



MSTD

(MAHARASHTRA SALES TAX DEPARTMENT)

USER MANUAL

Issuing TCS TDS certificates





CONTENTS

Issuing TCS TDS certificates.....	1
TCS TDS certificates generation.....	3
a. Home page.....	3
b. User Login	5
c. E-Services	7
d. TCS TDS Certificates	8
e. Select Act	9
f. Select Financial Year	12
g. Edit Certificate	13
h. Save Certificate	14
i. Generate Certificate.....	15

TCS TDS certificates generation

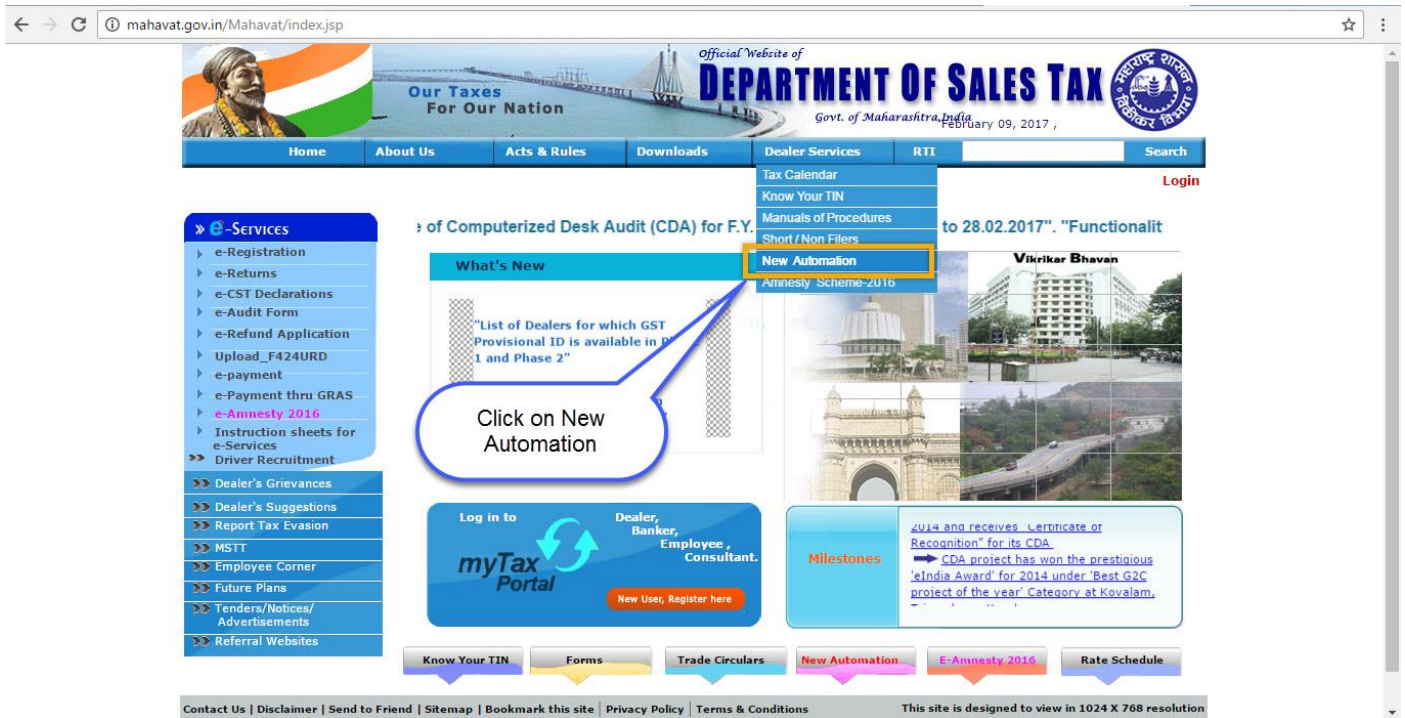
a. Home page

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



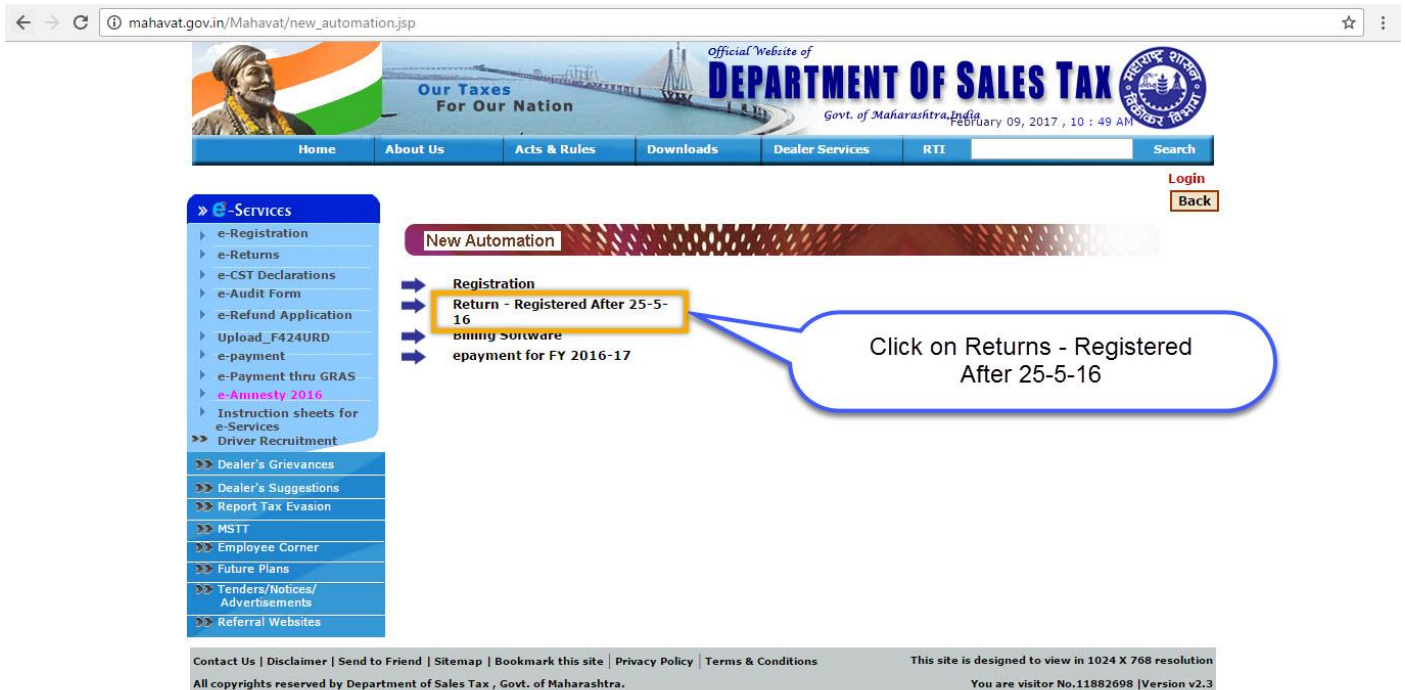
- Click on Dealer Services button, you will be able to select New Automation from dropdown list.

- Click on “New Automation” tab



The screenshot shows the official website of the Department of Sales Tax, Government of Maharashtra. The header includes the state emblem and the text 'Our Taxes For Our Nation'. The main navigation bar contains links for Home, About Us, Acts & Rules, Downloads, Dealer Services, RTI, and Search. The 'Dealer Services' dropdown menu is open, highlighting the 'New Automation' option. A callout bubble points to this option with the text 'Click on New Automation'. Other options in the menu include Tax Calendar, Know Your TIN, Manuals of Procedures, Short / Non Filers, and Amnesty Scheme-2016. The left sidebar lists various e-services like e-Registration, e>Returns, e-CST Declarations, etc. The main content area features a 'What's New' section with a 'List of Dealers for which GST Provisional ID is available in Phase 1 and Phase 2'. There is also a 'myTax Portal' login section for Dealers, Bankers, Employees, and Consultants. At the bottom, there are links for 'Know Your TIN', 'Forms', 'Trade Circulars', 'New Automation', 'E-Amnesty 2016', and 'Rate Schedule'.

