

User Manual For
Annual Returns (for Dealers)
Version 1.0
May 2013

e-Filing of Annual Return

This system helps the dealers to file the Return (FormI-1) online as per the VAT Act. This Return is basically for all non-assesses who have to file their Return along with required annexures once in a year.

The system has the provision for dealers to record FormI-1, Annexure-I, Annexure-II, Annexure-III and Annexure-III-Export through the web site <http://ctaxcms.tn.nic.in/AnnualReturn>. An acknowledgement is generated on Confirmation of Return by the Dealer for a particular assessment year. The dealer can view the filed Return and Annexures information at any point of time.

Features of Annual Return

- Filing of FormI-1 online by dealer.
- Filing of Annexure details either online or upload Annexures in excel sheet.
- View & Print of FormI-1, Annexures and Acknowledgement.
- 24 * 7 online filing of Return.
- No need to visit Circle Office.

The Dealer has to login initially with the username and password as disseminated by the department.

Login Page

Annual Return Department of Commercial Taxes
Government of TamilNadu

Welcome to Annual Return

To enable the dealers of Commercial Taxes to file Returns of Form I-1 through online.
Dealers who are liable for payment of VAT are not eligible for Annual Return.

Login

Username
33445566778

Password

Submit

Designed & Developed by National Informatics Centre, Chennai

On Successful login, system will force to change the password. On Successful Change of Password, the system will ask the User to re-login with new credentials.

Change Password



Logged in: 33445566778 [Back](#) [Logout](#)

Change Password

Current Password *	
New Password *	
Confirm New Password *	

Local Intranet 100%

After Re-Login with new password, the following page will appear for updating the profile information about the Dealer.

Dealer Profile



The screenshot shows the 'Dealer Profile' page of the 'Annual Return' system. The header features the Tamil Nadu Government logo, the text 'Annual Return', and 'Department of Commercial Taxes, Government of Tamil Nadu'. Below the header, the user is logged in as '33445566778'. The profile form includes fields for 'Name of the contact person' (kumar), 'Designation' (manager), 'Email-id' (kumaresan@gmail.com), 'Mobile Number' (98797088701), and 'Phone Number' (044 24980980). A 'Save' button is at the bottom of the form. Links for 'Back' and 'Logout' are in the top right. The footer states 'Designed & Developed by National Informatics Centre, Chennai'.

Annual Return

Department of Commercial Taxes
Government of Tamil Nadu

Logged In: 33445566778 [Back](#) [Logout](#)

Name of the contact person

Designation

Email-id

Mobile Number

Phone Number

Designed & Developed by National Informatics Centre, Chennai

On successful updation of profile information, Dealer will be forced to re-login in the site. After re-Login, the following page will appear.

E-Services Page



[Annual Return](#)
[Annual Return Upload](#)
[Annual Reports](#)
[Change Password](#)
[Update Profile](#)

Links	Purpose
Annual Return	To Proceed further for filing Annual Return FormI-1.
Annual Return Upload	To upload the annexure of FormI-1 by filing data in Excel sheet.
Annual Reports	To view and print the Annual Return.
Change Password	To change the password of the dealers.
Update Profile	To update the profile information about the dealers.

Annual Return

On Click of Annual Return, the Dealer has to select the period of year for which Dealer has to file FormI-1. After Clicking of Annual Return, the following page will appear

Annual Return Period Selection

The screenshot displays the 'Annual Return Period Selection' web application. At the top, a banner features the Government of Tamil Nadu emblem, the text 'Annual Return', and 'Department of Commercial Taxes, Government of TamilNadu'. Below the banner, the user is logged in with TIN 33445566778. The interface includes a 'Year' dropdown menu with options '2011-2012', '2012-2013', and '---Select---'. A 'Submit' button is positioned to the left of the dropdown. Navigation links 'Back' and 'Logout' are in the top right corner. The browser status bar at the bottom shows 'Done', 'Local intranet', and '100%' zoom.

Annual Return

Department of Commercial Taxes
Government of TamilNadu

Logged in: 33445566778

Back Logout

TIN 33445566778

Year

2011-2012
---Select---
2011-2012
2012-2013

Submit

Done Local intranet 100%

On selection of year, the Dealer will be directed to the following page.

