



MSTD

(MAHARASHTRA SALES TAX DEPARTMENT)

USER MANUAL

Form 424 (TDS) Revised Return
Filing





CONTENTS

TDS-Revised	1
Form 424(TDS)	3
a. Home page	3
b. User Login	5
c. E-Services	7
d. Return Submission for Other Than VAT/CST	8
e. Select Act	9
f. Select Return/statement type	11
g. Select Financial Year	12
h. Upload Return	13
i. Select .txt File and Upload	14
j. Draft pdf Return	17
k. Submit Return.....	18
l. Acknowledgement	19
Illustration of e-mail & SMS after submission of Return	20

Form 424 (TDS) Revised Return Filing

a. Home page

- Login in to below link.
www.mahavat.gov.in
- Go to “Dealer Services” tab

The screenshot shows the official website of the Department of Sales Tax, Government of Maharashtra, India. The page is titled "Official Website of DEPARTMENT OF SALES TAX Govt. of Maharashtra, India". The navigation bar includes links for Home, About Us, Acts & Rules, Downloads, Dealer Services (highlighted), RTI, and Search. A "Login" button is visible on the right. The main content area features a "What's New" section with links to "Case Allocation Chart As on 18/02/2017", "Circular regarding GSTN Training", and "Inspection Program for the period". There is also a "myTax Portal" section for users (Dealer, Banker, Employee, Consultant) and a "Help Desk" section with the number 1800 225 900. A callout bubble points to the "Dealer Services" tab in the navigation bar with the text "Go to Dealer Services".

- 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 'New Automation' highlighted under the 'Dealer Services' dropdown. A callout bubble points to this link with the instruction 'Click on New Automation'. Other visible elements include the 'e-Services' menu, 'What's New' section, and various service links like 'Know Your TIN', 'Forms', and 'Trade Circulars'.

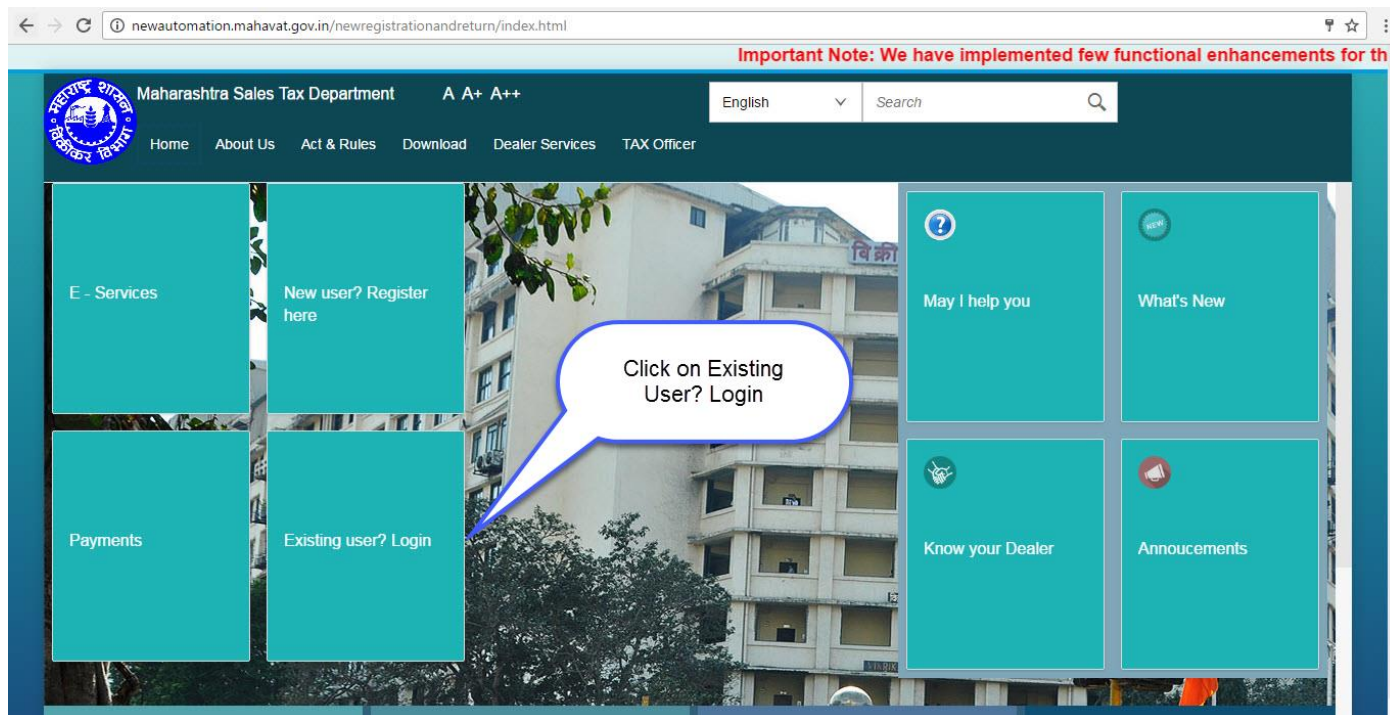
- It will redirect to New Automation page.

