,
Guide for Returns Process Of VAT Form S**

June, 2015

Version 1.0

Contents

1. Introduction	6
2. Returns	7
2.1 VAT Form S (Portal).....	7

List of Figures

Figure 1: Home Returns Screen	7
Figure 2: Home Returns Screen	8
Figure 3: Home Returns Screen	8
Figure 4: Home Returns Screen	9
Figure 5: Home Returns Screen	9
Figure 6: Home Returns Screen	10
Figure 7: Home Returns Screen	10
Figure 8: Acknowledgement Number Screen	11
Figure 9: Acknowledgement Receipt Screen	11

List of Tables

Table 1: List of Abbreviationsvii

List of Abbreviations

Table 1: List of Abbreviations

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 VAT Form S (Portal)

Click Portal Home Page Link, and Click **Works Contractor Form S** link provided on left most of the home screen in Dealer Services.

The screenshot displays the homepage of the Commercial Taxes Department, Government of Tamil Nadu. The page features a navigation menu with links such as Home, About Us, GST Corner, Acts & Rules, Forms, G.O.s & Communications, Tenders & Auctions, Citizen Corner, Consumer Corner, Contact Us, Media, and Help. A search bar is located in the top right corner. The main content area is titled 'Terms of Use' and includes a section for 'e-Services' with a list of links: 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 'Works Contractor Form S' link is highlighted with a mouse cursor. The page also contains a 'Terms of Use' section with detailed text regarding the website's policies and conditions.

Figure 1: Home Returns Screen

1. Before Login into web portal, **VAT FORM S** is filled by un-registered user. These are some details filled by user

Commercial Taxes Department
Government of Tamil Nadu

Home About Us GST Corner Acts & Rules Forms G.O.s & Communications Tenders & Auctions Citizen Corner Consumer Corner Contact Us Media Help

Works Contractor Form S

e-Services
Click here to Login or Sign Up

Dealer Services: e-c Tax

- e-Registration
- e>Returns
- e>Returns for Unregistered Dealers
- 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

Works Contractor Form S

Application to be Filed by the Dealer Who Request for Issue of Form-S (Rule [9(2)])

Dealer Details	Contractee Details	Work Contract Details
Sub Contract & Works Completion Details	Previous Form S Details	Annexure

Type of Dealer* Registered Unregistered

1. TIN

2. Details of the Dealer who applies for Form S

i. Name of the Dealer*

ii. Address of the Dealer

a) Door / Plot No Old b) Door / Plot No New*

c) Building Name d) Shop / Office Number

e) Street / Road* f) Village / Town / City *

g) District* h) PIN*

i) Circle *

3. Section under which Tax is being paid and return filed*

4. Whether returns filed up to the month* Yes No

Next

Figure 2: Home Returns Screen

Commercial Taxes Department
Government of Tamil Nadu

Home About Us GST Corner Acts & Rules Forms G.O.s & Communications Tenders & Auctions Citizen Corner Consumer Corner Contact Us Media Help

Works Contractor Form S

e-Services
Click here to Login or Sign Up

Dealer Services: e-c Tax

- e-Registration
- e>Returns
- e>Returns for Unregistered Dealers
- e-Payment
- eCST Forms Request
- e-Declaration
- Verify Turnover Declaration Certificate
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- TDS Certificate(Form T)

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Works Contractor Form S

Application to be Filed by the Dealer Who Request for Issue of Form-S (Rule [9(2)])

Dealer Details	Contractee Details	Work Contract Details
Sub Contract & Works Completion Details	Previous Form S Details	Annexure

5. Details of Contractee who awarded the contract

i. Do you have TDN?* Yes No

ii. TDN of the Contractee

iii. Name of the Contractee*

iv. Address of the contractee

a) Door / Plot No Old b) Door / Plot No New*

c) Building Name d) Shop / Office Number

e) Street / Road* f) Village / Town / City *

g) District* h) PIN*

v. Mobile Number*

vi. E-Mail Id*

Previous **Next**

Figure 3: Home Returns Screen

Commercial Taxes Department
Government of Tamil Nadu

Home About Us GST Corner Acts & Rules Forms G.O.s & Communications Tenders & Auctions Citizen Corner Consumer Corner Contact Us Media Help

