



**MSTD**

**(MAHARASHTRA SALES TAX DEPARTMENT)**

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# USER MANUAL

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Form 424 (TDS) Original Return  
Filing





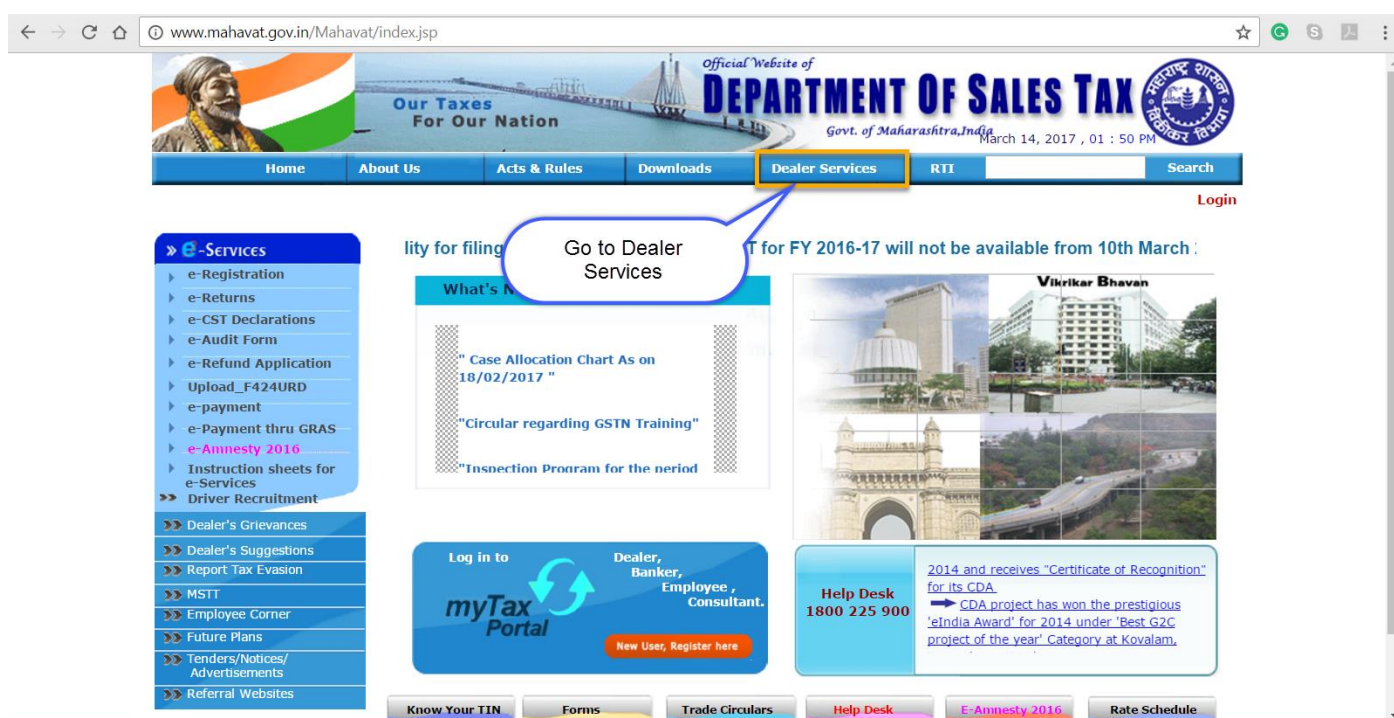
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## Form 424 (TDS) Original Return Filing

### a. Home page

- Login in to below link.  
[www.mahavat.gov.in](http://www.mahavat.gov.in)
- Go to “Dealer Services” tab



- Click on Dealer Services button, you will be able to select New Automation from dropdown list.

- Click on “New Automation” tab

The screenshot shows the official website of the Department of Sales Tax, Government of Maharashtra. The page features a navigation menu with options like Home, About Us, Acts & Rules, Downloads, Dealer Services, RTI, and Search. A dropdown menu under 'Dealer Services' is open, showing options such as Tax Calendar, Know Your TIN, Manuals of Procedures, Short / Non Filers, **New Automation** (highlighted), and Amnesty Scheme-2016. A callout bubble points to the 'New Automation' link with the text 'Click on New Automation'. Other elements include a 'myTax Portal' login section and a 'Milestones' section.