The screenshot displays the 'New Automation' page. A blue box highlights the 'Returns - Registered After 25-5-16' link, with a callout bubble containing the instruction 'Click on Returns - Registered After 25-5-16'. The page also shows a 'Back' button and a list of other services like 'Registration' and 'Billing Software'.

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

b. User Login

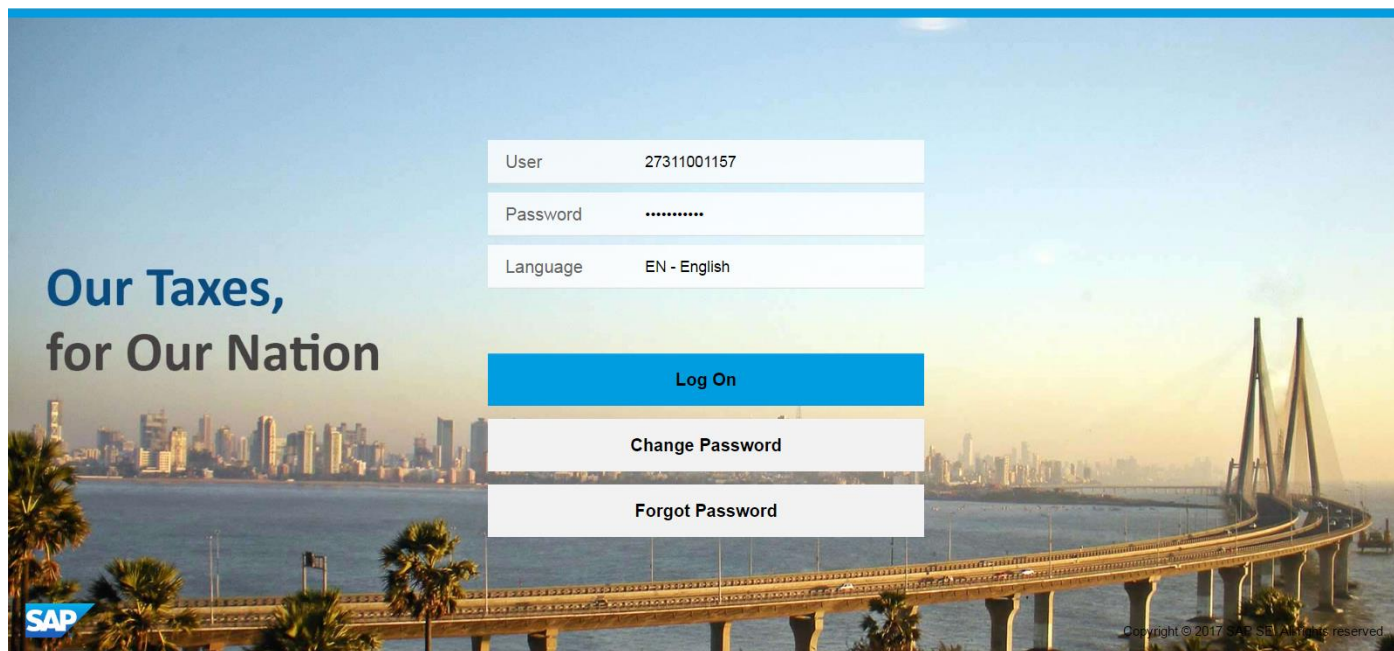
- Click on **“Existing user? Login”**



- 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.