Annual Return (Form I-1)



Annual Return Department of Commercial Taxes
Government of Tamil Nadu

Returns Menu **Form I-1** Annexure-I Annexure-II Annexure-III Annexure-III-Export Declaration

Logged in: 33445566778 taken final only on click of CONFIRM button in Declaration Logout

Form I-1
[See Rule 7(7)]
Value Added Tax Annual Return
(Use tab for forward movement)

TIN: 33445566778 YEAR: 2011-2012			DealerName: KUMARAN TRADERS Circle: NUNGAMBAKKAM 024		
PURCHASES			SALES		
Input Items	Purchase turnover/value inside the state during the year (Rs.)	VAT Paid(Rs.)	Output Items	Sales turnover / value inside the State (Rs.)	VAT Collected if any (Rs.)
a) Goods taxable at 1%	43432	434	a) Local sales at 1%	2313	23
b) Goods taxable at 4%	2345235	93809	b) Local sales at 4 %	324432	12977
b1) Goods taxable at 5%	23443	1172	b1) Local sales at 5%	32432	1622
c) Goods taxable at 12.5%	2525	316	c) Local sales at 12.5%	32434	4054
c1) Goods taxable at 14.5%	23545	3414	c1) Local sales at 14.5%	32432	4703
Total=(a)+(b)+(b1)+(c)+(c1)	2438180 (A)	99145	Total=(a)+(b)+(b1)+(c)+(c1)	424043	23379
Goods exempted	0		Less: Sales ret/Unfructified sales	0	0
			Total (C)	424043	23379
			Zero rate sales	0	
			1. Adjustment of advance tax	0	
			2. Entry tax paid, if any	0	
			Total (1+2)		0
Capital Goods			Output Items		
During the Year	0 (B)	0	a) Exempt sales	0	
			Less: Sales ret/Unfructified sales	0	
			Total (D)	0	
Total	(A+B)	99145	TOTAL SALES (C+D) (S)	424043	
			Save	Clear	

Purchase turnover and Vat Paid details for different rate of taxes

Sales turnover and Vat Collected details for different rate of taxes

Capital goods details if any

Exempted Sales if any

Dealer has to record purchase Turnover, VAT paid details for different rates of Taxes, the sales Turnover and VAT Collected details for different rates of Taxes. Capital Goods and Exempt Sales can also be recorded, if any..

Dealer has to give details of invoice-wise transaction related to the summary provided in FormI-1 in the form of Annexures. Annexure I contains all purchase details, Annexure II contains all Sales details, Annexure III Zero Rate Sales, Annexure III Export details. On click of 'Save' button in FormI-1, the user will be redirected to the following page

Annexure I

Annual Return Department of Commercial Taxes Government of Tamil Nadu

Logged in: 33445566778 Return submitted will be taken final only on click of CONFIRM button in Deck Logout

Annexure I (Details of Purchases/Receipts during the year)

Enter Annexures Online [OR] [Click Here For Sending Annexures as Excel File](#)

Tin: 33445566778 Year : 2011-2012 Dealer name : KUMARAN TRADERS

Seller TIN: 33750540163
 Name of the Seller : HINDUSTAN PETROLEUM
 Commodity Code : 101
 Commodity : BULLION, THAT IS TO SAY, GOLD, SILVER, PLATINUM.PZ
 Invoice Number : 100
 Invoice Date : 01/03/2012
 Purchase / Receipt Value (Rs.) : 5000
 Rate of Tax : 4
 VAT Paid(Rs.) : 0
 Category : Raw material/input

[Save](#) [Delete](#) [Clear](#)

Sl. No.	Name of the Seller	Seller TIN	Commodity Code	InvoiceNo.	InvoiceDate.	Purchase/Receipt Value (Rs.)	Rate of tax	VAT / CST Paid (Rs.)	Category
---------	--------------------	------------	----------------	------------	--------------	------------------------------	-------------	----------------------	----------