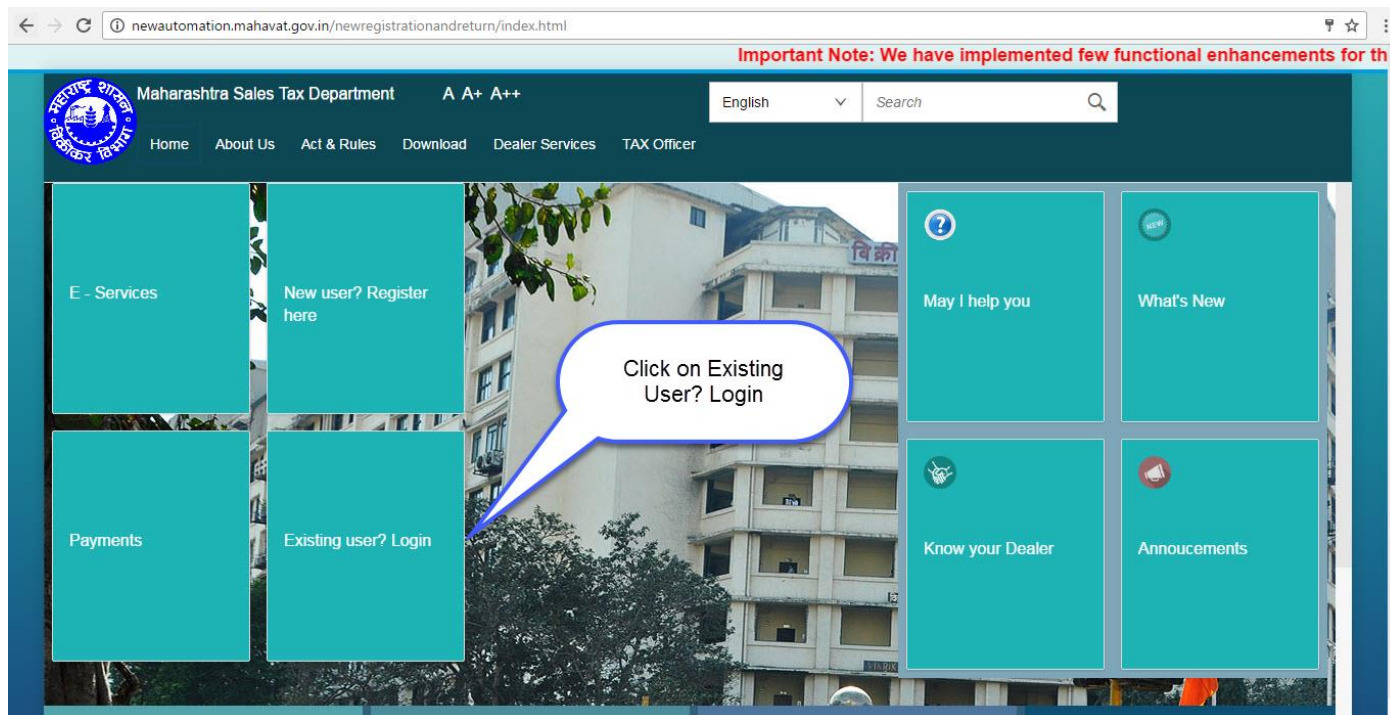
- It will redirect to New Automation page.

The screenshot shows the 'New Automation' page on the Department of Sales Tax website. The page has a header with the department's name and logo. A navigation menu is visible on the left. The main content area is titled 'New Automation' and lists several options: Registration, **Returns - Registered After 25-5-16** (highlighted with a blue box and a callout bubble), Billing Software, and payment for FY 2016-17. A callout bubble points to the highlighted link with the text 'Click on Returns - Registered After 25-5-16'. The page also includes a 'Login' button and a 'Back' button.

- Click on “Returns – Registered After 25-5-16” in the New Automation page.
- You will redirect to TDS Login page.