Works Contractor Form S

Services
Click here to Login or Sign Up

Dealer Services: e-c Tax

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- e>Returns
- e>Returns for Unregistered Dealers
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- Verify Turnover Declaration Certificate
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Works Contractor Form S

Application to be Filed by the Dealer Who Request for Issue of Form-S (Rule [9(2)])

Dealer Details	Contractee Details	Work Contract Details
Sub Contract & Works Completion Details	Previous Form S Details	Annexure

6. Details of Works Contract

i. Contract Agreement No.*

ii. Date of Contract*

iii. Description of the Contract*

iv. Date of Commencement of Works Contract*

v. Date Fixed for Completion of Works Contract*

vi. Duration of Works Contract*

vii. Value of contract*

7. Turnover reported till date in the monthly returns for the above contract. (if so furnish the details in the separate annexure)

8. Whether tax dues paid for the above turnover reported (if not, specify reasons)* Yes No

If No, Specify Reasons

[Previous](#) [Next](#)

Figure 4: Home Returns Screen

Commercial Taxes Department
Government of Tamil Nadu

Home About Us GST Corner Acts & Rules Forms G.O.s & Communications Tenders & Auctions Citizen Corner Consumer Corner Contact Us Media Help

Works Contractor Form S

Services
Click here to Login or Sign Up

Dealer Services: e-c Tax

- e-Registration
- e>Returns
- e>Returns for Unregistered Dealers
- e-Payment
- eCST Forms Request
- e-Declaration
- Verify Turnover Declaration Certificate
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Works Contractor Form S

Dealer Details	Contractee Details	Work Contract Details
Sub Contract & Works Completion Details	Previous Form S Details	Annexure

Sub Contract Details

9. If Contract has been sub contracted* Yes No

i. TIN

ii. Name of Sub-Contractor*

iii. Nature of Contract*

iv. Value of Contract*

v. Value of Contract executed till date*

vi. Period of Contract(in days)*

vii. Work Order No.*

viii. Date of Work Order No.*

[Add](#) [Clear](#)

Sr No.	Delete	Modify	TIN	Name of Sub-Contractor	Nature of Contract	Value of Contract	Value of Contract executed	Period of Contract	Work Order	Date of Work Order
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Works Completion Details

10. Value of contract completed up to the date of making this application for Form S*

11. Balance Value of contract to be executed*

[Previous](#) [Next](#)