AnnexureI.aspx?val=1Dk6F99KP2j3uvPQ1HVe0Gye9YDmulG7c6TMAzMrE%3d

In Annexure I all purchaser details like Seller TIN, Name of Seller, Commodity, Purchase Value, Rate of Tax, VAT paid and category of transaction to be recorded invoice-wise either online or they can fill the entire data in excel sheet and upload it. In order to further proceed the dealer has to navigate with the menu option available in the web page. On selection of Annexure II in the navigation menu the following screen will appear

Annexure II

Annual Return Department of Commercial Taxes
Government of Tamil Nadu

Logged in: 33445566778 Return submitted will be tak [Logout](#)

Annexure II (Details of Sales/transfer value during the Year)
Tin: 33445566778 Year: 2011-2012
Dealer Name : KUMARAN TRADERS

Buyer TIN : 2289767980
Name of the Buyer : Harish Traders
Commodity Code : 301
Commodity : ANY OTHER GOOD, NOT SPECIFIED IN ANY OF THE
Invoice Number : 101
Invoice Date : 01/03/2012
Sales Value (Rs.) : 4000
Rate of Tax : 4
VAT Collected(Rs.) : 160.00
Category : First Schedule

[Save](#) [Delete](#) [Clear](#)

Sl. No.	Name of the Buyer	Buyer TIN	Commodity Code	InvoiceNo.	InvoiceDate.	Sales Value (Rs.)	Rate of tax	VAT / CST Paid (Rs.)	Category
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In Annexure II, all seller details like Buyer TIN, Name of Buyer, Commodity, Sales Value, Rate of Tax, Vat Collected and category of transaction to be recorded invoice-wise either online or they can fill the entire data in excel sheet and upload it. On selection of Annexure III in the navigation menu the following screen will appear

Annexure III

Annual Return Department of Commercial Taxes
Government of Tamil Nadu

Logged in: 33445566778 Return submitted will be taken final only on [Logout](#)

Tin: 33445566778 Year: 2011-2012 Dealer Name: KUMARAN TRADERS

Buyer's TIN : 17893208978
 Name of the Buyer : Swami Agency
 Commodity Code : 2001
 Commodity : ACIDS AND CHEMICALS OF ALL KINDS OTHER THAN THOSE
 Sale Value (Rs.) : 10000
 Rate of Tax : 4
 Vat paid(Rs.) : 400.00
 Category : Zero rate

[Save](#) [Delete](#) [Clear](#)

Sl. No.	Name Of the Buyer	Buyer's TIN	Commodity Code	Sale value (Rs.)	Rate of Tax	Vat Paid (Rs.)	Category
	Swami Agency	17893208978	2001	10000	4	400.00	Zero rate

Local intranet 100%

In Annexure III, all Zero rated sales transaction information like Buyer TIN, Name of Buyer, Commodity, Sales Value, Rate of Tax, Vat Paid and category of transaction the user has to record it in the system either online or they can fill the entire data in excel sheet and upload it. On selection of Annexure- III-Export in the navigation menu the following screen will appear

Annexure III Export

Annual Return Department of Commercial Taxes
Government of Tamil Nadu

Returns Menu Form-I Annexure-I Annexure-II Annexure-III Annexure-III-Export Declaration

Logged in: 33445566778 Return submitted will be taken final only on click of CONFIRM button in Annexure-III-Export Logout

Tin: 33445566778 Year: 2011-2012 Dealer Name KUMARAN TRADERS

Description Goods : SILVER MATERIALS
Commodity Code : 101
Commodity : BULLION, THAT IS TO SAY, GOLD, SILVER, PLATINUM, PARA
Value (Rs.) : 4000
Details of Bill of lading / Air / Railway Bill No : 102
Details of Bill Date : 01/03/2012

Save Delete Clear

Local intranet 100%

In Annexure-III-Export, all export transaction information like Description of Goods, Commodity Code, Value, Details of Bill of Lading and Date the user has to record it in the system either online or they can fill the entire data in excel sheet and upload it.

On selection of Declaration in the navigation menu the following screen will appear

Declaration

Annual Return

Department of Commercial Taxes
Government of Tamil Nadu

Logged in: 33445566778

al only on click of CONFIRM button in this form.