## b. User Login

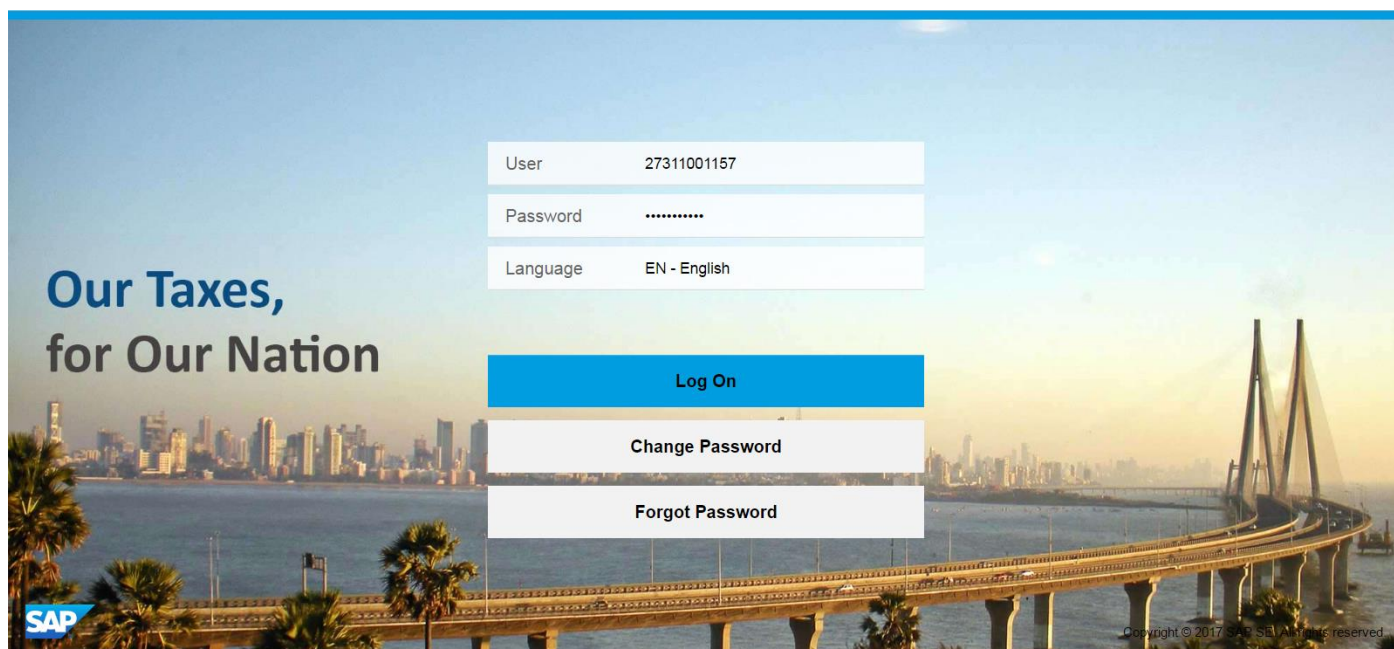
- Click on **“Existing user? Login”**



- After Click on **“Existing user? Login”** you will be asked to enter User id and password.
- The Login for Form 424(TDS) Return filing is using your TIN as your Login ID (without the suffixes – V) and password.



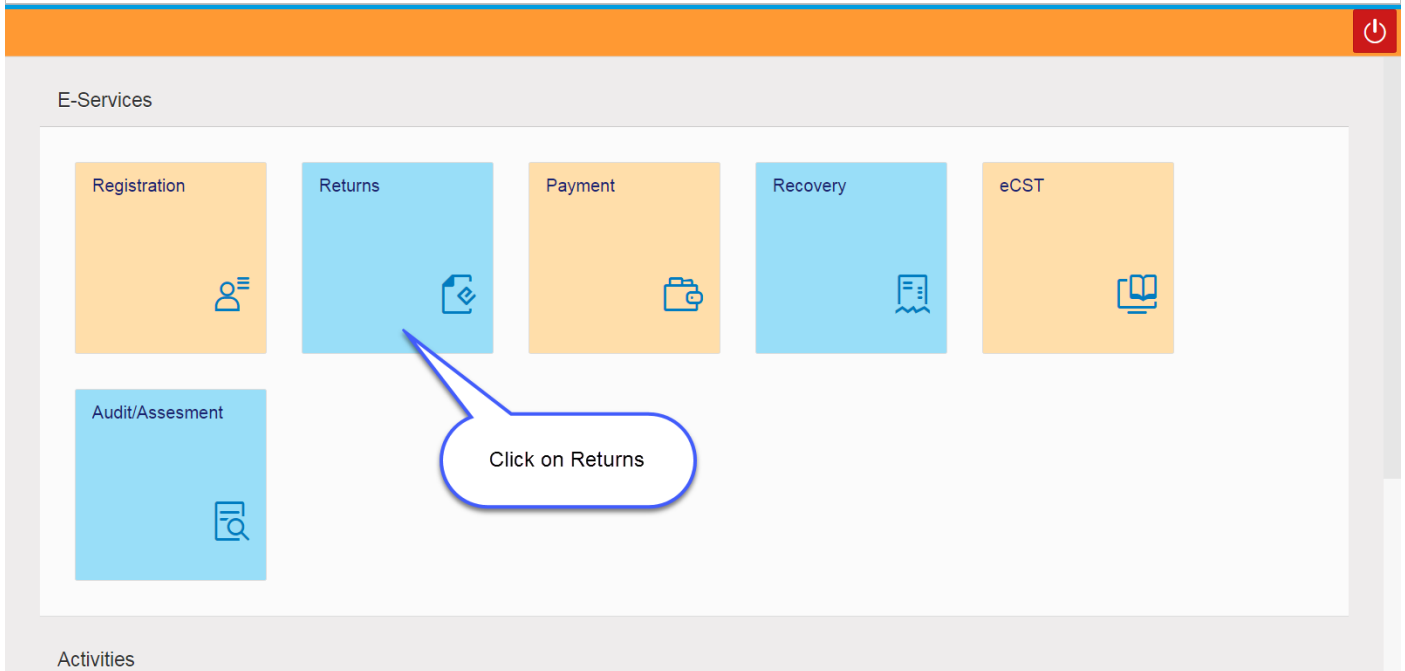
- Enter your Login credentials
- *User:* TIN without suffix
- *Password:* xxxxxxxx
- Click on **“Log on”**