Figure 5: Home Returns Screen

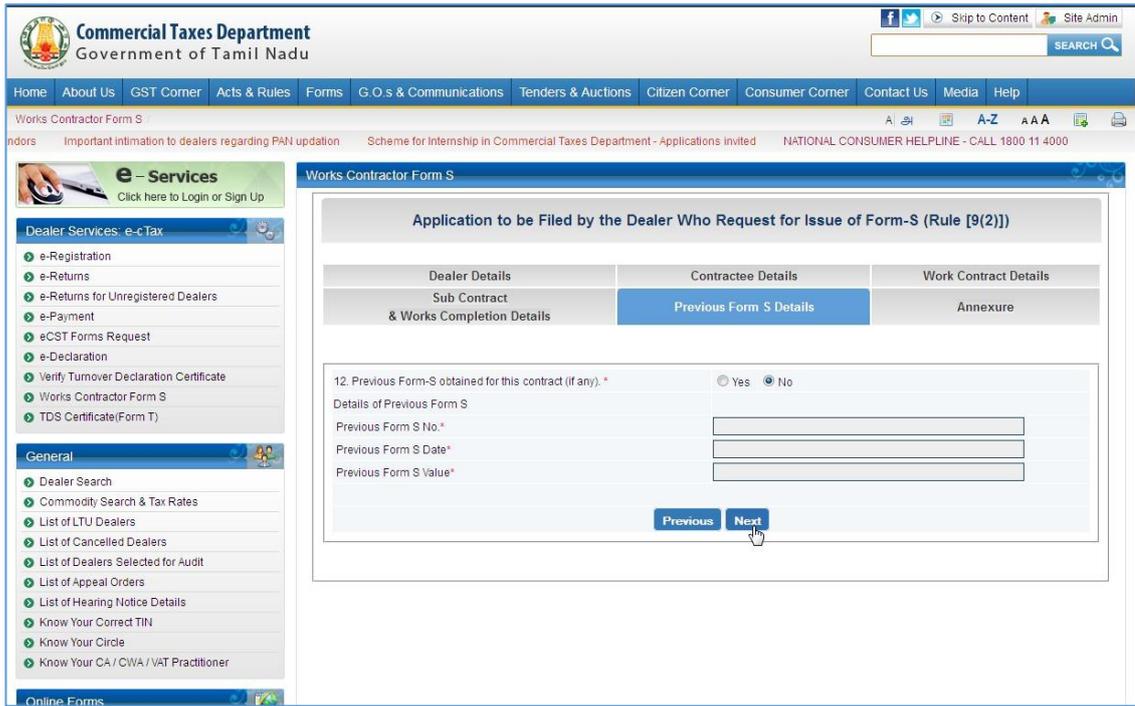


Figure 6: Home Returns Screen

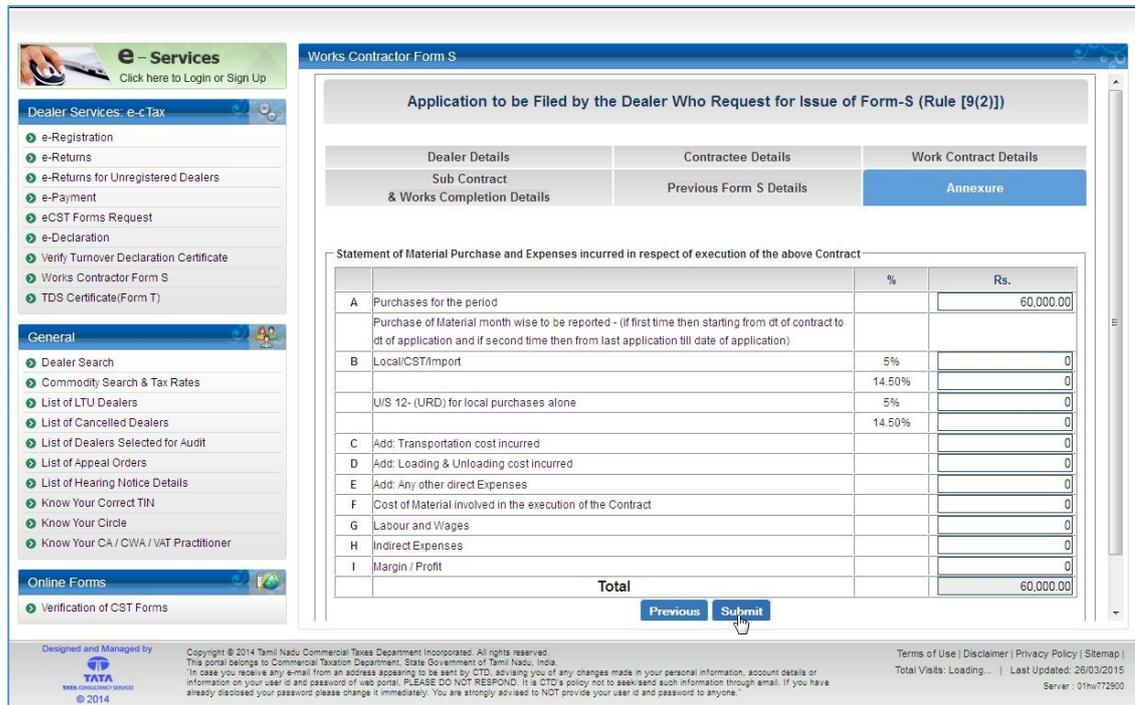


Figure 7: Home Returns Screen

2. After Submission of **VAT FORM S**, Acknowledgement number will generate