I / We declare that to the best of my / our knowledge and belief the information furnished in the statement is true, correct and complete.

I / We declare that I am/We are authorised by Proprietor/Partner/Board Of Directors to sign the returns..

[Confirm](#)

[View Returns before confirm](#)

[View Form-I1](#)

[View Annexure I](#)

[View Annexure II](#)

[View Annexure III](#)

[View Annexure III - Export](#)

Navigation Menu for editing data

Links for View of Return and Annexure in PDF Format before confirmation

Local intranet 100%

Dealer can select links below the 'CONFIRM' button to view the Return, Annexures filed before confirmation. It will populate the report in the PDF Format. Dealer has to verify against their books of accounts with the report and if any thing mismatch they can go back to respective forms by using navigation menu option and change the desired values and repeat the same work till it matches as per your books of accounts. On Click of 'View FormI-1' the report output sample will be as follows

View FormI-1

formI[1].pdf - Adobe Reader

File Edit View Window Help

1 / 1 130%

Tools Comment

DRAFT - FORM-I-1
[See Rule 7(7)]
Value Added Tax Annual Return

Name and address of the dealer **KUMARAN TRADERS**
To
The Assessing Authority **NUNGAMBAKKAM** Circle

TIN 33445566778 **YEAR** 2011-2012

PURCHASES			SALES		
Input Items	Purchase Turnover /value inside the state during the year(Rs.)	Vat Paid(Rs.)	Output Items	sales turnover/val inside the state(Rs.)	Vat Collected if any(Rs.)
a)Goods taxable at 1%	43432	434	a)Local Sales at 1%	2313	23
b)Goods taxable at 4%	2345235	93809	b)Local Sales at 4%	324432	12977
b1)Goods taxable at 5%	23443	1172	b1)Local Sales at 5%	32432	1622
c)Goods taxable at 12.5%	2525	316	c)Local Sales at 12.5%	32434	4054
c1)Goods taxable at 14.5%	23545	3414	c1)Local Sales at 14.5%	32432	4703
Total=(a)+(b)+(b1)+(c)+(c1)	2391192 (A)	94559	Total=(a)+(b)+(b1)+(c)+(c1)	359179	17054
e)Goods exempted	0		Less/Sales ret/Unfructified sales	0	0
			Total(C)	359179	17054
			Zero Rate Sales	0	
			1.Adjustment of advance tax		0
			2.Entry tax paid,if any		0
			Total(1)+(2)		0
Capital Goods	Tax Paid(Rs.)		Output Items		
During the year	0 (B)	0	Exempt sales	0	
			Less:sales ret/unfructified sales	0	
			Total(D)	0	
Total	(A+B)	99145	Total Sales(C+D)	424043	

Start | AnnualReturn - Microsoft... | Tamil Nadu VAT - Comme... | http://10.163.2.14/annu... | User Manual For Annual... | formI[1].pdf - Adobe ... | 10:28 AM

On Click of 'View Annexure-I', the report output sample will be as follows

View Annexure-I

FORMI1-DRAFT - ANNEXURE I

TIN 33445566778 YEAR 2011-2012

Sino	Name Of Seller	Seller TIN	Commodity Code	Inv_NO	Inv_Date	Purchase Value	Tax Rate	VAT Paid (Rs.)	Category
3	HINDUSTAN PETROLEUM	33750540163	2144	100	01/03/2012	5000	4	4000	R
			Total			5000		4000	

On Click of 'View Annexure-II', the report output sample will be as follows

View Annexure-II

annex2[1].pdf - Adobe Reader

File Edit View Window Help

1 / 1 130%

Tools Comment

FORM1-DRAFT - ANNEXURE II

TIN 33445566778 YEAR 2011-2012

Sino	Name Of Buyer	BuyerTIN	Commodity Code	Inv_No	Inv_Date	Sale Value	Tax Rate	Vat Paid (Rs.)	Category
4	Harish Traders	2289768790	301	101	01/03/2012	4000	4	160	First Schedule
			Total			4000		160	

