KVSS & Co
Chartered Accountants

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Simple Steps for understanding VCES

1. Registration – Register the Service provider/receiver under Service Tax if not already registered.
   Steps:
   a. Form No VCES -1 (in Duplicate) to CEO (not below rank of AC) –i.e. Asst. /Dy. Commissioner of Service Tax (Technical) Mumbai.
   b. Prepare a Calculation Sheet – As prescribed under Sr. No 3F (I) or Part B of Form ST 3 for the period 1 October 2007 to 31 Dec 2012. It should be prepared ***Service wise and Service Tax return Period wise.***
   c. Form No VCES 2 - The authority will issue an acknowledgment in this form within 7 days of receipt of VCES 1.
   d. Payment of Liability- Pay full service tax liability before submitting VCES 1 otherwise he is not allowed to file VCES 1.
   e. Payment of Service Tax – Not less than 50% liabilities can be paid till 31 Dec 2013 and submit the proof to the authority. Balance dues to be paid on or before 30 June 2014. Failure to pay by this date, the service tax can be paid along with interest till 31 Dec 2014. Interest commencing from 1 July 2014.
   f. CENVAT Credit – No credit should be taken to pay the Service Tax Dues.
   g. Form VCES 3 – The authority will issue this form on discharge of full liability within 7 days

Benefits:

a. Late Payment Fees/Interest/ Penalty/Prosecution will not be levied or initiated by the Department.