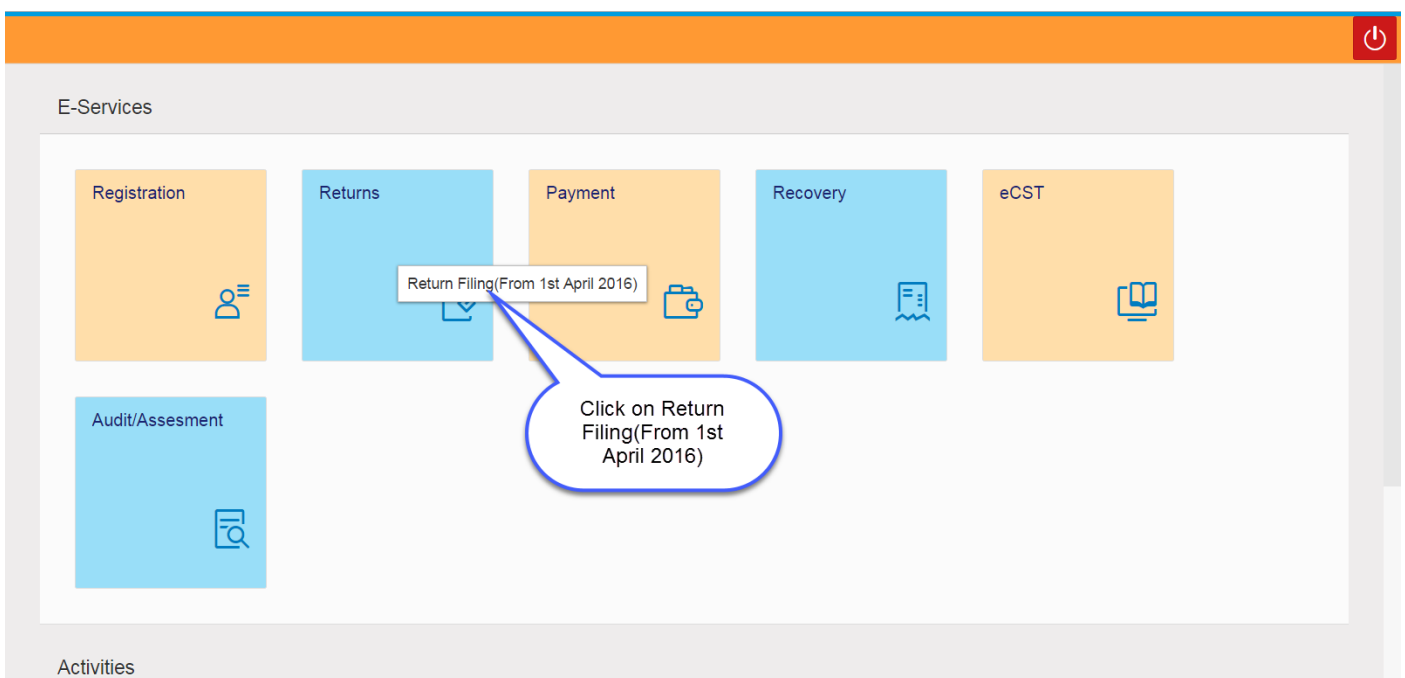
- Click on **“Log On”** button. It will redirect you to Returns page.