Start | AnnualReturn ... | Tamil Nadu VA ... | http://10.163... | User Manual F... | Microsoft SQL ... | D:\AnnualRetrep | AnnualRetrep ... | annex2[1].p... | 10:43 AM

On Click of 'View Annexure-III', the report output sample will be as follows

View Annexure-III

FORMI1-DRAFT-ANNEXURE-III

TIN 33445566778 YEAR 2011-2012

Sino	Name of the Buyer	Buyer's TIN	Commodity Code	Sale Value (RS.)	Tax Rate	Vat paid (RS.)	Category
5	Swami Agency	17893208978	2001	10000	4	400	Z

On Click of 'View Annexure-III-Export', the report output sample will be as follows

View Annexure-III-Export

FORMI1-DRAFT-ANNEXURE-III-Export

TIN 33445566778 YEAR 2011-2012

Sino	Description of Goods	Commodity Code	Export Value (RS.)	Bill No	Bill Date
6	SILVER MATERIALS	101	4000	102	01/03/2012

I/We declare to my best of my/our knowledge and belief the
information furnished in the statement is true, correct and complete.

Place: Signature Name

Date: Status and relationship of the dealer

Report heading titled 'Draft' followed by report name indicates that dealer can change the data by navigating respective menu option. After confirmation of Return, Dealer cannot change the Values and Return generated will not have the word 'Draft' in the heading.

By clicking Confirm button in the declaration part by dealer, it will redirect to a page where dealer will be in a position to take a view and print Acknowledgement, Return (FormI-1) and Annexures. This indicates that the Dealer has filed the Return online successfully.

On click of 'Confirm' button, the following page will be redirected to the user.

Annual Return Confirmation & Acknowledgement



Now the dealer is having the option of only to view the Return, Acknowledgement and Annexures. The sample view of acknowledgement and FormI-1 is as follows

View Acknowledgement

formacknowledgement[1].pdf - Adobe Reader

File Edit View Window Help

1 / 1 130% Tools Comment

Government of TamilNadu
Commercial Taxes Department
ACKNOWLEDGEMENT

TIN 33020040093

YEAR 2011-2012

DEALER NAME KUMAR COMPANY

CIRCLE NAME HARBOUR - III

Recieved your Annual Return for the Year of 2011-2012

on 11 May 2012 10:51:00

ACKNOWLEDGEMENT NUMBER ctaxForm I20121009082

Please Keep this as Future Reference

Start AnnualReturn ... Tamil Nadu VA... http://10.163... User Manual F... Microsoft SQL ... D:\AnnualRetrep AnnualRetrep ... 5 Adobe Re... 10:53 AM