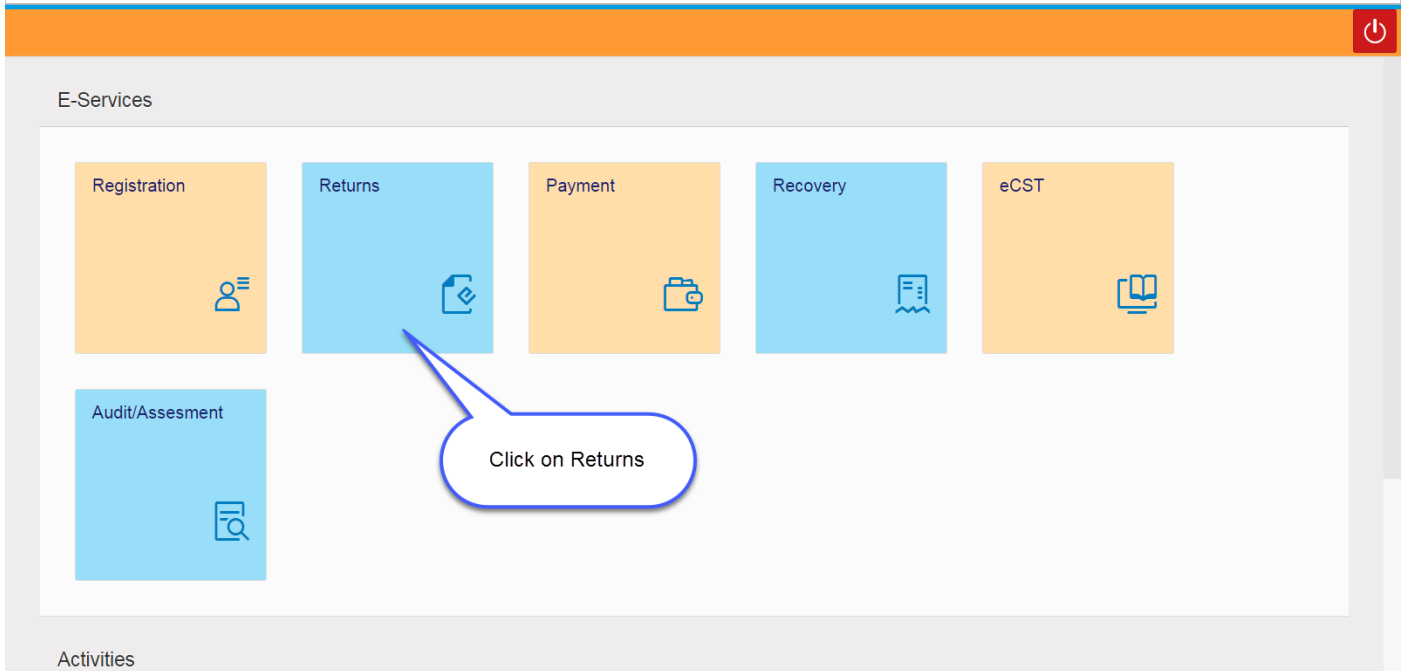
- Enter your Login credentials
- *User:* TIN without suffix
- *Password:* xxxxxxxx
- Click on “**Log on**”