### c. E-Services

➤ Click on **“Returns”**



➤ Click on **“Returns”**

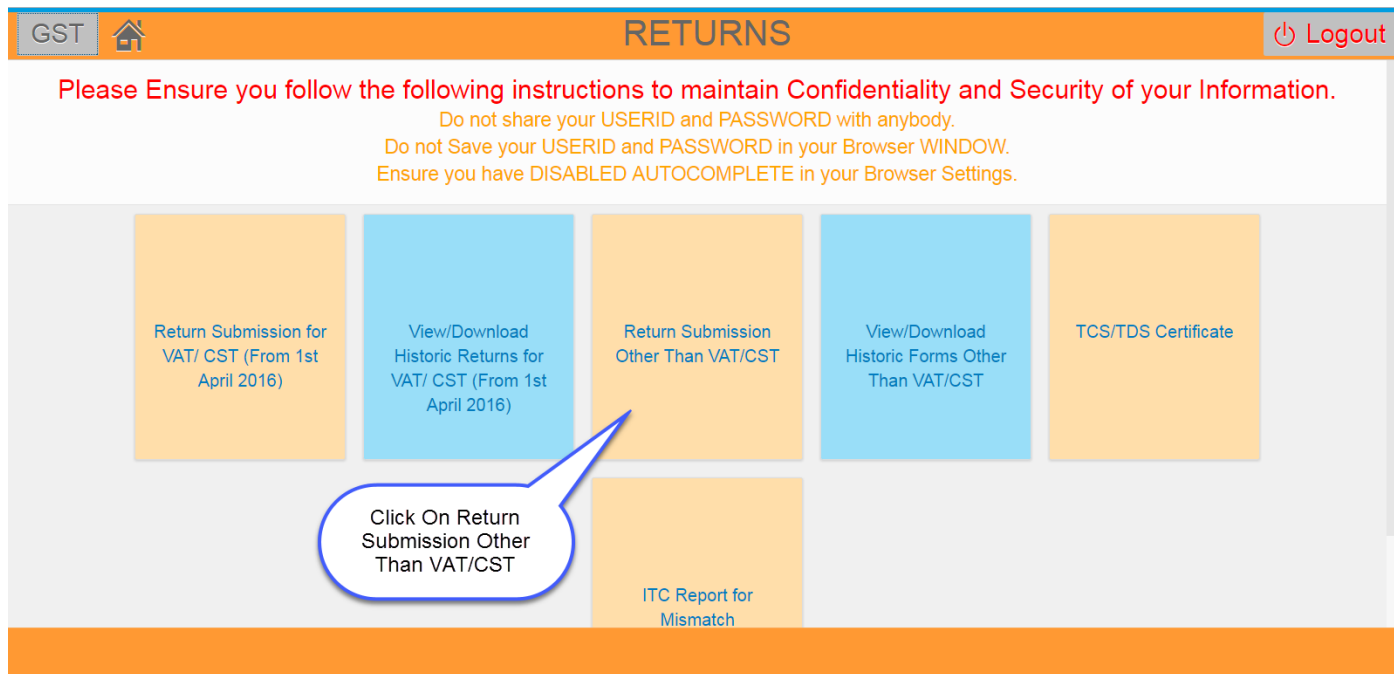


➤ Click on **“Return Filing (From 1st April 2016)”**, It will redirect you to RETURNS page.



### d. Return Submission for Other Than VAT/CST

- Click on **“Return Submission Other Than VAT / CST”**



- Click on **“Return Submission Other than VAT / CST”**, it will redirect you to select Returns page





### e. Select Act

- Select VALUE ADDED TAX ACT from dropdown.

Return / Statement Filing Logout

Tax Payer  
27311001157

➤ Select Act >> Type Of Return/ Statement >> Period >> Annexure Upload >> Draft Return >> Acknowledgement

Registration Number / Act: 27311001157V - VALUE ADDED TAX ACT  
Select Form: Form-424 (TDS)

Select Value added tax from dropdown  
Select Form-424(TDS) from dropdown

Next

- Select “VALUE ADDED TAX ACT” under Registration Number / Act..
- Select “Form-424(TDS)” under Select Form.



- Click on "Next" button.

Return / Statement Filing Logout

Tax Payer  
27311001157

Select Act >> Type Of Return/ Statement >> Period >> Annexure Upload >> Draft Return >> Acknowledgement

Registration Number / Act: 27311001157V - VALUE ADDED TAX ACT  
Select Form: Form-424 (TDS)

Click On Next

**Next**

- Click on Next, it will redirect to select Return/Statement Type.

## f. Select Return/statement type

- Select Statement Type from dropdown **“Original”**.

The screenshot shows the 'Return / Statement Filing' page. At the top, there is a navigation bar with a home icon, the title 'Return / Statement Filing', and a 'Logout' button. Below this is a table with four columns: 'Tax Payer', 'Name', 'Registration Number', and 'Form'. The values are: 27311001157, Training E, 27311001157V - VALUE ADDED TAX ACT, and Form-424 (TDS). Below the table is a progress bar with icons for 'Select Act', 'Type Of Return/Statement', 'Period', 'Annexure Upload', 'Draft Return', and 'Acknowledgement'. The 'Type Of Return/Statement' step is highlighted. Below the progress bar, there is a dropdown menu for 'Return/Statement Type:'. The dropdown is open, showing options: '-- Select --', 'Original', and 'Revised u/s 20(4)'. A callout bubble points to the 'Original' option with the text 'Select Original from dropdown'.

- Select **“Original”** from dropdown.

The screenshot shows the 'Return / Statement Filing' page. The 'Return/Statement Type' dropdown menu is now closed, and 'Original' is selected. A callout bubble points to the 'Next' button at the bottom right of the page with the text 'Click On Next'.