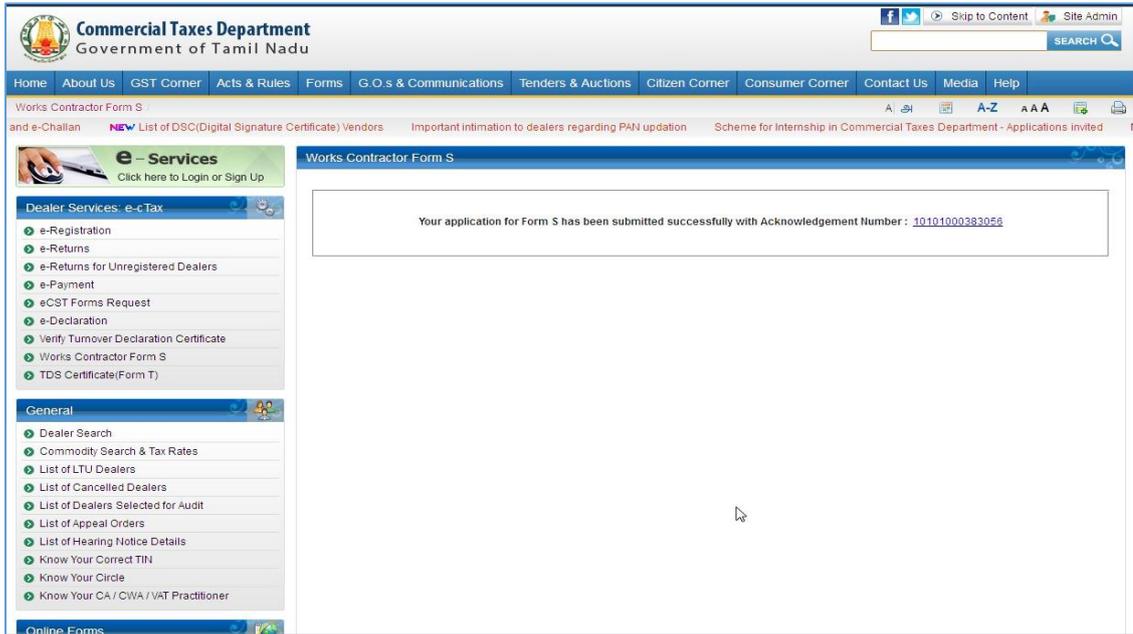


Figure 8: Acknowledgement Number Screen

3. After click on Acknowledgement number **Acknowledgement receipt** will generate.

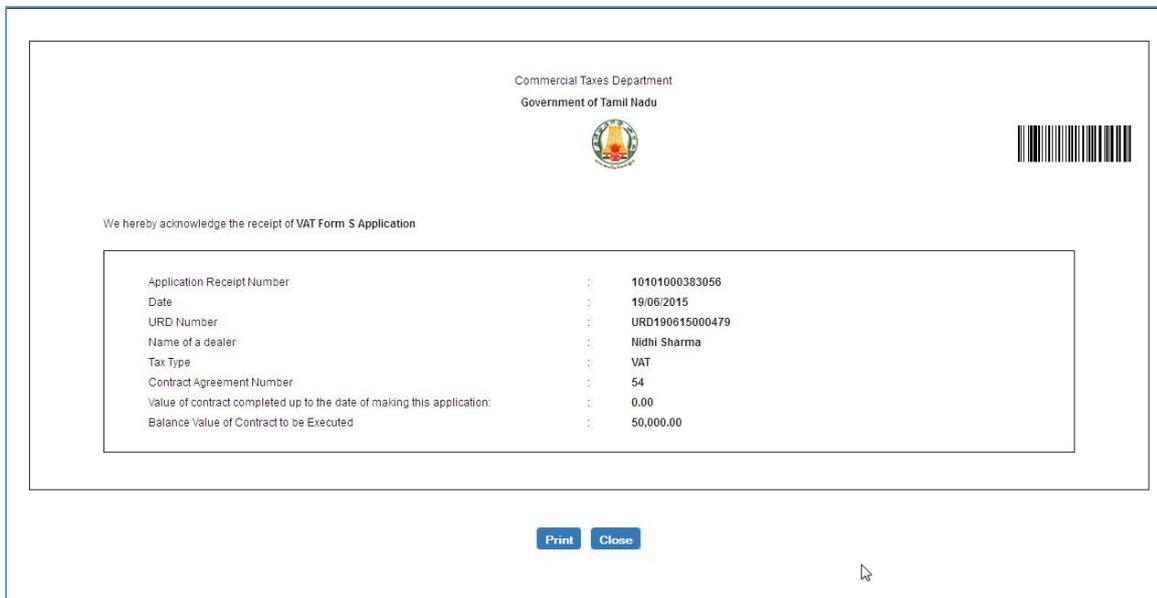


Figure 9: Acknowledgement Receipt Screen

