



MSTD

(MAHARASHTRA SALES TAX DEPARTMENT)

USER MANUAL

Form 424A (TDS) Original
Return Filing





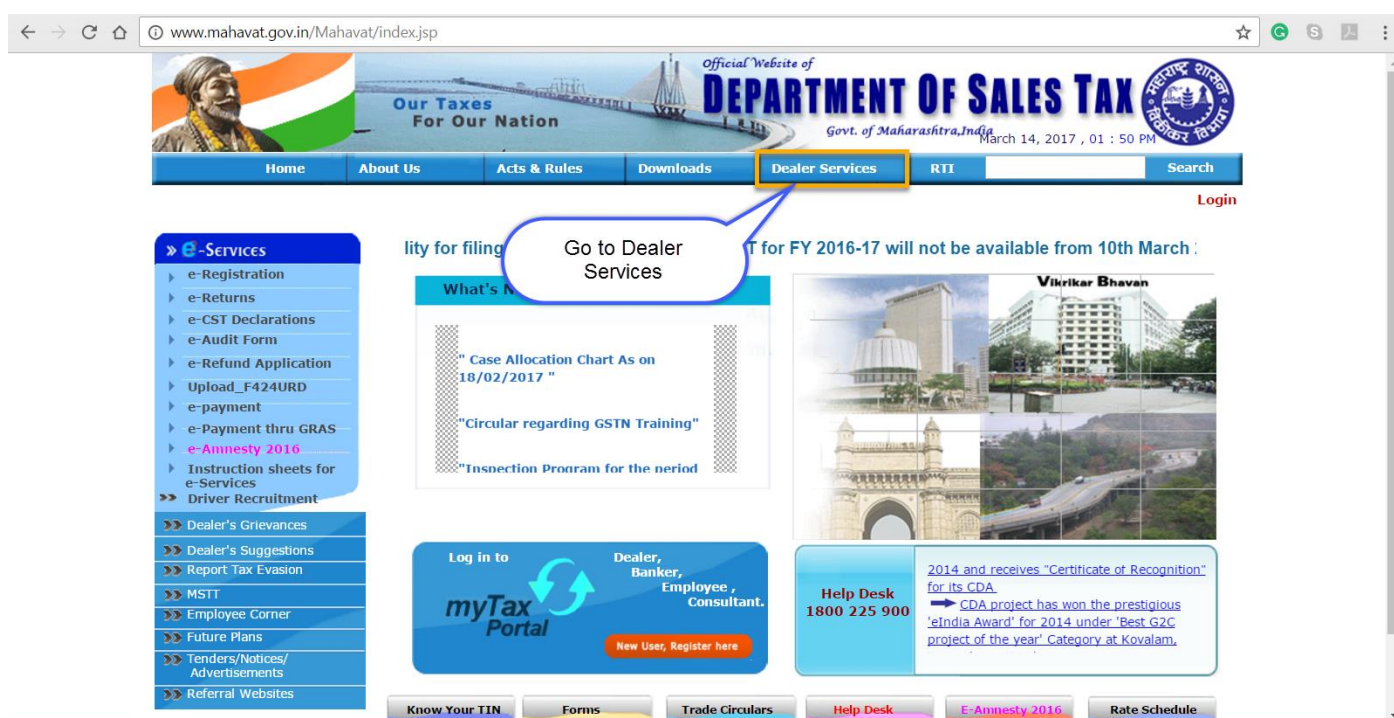
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Form 424A (TDS) Original Return Filing

a. Home page

- Login in to below link.
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 navigation menu includes Home, About Us, Acts & Rules, Downloads, Dealer Services, RTI, and Search. The 'Dealer Services' dropdown menu is open, showing options like 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.