- Click on **“Next”**, It will redirect to Financial year selection page.



### g. Select Financial Year

- Select “Financial Year” from dropdown
- Select “Period” from dropdown.
- Click on “Next”

Tax Payer	Name	Registration Number	Form	Return/Statement Type
27311001157	Training E	27311001157V - VALUE ADDED T	Form-424 (TDS)	Original

Progress Bar: Select Act >> Type Of Return/Statement >> **Period** >> Annexure Upload >> Draft Return >> Acknowledgement

Financial Year: 2016-2017 (dropdown) → Select financial year from dropdown

Period: 2016 April (dropdown) → Select period from dropdown

Click On Next

Next

- Click on “Next”, it will redirect to upload new file.

## h. Upload Return

- You will be asked to upload New File.
- Click on **“Yes”** button.

The screenshot shows the 'Return / Statement Filing' interface. At the top right, there is a 'Logout' button. Below the header, there is a table with the following data:

Tax Payer	Name	Registration Number	Form	Return/Statement Type	Period
27311001157	Training E	27311001157V - VALUE AD	Form-424 (TDS)	Original	2016 April

Below the table is a navigation bar with the following steps: Select Act, Type Of Return/ Statement, Period, Annexure Upload (highlighted), Draft Return, and Acknowledgement. The main content area displays the message: 'Please click Yes to upload new file..'. At the bottom right, there is a yellow button labeled 'Yes' with a callout bubble pointing to it that says 'Click On Yes'.

- Click on **“Yes”** to upload new file. It will redirect to file uploading page.

### i. Select .txt File and Upload

- Click on **“Browse”** and select the .txt file generated on your desktop from the Return template.

The screenshot displays the 'Return / Statement Filing' interface. At the top right, there is a 'Logout' button. Below it, a table shows the selected form and period:

Form	Return/Statement Type	Period
Form-424 (TDS)	Original	2016 April

Below the table, there are icons for 'Annexure Upload', 'Draft Return', and 'Acknowledgement'. A 'Browse...' button is highlighted with a callout: '1) Click on Browse to upload .txt file'. An 'Open' file dialog box is overlaid on the interface, showing the file '424\_27311001157V\_2016 April\_Original' selected. Callouts indicate: '2) Select txt file' and '3) Click on "Open"'. At the bottom right of the interface, there is a yellow 'Upload File' button.

- Uploading **“.txt”** file name should match with your TIN, Form and Period.
- Click on **“Open”** to upload the file.



- Click on **“OK”** to confirm, File will successfully upload from your System.

Return / Statement Filing Logout

Tax Payer	Name	Registration Number	Form	Return/Statement Type	Period
27311001157	Training E	27311001157V - VALUE AD	Form-424 (TDS)	Original	2016 April

Select Act >> Type Of Return/ Statement >> Period >> **Annexure Upload** >> Draft Return >> Acknowledgement

Press 'Upload File' to upload file '424\_27311001157V\_2016 April\_Original.txt'

**OK**

Click On OK

**Upload File**

- Click on **“Upload File”**.

Return / Statement Filing Logout

Tax Payer	Name	Registration Number	Form	Return/Statement Type	Period
27311001157	Training E	27311001157V - VALUE AD	Form-424 (TDS)	Original	2016 April

Select Act >> Type Of Return/ Statement >> Period >> **Annexure Upload** >> Draft Return >> Acknowledgement

File Upload:

Click On Upload File

**Upload File**

- After click on **“Upload File”**, it will redirect to draft return page.



- Click on “No”, if you have already uploaded .txt file to proceed and submit your return.

Return / Statement Filing Logout

Tax Payer	Name	Registration Number	Form	Return/Statement Type	Period
27311001157	Training E	27311001157V - VALUE AD	Form-424 (TDS)	Original	2016 April

Select Act >> Type Of Return/ Statement >> Period >> **Annexure Upload** >> Draft Return >> Acknowledgement

You have already uploaded a file!  
Click 'Yes' to upload a new file..  
Click 'No' to view draft return/statement

Click On No

Yes No

- Click on “Yes”, if you want to upload a new .txt file to proceed and submit your return.

Return / Statement Filing Logout

Tax Payer	Name	Registration Number	Form	Return/Statement Type	Period
27311001157	Training E	27311001157V - VALUE AD	Form-424 (TDS)	Original	2016 April

Select Act >> Type Of Return/ Statement >> Period >> **Annexure Upload** >> Draft Return >> Acknowledgement

You have already uploaded a file!  
Click 'Yes' to upload a new file..  
Click 'No' to view draft return/statement

Click On Yes

Yes No



## j. Draft pdf Return

- Here you can view and download your Draft Return.

❖ **Note** → System will display the Draft Return before submission.