View FormI-1

formI[2].pdf - Adobe Reader

File Edit View Window Help

1 / 1 130%

Tools Comment

FORM-I-1
[See Rule 7(7)]
Value Added Tax Annual Return

Name and address of the dealer To **Kumaran Traders**

The Assessing Authority **NUNGAMBAKKAM** Circle

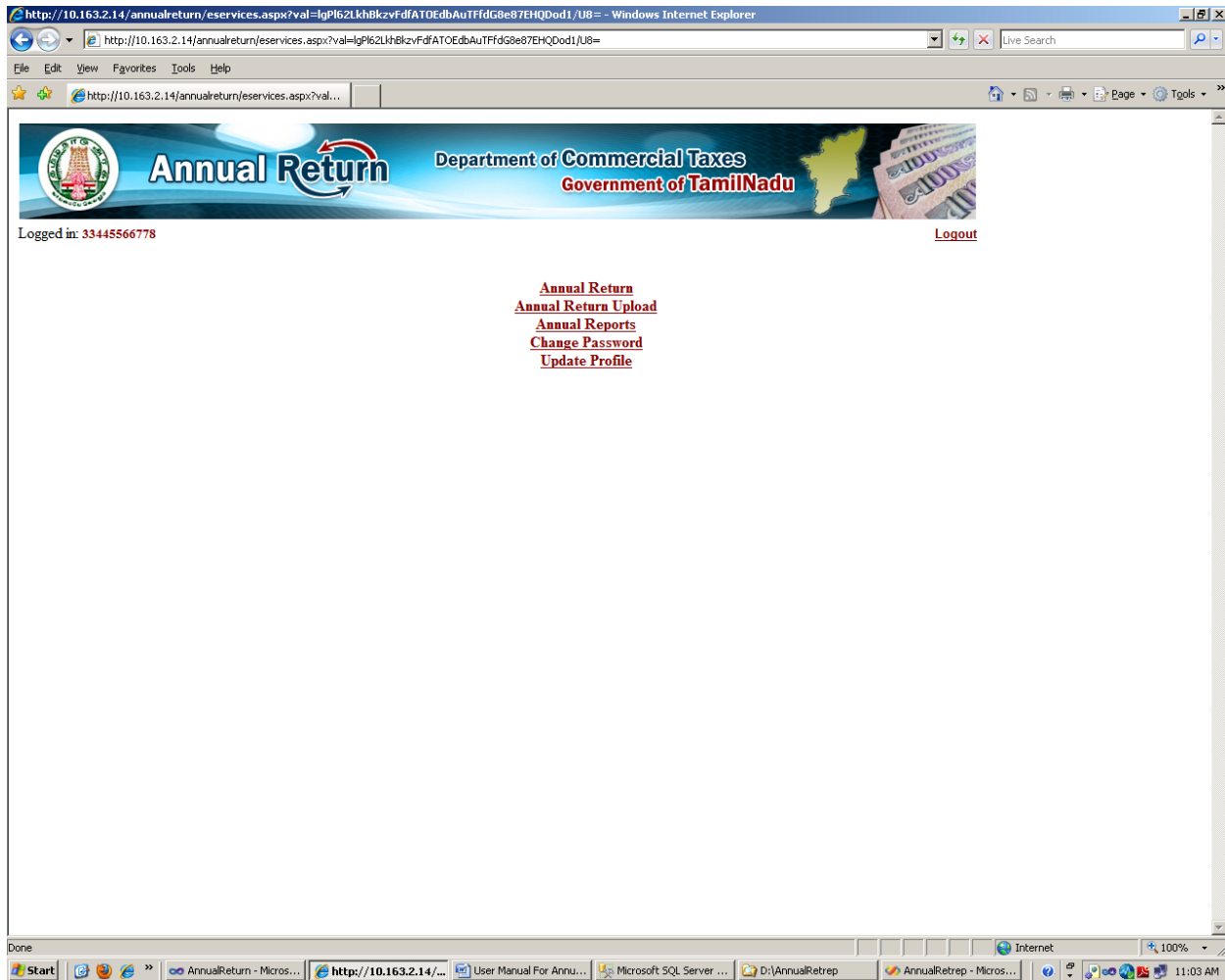
TIN **33445566778** YEAR **2011-2012**

PURCHASES			SALES		
Input Items	Purchase Turnover /value inside the state during the year(Rs.)	Vat Paid(Rs.)	Output Items	sales turnover/val inside the state(Rs.)	Vat Collected if any(Rs.)
a)Goods taxable at 1%	43432	434	a)Local Sales at 1%	2313	23
b)Goods taxable at 4%	2345235	93809	b)Local Sales at 4%	324432	12977
b1)Goods taxable at 5%	23443	1172	b1)Local Sales at 5%	32432	1622
c)Goods taxable at 12.5%	2525	316	c)Local Sales at 12.5%	32434	4054
c1)Goods taxable at 14.5%	23545	3414	c1)Local Sales at 14.5%	32432	4703
Total=(a)+(b)+(b1)+(c)+(c1)	2391192 (A)	94559	Total=(a)+(b)+(b1)+(c)+(c1)	359179	17054
e)Goods exempted	0		Less/Sales ret/Unfructified sales	0	0
			Total(C)	359179	17054
			Zero Rate Sales	0	
			1.Adjustment of advance tax		0
			2.Entry tax paid,if any		0
			Total(1)+(2)		0
Capital Goods	Tax Paid(Rs.)		Output Items		
During the year	0 (B)	0	Exempt sales	0	
			Less:sales ret/unfructified sales	0	
			Total(D)	0	
Total	(A+B)	99145	Total Sales(C+D)	424043	