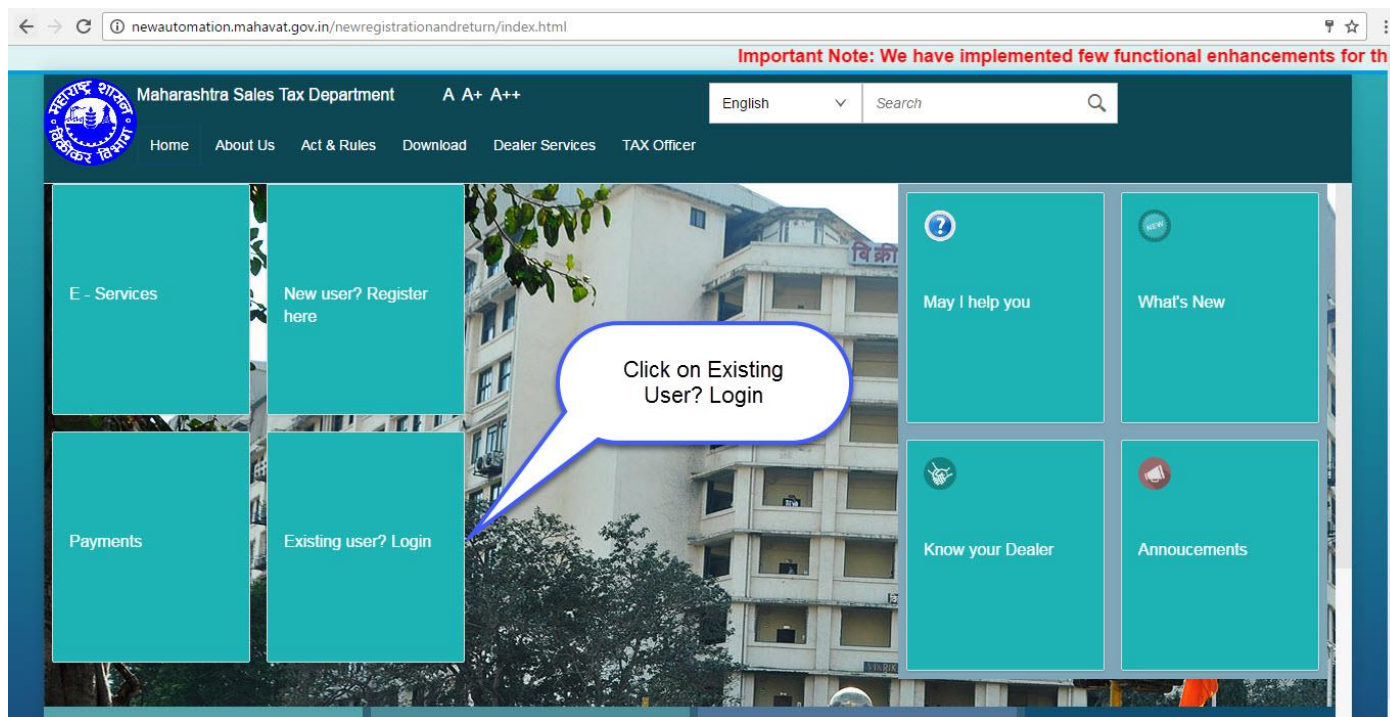
- It will redirect to New Automation page.

The screenshot shows the 'New Automation' page. The 'Returns - Registered After 25-5-16' link is highlighted with a blue box and a callout bubble pointing to it with the text 'Click on Returns - Registered After 25-5-16'. The page also features a 'Back' button and a list of services on the left side.