- It will redirect to New Automation page.

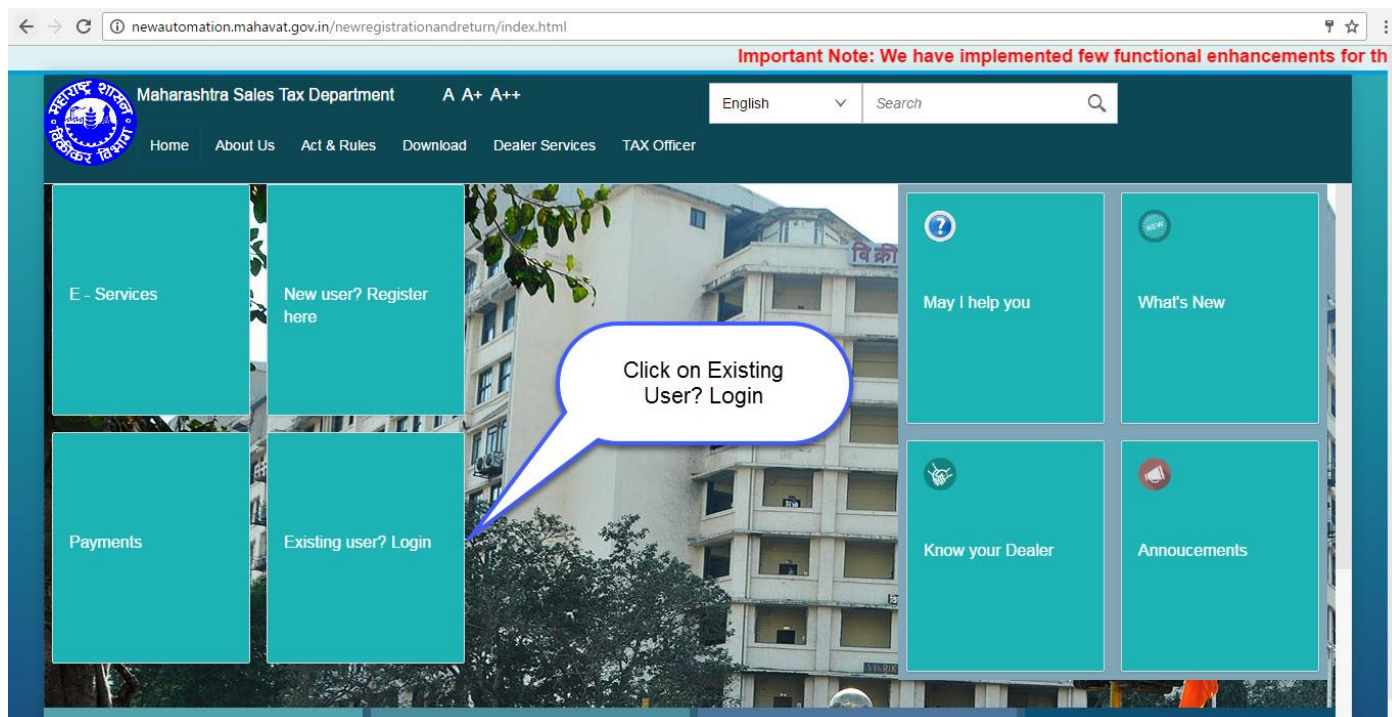


The screenshot shows the 'New Automation' page on the Department of Sales Tax website. The page has a header with the state emblem and 'Our Taxes For Our Nation'. The main navigation bar is the same as the previous page. The left sidebar lists e-services. The main content area has a 'New Automation' section with a list of options: Registration, Return - Registered After 25-5-16, Billing Software, and e-payment for FY 2016-17. The 'Return - Registered After 25-5-16' option is highlighted with a yellow box, and a callout bubble points to it with the text 'Click on Returns - Registered After 25-5-16'. At the bottom, there are links for 'Contact Us', 'Disclaimer', 'Send to Friend', 'Sitemap', 'Bookmark this site', 'Privacy Policy', 'Terms & Conditions', and a footer with copyright information and a visitor ID.