The screenshot displays the 'Return / Statement Filing' interface. At the top, there is a 'Logout' button. Below it, a table shows the filing details: Tax Payer (27311001157), Name (Training E), Registration Number (27311001157V - VALUE AD), Form (Form-424 (TDS)), Return/Statement Type (Original), and Period (2016 April). A navigation bar contains icons for 'Select Act', 'Type Of Return/ Statement', 'Period', 'Annexure Upload', 'Draft Return', and 'Acknowledgement'. The 'Draft Return' icon is highlighted. Below the navigation bar, there is a 'Messages' section with a button labeled 'Form-424 (TDS)'. A callout bubble points to this button with the text: 'Click on this button to view Form-424 (TDS) Draft Return'. Another callout bubble points to a download icon in the top right corner of the form preview area with the text: 'Click on this icon to download Form-424 (TDS) Draft Return'. The form preview area shows 'FORM-424 (See Rule 17A & 40) Return showing Tax Deduction at Source by an employer' and a 'Submit' button. A callout bubble points to the 'Submit' button with the text: 'Click on Submit'.

- Before submitting the Return, you can click on, **“Form-424(TDS)”** to view the Draft Return.
- You can review or download Draft Return.
- Check the input is given by you in Return template and compare with Draft Return then click on **“Submit”** button.

### k. Submit Return

- Click on **“Yes”**

The screenshot displays the 'Return / Statement Filing' interface. At the top, there is a navigation bar with a home icon, the title 'Return / Statement Filing', and a 'Logout' button. Below this is a table with columns: Tax Payer, Name, Registration Number, Form, Return/Statement Type, and Period. The table contains the following data:

Tax Payer	Name	Registration Number	Form	Return/Statement Type	Period
27311001157	Training E	27311001157V - VALUE AD	Form-424 (TDS)	Original	2016 April

Below the table is a progress bar with steps: Select Act, Type Of Return/ Statement, Period, Annexure Upload, Draft Return, and Acknowledgement. The 'Draft Return' step is currently active. A confirmation dialog box is overlaid on the screen, containing the text 'Please Confirm to Submit' and two buttons: 'Yes' and 'Cancel'. A callout bubble points to the 'Yes' button with the text 'Click On Yes'.

- Click on **“Yes”** to confirm the submission. You will redirect to acknowledgement message screen.

## 1. Acknowledgement

- Once your Return is submitted successfully, **Return Submission Acknowledgement** will be displayed on the screen.
- Return PDF and Acknowledgement will be sent to you on your e-mail id provided in Return template
- SMS will be sent on your mobile number provided in the Return template.

Return / Statement Filing [Logout](#)

Tax Payer	Name	Registration Number	Form	Return/Statement Type	Period
27311001157	Training E	27311001157V - VALUE AD	Form-424 (TDS)	Original	2016 April

Select Act >> Type Of Return/ Statement >> Period >> Annexure Upload >> Draft Return >> Acknowledgement

22.04.2017 12:30:13  
Dear Tax Payer,

Your return under Form-424 (TDS) Act for the Period 2016 April is submitted successfully on 22.04.2017 12:30:13. Once return is prepared it will be communicated to you via sms on your mobile number & PDF return will be sent on your email-id provided in return template. Please check your Spam/Junk email in case not found in your inbox. You can also download submitted Return from "Home->Returns->View/Download Historic Forms".

Thanking You,  
MSTD.

[Download Return](#)