Start | AnnualReturn ... | Tamil Nadu VA ... | http://10.163... | User Manual F... | Microsoft SQL ... | D:\AnnualRetrep | AnnualRetrep ... | 6 Adobe Re... | 10:54 AM

Annual Return Annexures Upload

The Dealer can also upload annexures of Invoice-wise details in the form of 'Excel sheet'. For this, dealer has to select 'Annual Return Upload' in e-Service Page as follows



On selection of 'Annual Return upload', Dealer will be redirected to the following screen

Annual Return Upload

The screenshot shows the 'Annual Return' upload page for the Department of Commercial Taxes, Government of Tamil Nadu. The page includes a header with the department's logo and name. Below the header, the user is logged in as '33445566778'. The main content area features a 'Browse...' button for uploading Form-11 Annexures in Excel format, followed by an 'Upload' button. Three links are provided: 'Help to Fill Excel', 'Sample Excel Sheet', and 'Download Excel Sheet'. A red box at the bottom explains the file naming convention: 'File Name Format TIN + Assessment Year'. Annotations with arrows point to various elements: a blue box points to the 'Sample Excel Sheet' link; a purple box points to the 'Download Excel Sheet' link; a green box points to the 'Help to Fill Excel' link; and a red box points to the file naming example.

Annual Return

Department of Commercial Taxes
Government of Tamil Nadu

Logged in : 33445566778

Click To find Sample Data format of excel sheet

Upload Form-11 Annexures in Excel Format

Browse...

Upload

Click to Download Template or format of Excel Sheet for filing data

Click to get help on Excel File Data Filing

Help to Fill Excel Sample Excel Sheet Download Excel Sheet

The Excel file to be uploaded should have the naming pattern as eleven digit TIN Number Followed by right two digits of both years of Assessment.

If the TIN number is 33987654321 and ASSESMENT YEAR 2009-2010 then the Excel File sheet should be named as 339876543210910

File Name Format TIN + Assessment Year

The dealer can download the excel template from the web site. The Annexure details can be fed into the excel sheet and finally the excel sheet can be uploaded through the web site. 'Help to fill Excel' can be used to get useful information for filing the excel data. On selection of 'Browse' Button, dealer will be allowed to select an excel File and click on 'Upload'. On successful upload, the dealer will be directed to the following page

Successful Upload



In case of error, if any, it will redirect to error page. May please rectify the error in the Excel file and upload it again. On Click of 'Click here to go for declaration' it will redirect to declaration page. The dealer can view Return and Annexures. If everything is correct as per the books of accounts, the Dealer can confirm the Return and get acknowledgement.

Annual Reports

Dealer is having option to view and print the return at any point of time from anywhere once the Return is filed and confirmed. On selection of 'Annual Reports' from e-Service page ,the following page will be redirected to the user. This will be useful in situation where the dealer failed to take printout due to net connectivity failure or printer failure.

Annual Reports

http://10.163.2.14/annualreturn/annualreports.aspx?val=lgPl62Lkh8kzvFdATOEdbAuTFdG8e87EHQDod1 - Windows Internet Explorer

http://10.163.2.14/annualreturn/annualreports.aspx?val=lgPl62Lkh8kzvFdATOEdbAuTFdG8e87EHQDod1%2Fu8%3d

File Edit View Favorites Tools Help

http://10.163.2.14/annualreturn/annualreports.aspx...

Annual Return Department of Commercial Taxes Government of TamilNadu

33445566778 Back Logout

Year 2011-2012 (yyyy)

Form Type Form-II

Show Clear

Done

Start AnnualReturn ... http://10.16... User Manual F... Microsoft SQL ... D:\AnnualRetrep C:\test AnnualRetrep ... upload.JPG - P... 11:28 AM

On selection of year and click on 'Show' the following page will be redirected to the user.

Reprint Reports



Change Password

Dealer can change password at his own wish for security reasons. No need to disclose the password to any one for any reason.

Update Profile

Dealer is having the option for updating profile in case if their contact details like email, phone, and designation changes they can update it on their own by selecting the above option in e-Service screen.