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

Our Taxes,
for Our Nation

User 27831001162

Password

Language EN - English

Log On

Change Password

Forgot Password

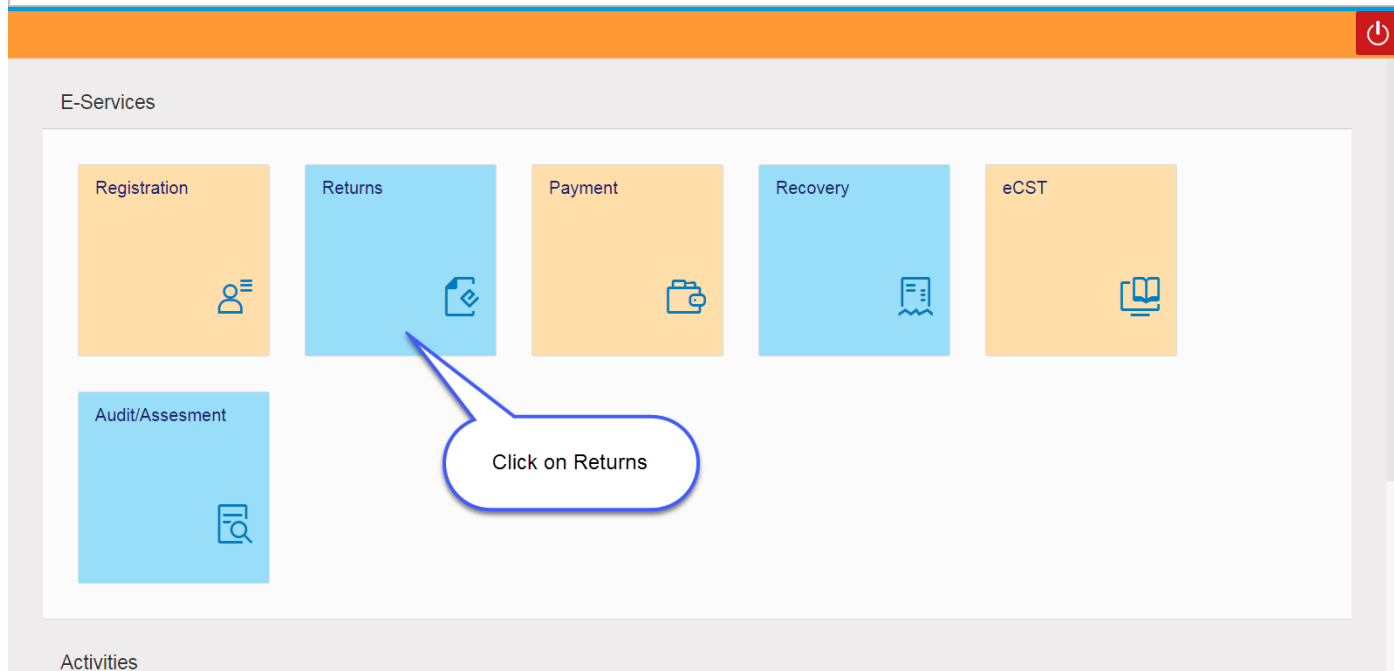
SAP

Copyright © 2017 SAP. All rights reserved.