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

b. User Login

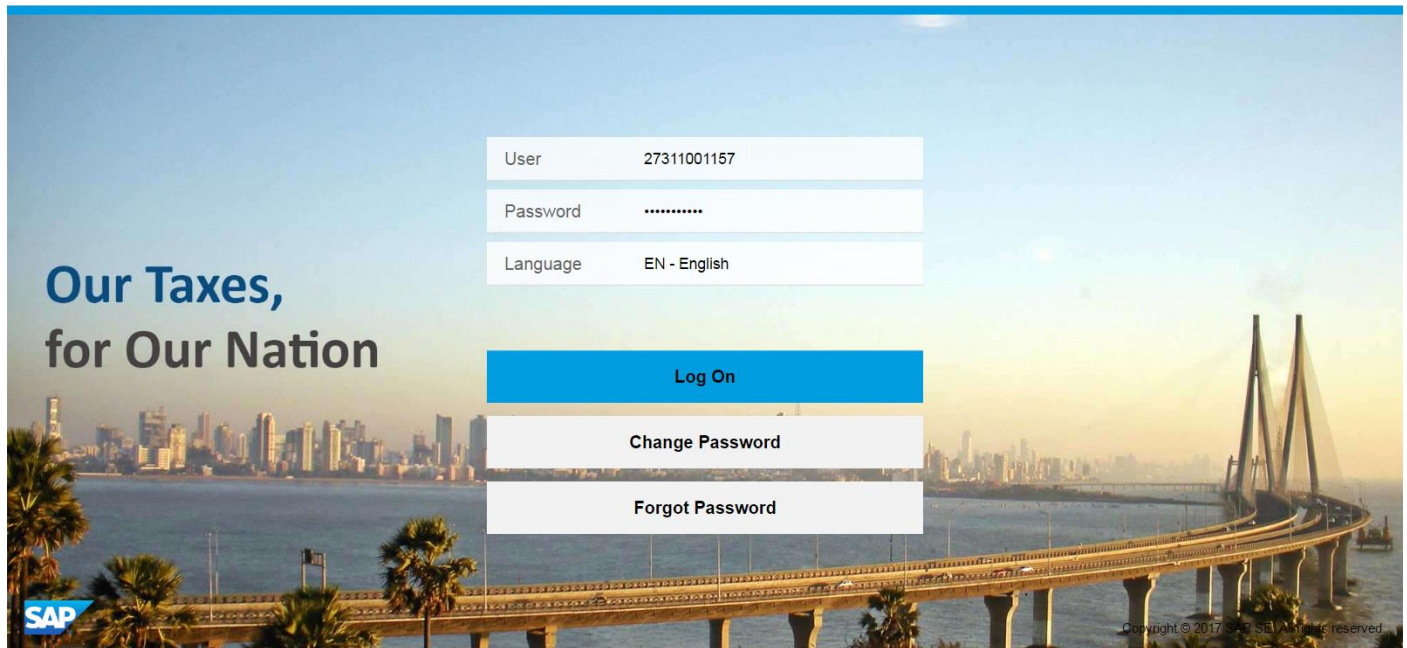
- Click on **“Existing user? Login”**



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



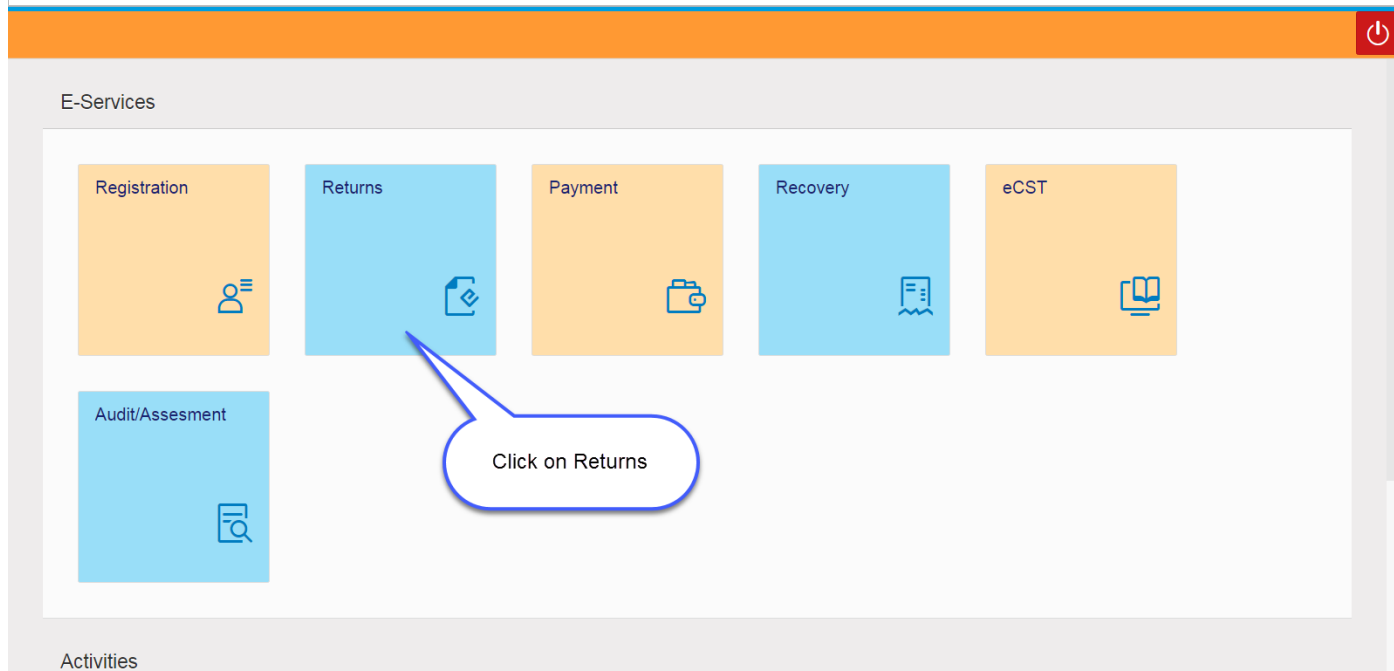