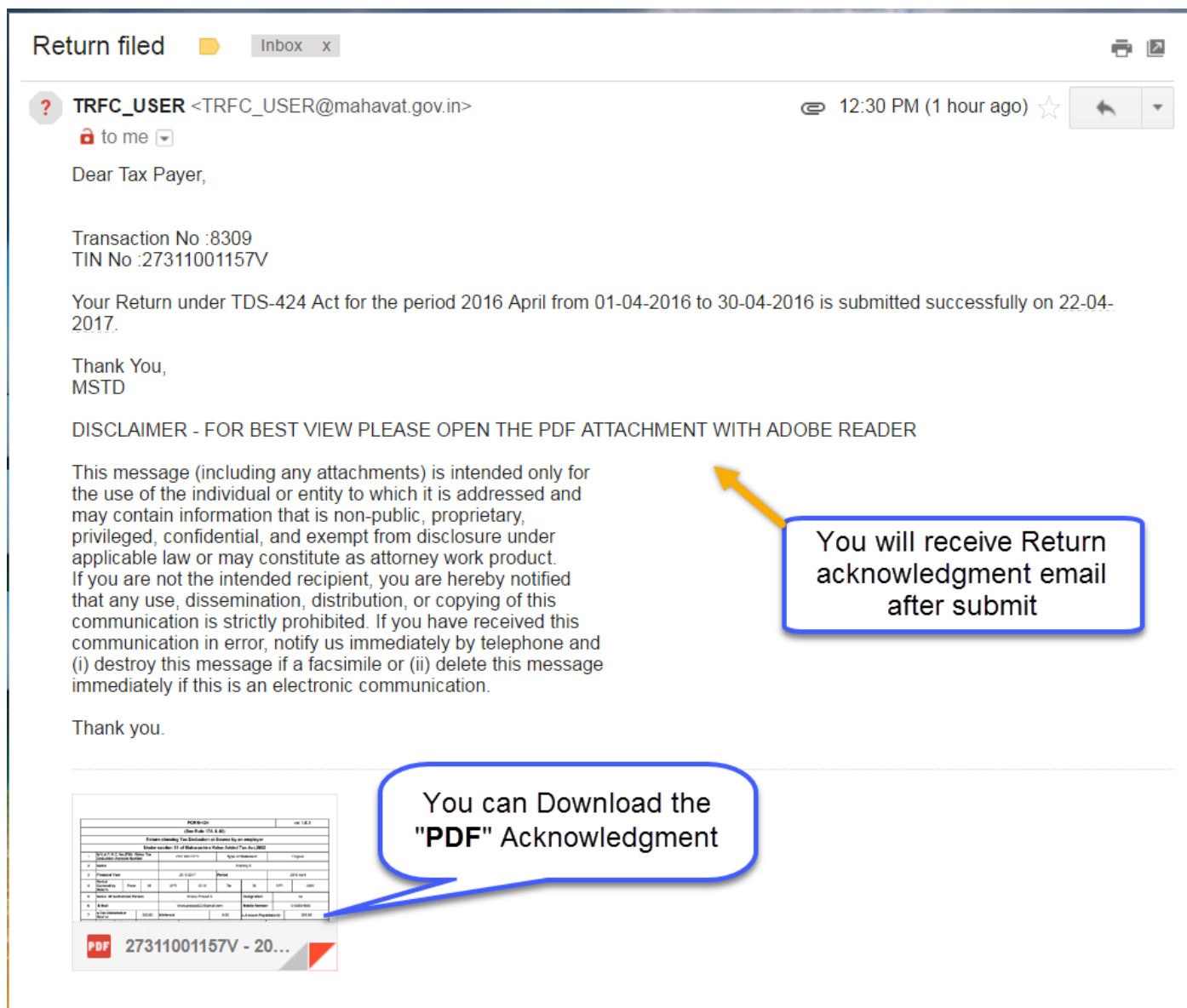
Click On Download Return button to view the Successful return PDF

- Click on Download Return button to view the Return pdf.

## Illustration of e-mail & SMS after submission of Return

- E-mail & SMS confirmation message.

- E-Mail



**Return filed** Inbox x

**TRFC\_USER** <TRFC\_USER@mahavat.gov.in> 12:30 PM (1 hour ago)

Dear Tax Payer,

Transaction No :8309  
TIN No :27311001157V

Your Return under TDS-424 Act for the period 2016 April from 01-04-2016 to 30-04-2016 is submitted successfully on 22-04-2017.

Thank You,  
MSTD

DISCLAIMER - FOR BEST VIEW PLEASE OPEN THE PDF ATTACHMENT WITH ADOBE READER

This message (including any attachments) is intended only for the use of the individual or entity to which it is addressed and may contain information that is non-public, proprietary, privileged, confidential, and exempt from disclosure under applicable law or may constitute as attorney work product. If you are not the intended recipient, you are hereby notified that any use, dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, notify us immediately by telephone and (i) destroy this message if a facsimile or (ii) delete this message immediately if this is an electronic communication.

Thank you.

**You will receive Return acknowledgment email after submit**

**You can Download the "PDF" Acknowledgment**

FORM 16		FORM 16B	
Income Tax Deducted at Source (TDS) Certificate			
Under section 115C of Income Tax Act, 1961			
1. Name of the Deductor	2. Name of the Recipient	3. Amount Paid or Received during the year	4. Amount of TDS Deducted during the year
5. Name of the Employer	6. Name of the Employer	7. Name of the Employer	8. Name of the Employer
9. Name of the Employer	10. Name of the Employer	11. Name of the Employer	12. Name of the Employer
13. Name of the Employer	14. Name of the Employer	15. Name of the Employer	16. Name of the Employer
17. Name of the Employer	18. Name of the Employer	19. Name of the Employer	20. Name of the Employer

PDF 27311001157V - 20...



- Mobile message

Dear Tax Payer, Transaction No :  
8309 Tin No : 27311001157V  
Your return under TDS-424 Act  
for the period 2016 April from  
01-04-2016 to 30-04-2016 is  
submitted on 22-04-2017.

You will receive Final  
Confirmation  
message after you  
submitted the Return