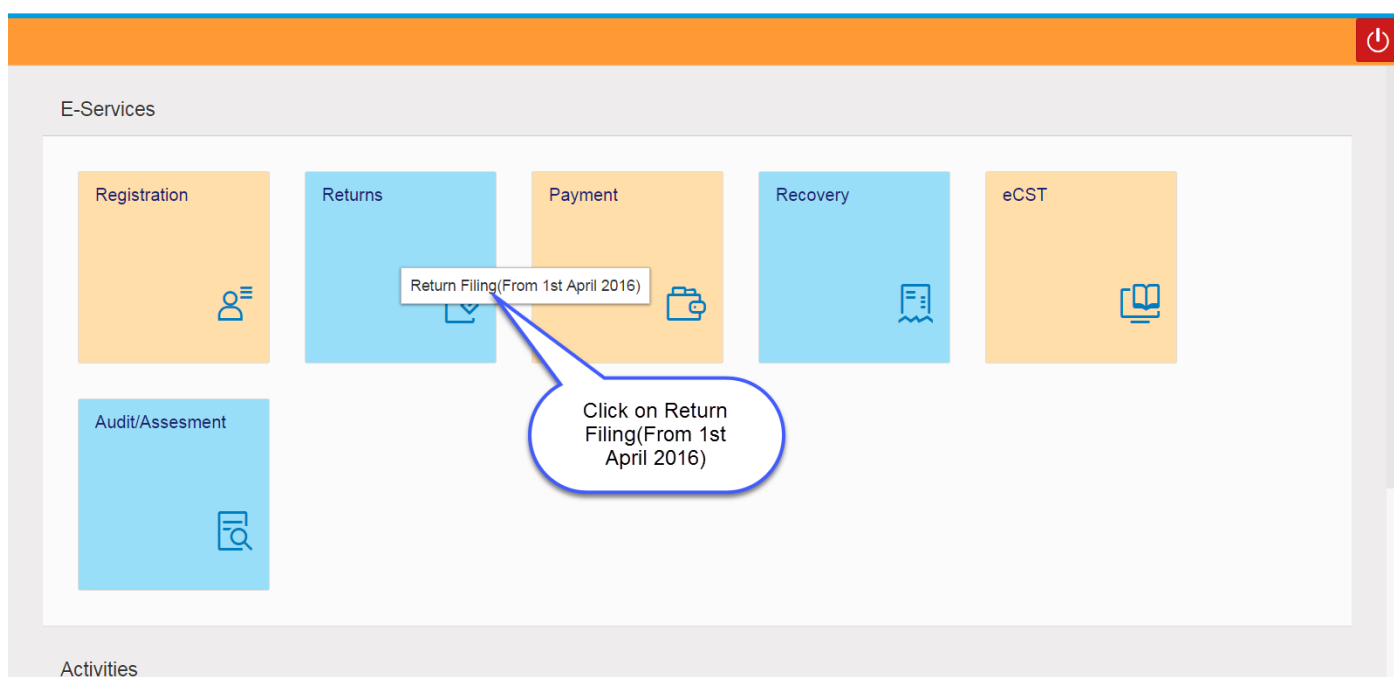
- Click on “**Log On**” button. It will redirect you to Returns page.