- Enter your Login credentials
- *User:* TIN without suffix
- *Password:* xxxxxxxx
- Click on “**Log on**”



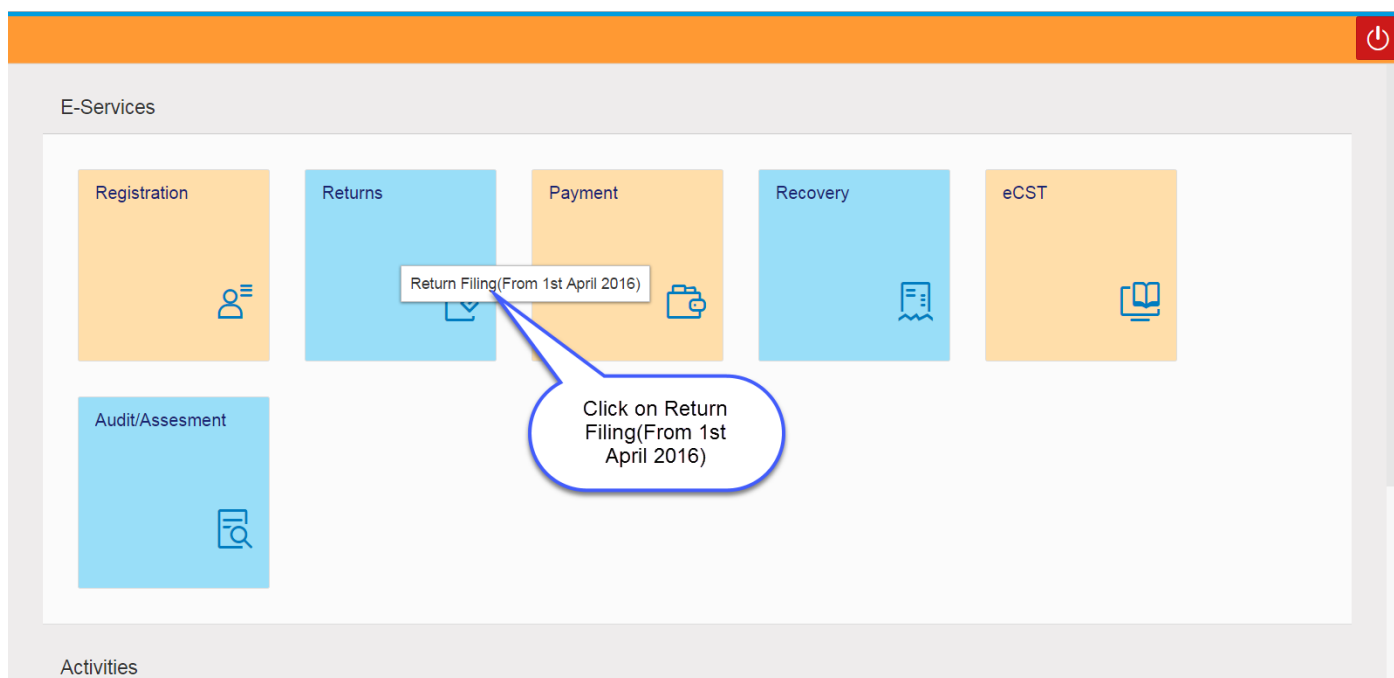
- Click on “**Log On**” button. It will redirect you to Returns page.

