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

- It will redirect to New Automation page.

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

Click on New Automation

Click on Returns - Registered After 25-5-16
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 “Returns”

Click on Return Filing (From 1st April 2016)

➢ 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”
e. Select Act

- Select VALUE ADDED TAX ACT from dropdown.

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

TRFC_USER <TRFC_USER@mahavat.gov.in>

7:05 PM (2 minutes ago)

Dear Tax Payer,

Transaction No: 8339
TIN No: 27311001157V


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

You will receive Final Confirmation message after you submitted the Return.