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. TCS TDS Certificates

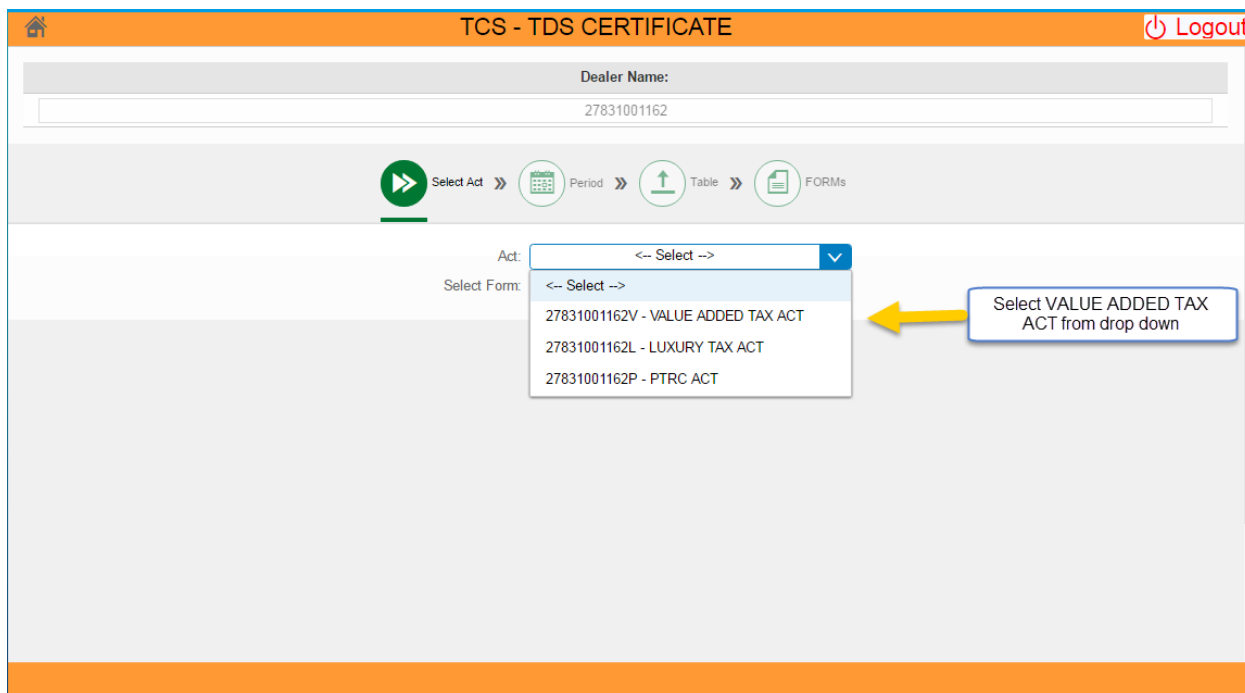
- Click on **"TCS TDS Certificate"**



- Click on **"TCS TDS Certificate"**, it will redirect you to select Act dropdown

e. Select Act

- Select VALUE ADDED TAX ACT or OTHER BODIES (If registered under Other Bodies) from dropdown.



The screenshot shows the 'TCS - TDS CERTIFICATE' portal. At the top, there is a 'Dealer Name' field with the value '27831001162'. Below this, there are four icons: 'Select Act', 'Period', 'Table', and 'FORMS'. The 'Select Act' icon is highlighted with a green arrow. A dropdown menu is open for 'Act', showing three options: '27831001162V - VALUE ADDED TAX ACT', '27831001162L - LUXURY TAX ACT', and '27831001162P - PTRC ACT'. A yellow arrow points to the first option, '27831001162V - VALUE ADDED TAX ACT', with a text box that says 'Select VALUE ADDED TAX ACT from drop down'.

- Select “VALUE ADDED TAX ACT” under Act dropdown



TCS - TDS CERTIFICATE

Logout

Dealer Name:

Shri SUNIL DADU PATIL



Select Act



Period



Table



FORMs

Act:

<-- Select -->

Select Form:

<-- Select -->

66580000004V - OTHER BODIES

- Select "OTHER BODIES" from Act dropdown if TIN is registered under Other Bodies.

- Select Form to generate TCS TDS certificates.

- Click on Next, it will redirect to Financial Year selection page.

f. Select Financial Year

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

- Click on “**Next**”, it will redirect to TCS TDS Edit certificates screen.



g. Edit Certificate

- Click on Edit on a particular line against a certificate number and TIN.

TCS - TDS CERTIFICATE Logout

Dealer Name: Training

Act: 27831001162V - VALUE ADDED T

Form: Form-424

Financial Year: 2016-2017

Period: 2016 September

Select Act

Period

Table

FORMs

Below are the TIN and certificate number details against which certificate has to be generated

Certificate Number	TIN / PAN	Name	Amount	Tax Amount	Status	Edit	View
424P27831001162V092016000100001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016000200001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016000300001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016000400001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016000500001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016000600001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016000700001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016000800001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016000900001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016001000001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016001100001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View

Click on Edit on a particular line for which you want to edit and generate the certificate

- Click on Edit on a particular line against a certificate number and TIN to edit the certificate.

h. Save Certificate

- Click on Save button, certificate status will be changed from New to Saved.