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 Logout

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.

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-424A (TDS)

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

Next

- Select “VALUE ADDED TAX ACT” under Registration Number / Act..
- Select “Form-424A(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-424A (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' 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 four columns: 'Tax Payer', 'Name', 'Registration Number', and 'Form'. The values are: 27311001157, Training E, 27311001157V - VALUE ADDED TAX ACT, and Form-424A (TDS). A progress bar below the table shows steps: 'Select Act', 'Type Of Return/Statement' (highlighted), 'Period', 'Annexure Upload', 'Draft Return', and 'Acknowledgement'. The main content area shows 'Return/Statement Type:' with a dropdown menu open, displaying options: '-- Select --', 'Original' (highlighted with a blue circle), 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.

This screenshot shows the same 'Return / Statement Filing' interface as the previous one, but now the 'Return/Statement Type:' dropdown menu is closed and displays 'Original'. 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-424A (TDS)	Original

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

Financial Year: 2016-2017
Period: 2016 May

Callouts: Select Financial Year from dropdown, Select Period from dropdown

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-424A (TDS)	Original	2016 May

Below the table, there 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, there is a 'Logout' button. Below it, a table shows the selected form details:

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

Below the table, there are buttons 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' dialog box is overlaid on the interface, showing a file named '424A_27311001157V_2016 May_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-424A (TDS)	Original	2016 May

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

Press 'Upload File' to upload file '424A_27311001157V_2016 May_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-424A (TDS)	Original	2016 May

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

File Upload: 424A_27311001157V_20...

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-424A (TDS)	Original	2016 May

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-424A (TDS)	Original	2016 May

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 for '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-424A (TDS)	Original	2016 May

Below the table is a navigation menu with icons and labels: 'Select Act', 'Type Of Return/ Statement', 'Period', 'Annexure Upload', 'Draft Return', and 'Acknowledgement'. The 'Draft Return' icon is highlighted with a blue circle and a callout bubble that says 'Click on this icon to download Form-424A (TDS) Draft Return'. Below the navigation menu is a 'Messages' section with a 'Form-424A (TDS)' button. A callout bubble points to this button with the text 'Click on this button to view Form-424A (TDS) Draft Return'. Below the messages is a message that says 'Please click on form to view draft.' Below this is a table with columns for '\$value', 'FORM-424(A)', and 'Version 1.1.1'. The table contains the following data:

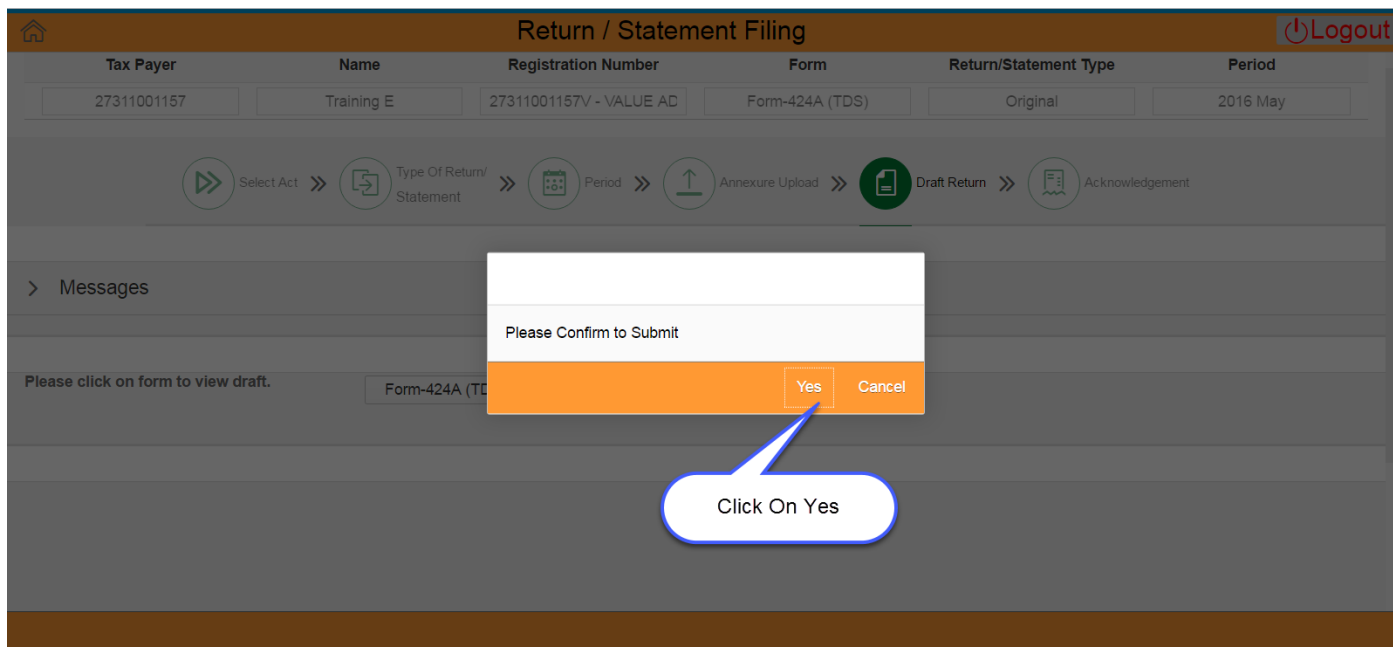
\$value	FORM-424(A)	Version 1.1.1
	(See Rule 17A & 40)	

At the bottom right of the table is a 'Submit' button. A callout bubble points to this button with the text 'Click on Submit'. Below the table is a yellow 'Submit' button.

- Before submitting the Return, you can click on, **“Form-424A(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”**



- 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-424A (TDS)	Original	2016 May

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

24.04.2017 19:05:07
Dear Tax Payer,

Your return under Form-424A (TDS) Act for the Period 2016 May is submitted successfully on 24.04.2017 19:05:07. 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.

Click On Download Return button to view the Successful return PDF

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.

- E-Mail

? TRFC_USER <TRFC_USER@mahavat.gov.in> 7:05 PM (2 minutes ago) ☆

to me

Dear Tax Payer,

Transaction No :8339
TIN No :27311001157V

Your Return under TDS-424A Act for the period 2016 May from 01-05-2016 to 31-05-2016 is submitted successfully on 24-04-2017.

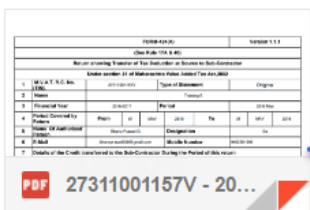
Thank You,
MSTD

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 acknowledgment email after submit



You can Download the "PDF" Acknowledgment

- Mobile message

Dear Tax Payer, Transaction No :
8339 TIN No : 27311001157V
Your Return under TDS-424A Act
for the period 2016 May from
01-05-2016 to 31-05-2016 is
submitted on 24-04-2017.

You will receive Final
Confirmation
message after you
submitted the Return