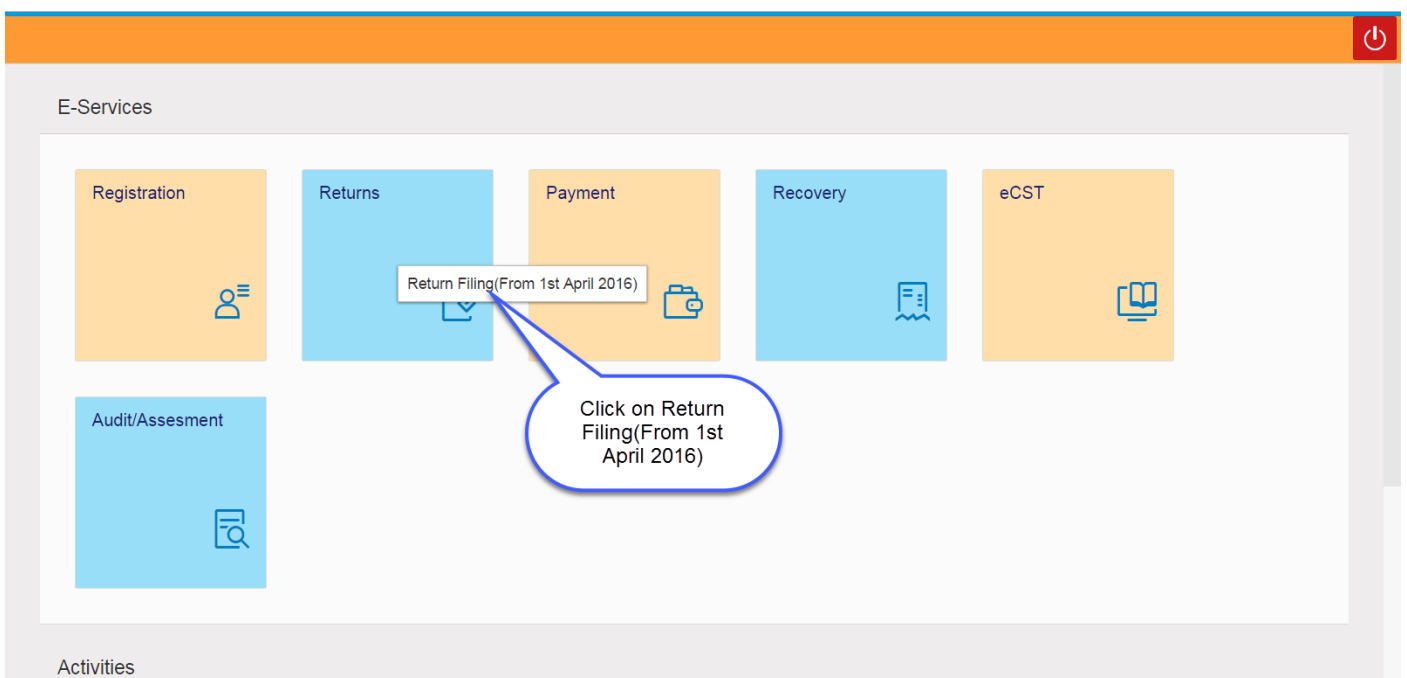
- Click on “**Log On**” button. It will redirect you to Returns page.

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”**

RETURNS

Please Ensure you follow the following instructions to maintain Confidentiality and Security of your Information.
Do not share your USERID and PASSWORD with anybody.
Do not Save your USERID and PASSWORD in your Browser WINDOW.
Ensure you have DISABLED AUTOCOMPLETE in your Browser Settings.

Return Submission for VAT/ CST (From 1st April 2016)

View/Download Historic Returns for VAT/ CST (From 1st April 2016)

Return Submission Other Than VAT/CST

View/Download Historic Forms Other Than VAT/CST

TCS/TDS Certificate

ITC Report for Mismatch

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.

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



- Click on "Next" button.

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

f. Select Return/statement type

- Select Statement Type from dropdown “**Revised u/s 20 (4)**”.

The screenshot shows 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 form with four fields: 'Tax Payer' (27311001157), 'Name' (Training E), 'Registration Number' (27311001157V - VALUE ADDED TAX ACT), and 'Form' (Form-424 (TDS)). A progress bar below the form shows steps: 'Select Act', 'Type Of Return/Statement' (highlighted), 'Period', 'Annexure Upload', 'Draft Return', and 'Acknowledgement'. The 'Return/Statement Type' dropdown menu is open, showing options: '-- Select --', 'Original', and 'Revised u/s 20(4)'. A callout bubble points to 'Revised u/s 20(4)' with the text 'Select Revised u/s 20(4)'.