FORM 402/TDS Certificate

(See rule 40(1)(B))
Certificate of tax deduction at source to be given to the dealer under sub-section(7) of section 31 of the Maharashtra Value Added Tax Act, 2002

Certificate No: 424P27831001162V092016000100001 Dated: 2017-04-29

1.Name of the Employer: Name of the Employer
2.Full address of the Employer: Full address of the Employer
3.Tax Deduction Account No. OR R. C. No. under MVAT Act, 2002 of the Employer: 27831001162V
4.R. C. No. under MVAT Act, 2002 of the contractor OR PAN no of the contractor (Applicable): 27020187632V
5.Name of the contractor who has executed works contract: TIP TOP DECORATION
6.Name and full address of the contractor who has executed works contract: SHOP NO 7 GROUND FLO,OR TAPIA BUILDINGNAE,SKINE

Particulars of tax deducted

1)Particulars of works contract: Particulars of works contract
2)Contractors bill number: Contractors bill number
3)Contractors bill date: Contractors bill date
4)Amount of the bill admitted: 200000.00
5)Date of the payment to Contractor: Date of the payment to Contractor
6)Amount of tax deducted: 32000.00

Certified that the tax deducted at source as above have been remitted by me in the Government Treasury of the Maharashtra Value Added Tax Act,2002 and that the particulars furnished above are true

Place: Place Date: 2017-04-29

1) Click on save to save the certificate

Cancel Save Generate

All these details will be autopopulated

Enter Particulars of tax deducted here

- After click on save button, certificate status will be changed to Saved.

TCS - TDS CERTIFICATE							Logout
424P27831001162V092016003200001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016003300001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016002100001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	Saved	Edit	View
424P27831001162V092016002200001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016000100001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	Saved	Edit	View
424P27831001162V092016000200001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016000900001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016001000001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016001100001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016001200001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016001300001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016001400001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016001500001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016001600001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016001800001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View



i. Generate Certificate

- Click on Generate button.

TCS - TDS CERTIFICATE Logout

FORM 402/TDS Certificate

Certificate No: 424P27831001162V092016000100001 Dated: 2017-09-05

1.Name of the Employer:

2.Full address of the Employer:

3.Tax Deduction Account No. OR R. C. No. under MVAT Act, 2002 of the Employer:

4.R. C. No. under MVAT Act, 2002 of the contractor OR PAN no of the contractor (Applicable...):

5.Name of the contractor who has executed works contract:

6.Name and full address of the contractor who has executed works contract:

Particulars of tax deducted

1)Particulars of works contract:

2)Contractors bill number:

3)Contractors bill date:

4)Amount of the bill admitted:

5)Date of the payment to Contractor:

6)Amount of tax deducted:

Cancel

Save

Generate

2) Click on generate button to generate the certificate

- Click on Generate button to generate the certificate.

TCS - TDS CERTIFICATE Logout

Dealer Name:

Act:

Form:

Financial Year:

Period:

Select Act

Period


Table

FORMs

Certificate Number	TIN / PAN	Name	Amount	Tax Amount	Status	Edit	View
424AP27831001162V042016000100001	27561001165V	TRAINING17	100000.00	20000.00	Generated	Edit	View

j. View Certificate

- Click on View to view the certificate.

TCS - TDS CERTIFICATE							 Logout
Certificate Number	TIN / PAN	Name	Amount	Tax Amount	Status	Edit	View
424P27831001162V092016000300001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016000400001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016000500001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016000600001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016000700001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016000800001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016001700001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	New	Edit	View
424P27831001162V092016002900001	27020187632V	TIP TOP DECORATION	200000.00	32000.00	Generated	Edit	View

- Click on download icon to download the certificate.

TCS - TDS CERTIFICATE

Logout

\$value 1 / 1

Click here to download certificate



FORM 402

(See rule 40(1)(b))

Certificate of tax deduction at source to be given to the dealer under sub-section (7) of section 31 of the Maharashtra Value Added Tax Act, 2002

Certificate No :- 424P27831001162V092016002900001	Dated :- 29-Apr-2017
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1. Name and full address of the Employer

2. Tax Deduction Account No. OR R. C. No. under MVAT Act, 2002 of the Employer 27831001162V

3. R.C.No. under MVAT Act, 2002 of the contractor OR PAN no of the contractor (Applicable if TIN not applicable) 27020187632V

4. Name and full address of the contractor who has SHOP NO 7 GROUND FLO,OR TAPIA