MSTD

(MAHARASHTRA SALES TAX DEPARTMENT)

USER MANUAL

Form-423 (TCS) Original Return Filing
## CONTENTS

**Form-423 (TCS) Original Return Filing**

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

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Form 423(TCS) 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

- It will redirect to New Automation page.

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

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 Click on “Returns”

- Click on “Return Filing (From 1st April 2016)”, It will redirect you to RETURNS page.
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d. Return Submission for Other Than VAT/CST

➢ Click on “Return Submission Other Than VAT / CST”
e. Select Act
   ➢ Select VALUE ADDED TAX ACT from dropdown.

➢ Select “VALUE ADDED TAX ACT” under Registration Number / Act.
➢ Select “Form-423(TCS)” 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 **“Original”**.

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

- 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”

- 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.

- 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.

- 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.

➢ Click on “Yes”, if you want to upload a new .txt file to proceed and submit your return.
j. Draft pdf Return

> Here you can view and download your Draft Return.

- **Note**: System will display the Draft Return before submission.

- Before submitting the Return, you can click on, **“Form-423(TCS)”** 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.

- 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**

![E-mail screenshot](image)

You will receive Return acknowledgment email after submit

You can Download the "PDF" Acknowledgment
Mobile message

Dear Tax Payer,
Transaction No: 8327
TIN No: 27311001157V
Your Return under TCS-423 Act
for the period 2016 June from
01-06-2016 to 30-06-2016 is

You will receive Final
Confirmation
message after you
submitted the Return