- Select “**Revised u/s 20(4)**” from dropdown list.

The screenshot shows the same 'Return / Statement Filing' interface. The 'Return/Statement Type' dropdown menu is now closed and displays 'Revised u/s 20(4)'. 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”

Return / Statement Filing Logout

Tax Payer	Name	Registration Number	Form	Return/Statement Type
27311001157	Training E	27311001157V - VALUE ADDED 1	Form-424 (TDS)	Revised u/s 20(4)

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

Financial Year: Select Financial year from dropdown list

Period: Select Period from dropdown list

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.

Tax Payer	Name	Registration Number	Form	Return/Statement Type	Period
27311001157	Training E	27311001157V - VALUE AC	Form-424 (TDS)	Revised u/s 20(4)	2016 April

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

Please click Yes to upload new file..

Click on Yes

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.

Return / Statement Filing Logout

Tax Payer	Name	Registration Number	Form	Return/Statement Type	Period
27311001157	Training E	27311001157V - VALUE AC	Form-424 (TDS)	Revised u/s 20(4)	2016 April

Annexure Upload >> Draft Return >> Acknowledgement

for Upload... **Browse...**

1. Click on Browse to upload .txt file

2. Select .txt file

3. Click on "Open"

Upload File

- 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.

- Click on **“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)	Revised u/s 20(4)	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)	Revised u/s 20(4)	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 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 data in the table is: Tax Payer: 27311001157, Name: Training E, Registration Number: 27311001157V - VALUE AC, Form: Form-424 (TDS), Return/Statement Type: Revised u/s 20(4), Period: 2016 April.

Below the table is a navigation menu with icons and labels: Select Act, Type Of Return/ Statement, Period, Annexure Upload, Draft Return (highlighted), and Acknowledgement.

Under the 'Messages' section, there is a message: 'Please click on form to view draft.' Below this message is 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.'

Below the message is a preview of the Form-424 (TDS) draft return. The form header includes 'FORM-424 ver 1.8.3 (See Rule 17A & 40) Return showing Tax Deduction at Source by an employer Under-section 31 of Maharashtra Value Added Tax Act,2002'. Below the header is a table with columns: M.V.A.T. R.C. No.(TIN) /Sales Tax Deduction Account Number, Registration Number, Type of Statement, and Revised u/s 20(4). The data in the table is: 1, 27311001157V, Type of Statement, Revised u/s 20(4). A callout bubble points to the 'Submit' button at the bottom right of the form with the text: 'Click on Submit'.

At the bottom right of the screenshot, there is a yellow 'Submit' button.

- 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 the following data:

Tax Payer	Name	Registration Number	Form	Return/Statement Type	Period
27311001157	Training E	27311001157V - VALUE AD	Form-424 (TDS)	Revised u/s 20(4)	2016 April

Below the table is a workflow bar with icons and labels: 'Select Act', 'Type Of Return/ Statement', 'Period', 'Annexure Upload', 'Draft Return', and 'Acknowledgement'. The 'Draft Return' icon is highlighted. A 'Messages' section is visible on the left. A confirmation dialog box is overlaid on the screen with 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 AC	Form-424 (TDS)	Revised u/s 20(4)	2016 April

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

24.04.2017 13:14:31
Dear Tax Payer,

Your return under Form-424 (TDS) Act for the Period 2016 April is submitted successfully on 24.04.2017 13:14:31. 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 Return pdf.

Illustration of e-mail & SMS after submission of Return

- E-mail & SMS confirmation message.

1. E-Mail

Return filed Inbox x

TRFC_USER <TRFC_USER@mahavat.gov.in> 1:14 PM (11 minutes ago)

Dear Tax Payer,

Transaction No :8323
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 24-04-2017.

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 acknowledgement email after submit.

You can download the "PDF" Acknowledgement.

TDS Statement		TIN No: 27311001157V	
Period	Amount	Rate	Amount
01-04-2016	10000	10%	1000
30-04-2016	10000	10%	1000
Total	20000		2000

PDF 27311001157V - 20...

- Mobile message

Dear Tax Payer, Transaction No :
8323 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

