

Frequently Asked Questions

Sl No	Issues	Solutions
1	How to get usernames and passwords for e-Filing the returns?	Usernames are already created for all TINs. The password has to be collected from the respective Deputy Commissioner's Office.
2	What to do when the password forgotten by the dealer?	Please write to itmc.taxes@gmail.com
3	How to know the current status of a e-Return?	<p>Select Print Return link in the e-Filing home page. The following statuses are provided.</p> <p>Initiated – When the dealer initiated to file the return.</p> <p>Submitted – When the dealer submitted the return (through Print Return).</p> <p>Invoice Transfer Failed – Failed to upload the invoices into the KVATIS. Please read the instructions on Invoice Uploading (mentioned below) and confirm that all the conditions have been met. After correcting the errors if any found, generate new text files to upload to KVATIS.</p> <p>Rejected – Rejected the return by the respective Assessing Authority for any reasons (by showing the remarks)</p> <p>Resubmitted – When the dealer resubmits the rejected return after modifications.</p> <p>Received – Accepted the return by the respective Assessing Authority.</p>
4	Whether Branch Returns are required to be file through e-Filing?	Not Required. Only the Consolidated Return (both Principal place and Branch) need to be filed electronically. Branch Returns can be submitted manually at the respective VAT circle.
5	Can returns be filed without entering the previous month's return in an Assessment Year?	No, Returns has to be filed starting from the very first month / quarter with respect to the registration effect period.
6	How to download the excel file?	Excel file can be downloaded through the link "Download Invoice Format".
7	How to know the latest circulars?	Refer the Latest e-Filing Circulars in the homepage.
8	What to do when any commodity is not found in the list?	Please try finding the commodity with all possible names. Still the item is not found,

		please send an email request to itmc.taxes@gmail.com .
9	What to do when any bank / branch / treasury is not found in the list?	Please send an email request to itmc.taxes@gmail.com . Still the item is not found, please send an email request to itmc.taxes@gmail.com .
10	Can Advance tax remittance be entered by the dealer?	No, as per Circular 36/2008, all Advance Tax remittance have to be entered at the respective VAT circles / Check posts. This would be automatically posted to dealer's account while filing the returns. If the dealer could not see the details even after entering the details by VAT circles, please write to itmc.taxes@gmail.com .
11	Can ITC on Capital Goods be entered by the dealer?	No, as per Circular 36/2008, the monthly ITC on capital goods would be posted by the system automatically based on the 25/25B details entered at the respective VAT circles. If the dealer could not see the details even after entering the details by VAT circles, please write to itmc.taxes@gmail.com .
12	Can Special Rebate be entered by the dealer?	No, as per the Circular 36/2008, the Special Rebate on each month would be automatically taken from the previous month's purchase tax due shown in local purchase u/s 6(2).
13	How to show sales to Military Canteen, SEZ, Lakshadweep etc?	Concession Type provided in Sales part, so that the tax would be calculated based on the exemption.
14	Can purchase details be shown schedule wise in Form 10?	No. As per the latest Form 10, the purchase details has to be shown commodity wise as in Sales.
15	Can Rubber Cess be shown along with Output tax collected?	No. Tax particulars on Rubber Cess have to be separately shown in the commodity "Cess on Rubber". Please refer Circular No 7/2005 of CCT. While entering the invoice details, Cess details can be shown separately in a single row as follows, Invoice No – Sequence details (Eg: 1-1000) Invoice Date – Date of last Invoice No TIN – Enter 7777777777 Name / Address – Enter Cess on Rubber Value – Total Cess of all invoices Tax – Tax on Cess of all invoices Total – Total Cess value of all invoices. Please note that the Cess details should not be clubbed with the VAT tax in the individual

		invoices and has to be shown separately under TIN 7777777777.
16	Can VAT Cess be shown along with Output tax collected?	<p>No. Cess details have to be shown only in the KVAT summary. There are columns for Cess Creditable and Cess Payable which dealer have to fill in. Subsequently the Net Cess Payable, Cess to be carried forwarded to next month, Cess brought forwarded from previous month etc would be calculated by the system.</p> <p>While entering the invoice details, cess details has to be shown as follows, The Net CESS Payable should be added along with the "Total Invoice Amount" column in the Invoice Format. Please note that the "VAT Amount Paid" column should have only the VAT Tax excluding CESS. For example, in the case of a 4% commodity having value Rs 100, the "Value of Goods", "VAT Amount" and "Total Invoice Amount" would be "100", "4" , "104.04" respectively.</p>
17	Whether Interstate transactions need to shown in the Invoice format?	Yes, Interstate Transactions has to be shown in the invoice format. If TIN is not available, 88888888888 can be entered as the TIN.
18	Whether all 8B bills (Sales to end customer only) need to be shown individually in the invoice format?	No. Only consolidated figures required for 8B bills in a single row as follows, Invoice No – Sequence details (Eg: 1-1000) Invoice Date – Date of last Invoice No TIN – Enter 99999999999 Name / Address – Retail Sales Value – Sum of Turnover of all 8B bills Tax – Tax of all 8B bills Total – Total of all 8B bills.
19	Can sales to unregistered dealers can shown in 8B?	No, Use Form No. 8 only.
20	Whether 8E bills (Purchase from unregistered dealers / agriculture growers) can be consolidated in a single row?	No. Purchase bills from Unregistered dealers have to be shown individually.
21	Whether Dealer to Dealer transactions be consolidated in the invoice file?	No. All dealer to dealer bills have to be shown individually.
22	Can Interstate sales be shown as exemption in the Local Sales?	No. Separate section (A2) has been included in the Form 10 to capture Interstate sales.
23	Can Sales returns be shown as exemption in the Local Sales?	No. Separate section (F) has been included in the Form 10 to capture Credit Note details.
24	Can Cess Payable be adjusted with VAT Creditable?	No. Cess can be adjusted only with Cess. If the dealer have Cess Payable and at the same

		time having VAT Creditable, the Cess Payable has to be remitted in the respective month and the VAT creditable has to be carried forwarded to the next month.
25	Can the original return filed through e-Filing be revised?	Yes, Option provided in the Enter Form 10 link to select the type of return. Select Revise / Fresh option to file revised returns. Please note that revising will be allowed only after accepting the original return by the Assessing Authority.
26	Can payments be modified while revising the returns?	The payments as part of the original return can not be modified. Only those payments while revising can be modified.
27	Can the annual returns be generated through e-Filing?	Yes, Option provided in the Enter Form 10 link to select the type of return. Select Annual option to generate annual return. Please note that there is no data entry required for generating annual return, generated by the system based on the monthly returns.
28	Can returns be modified after submission?	Yes, returns can be modified till the Assessing Officer accepts the same (applicable for Original / Revised / Annual)
29	Can the invoices be resubmitted while filing revise returns?	No, upload option is provided only for original returns. While revising the returns, the invoices can be selected for modification or deletion individually. New invoice can also be added while revising the returns.
30	How the commodities can be populated quickly without going for individual selection?	Use the facility provided in the pages “Populate Commodities from previous transactions”, so that the table will be generated quickly based on previous data. The turnover details can be entered through the “Edit” option. Option provided to add new commodities and also to delete existing.
31	Whether the Total Tax due need to be remitted mandatory?	Yes, without entering the Total Tax due in the payment details, system will not allow the dealer to submit the return.
32	Whether all medicine dealers need to be entered sales in the section A(3) – Turnover of Medicine?	No, only dealers remitting tax on MRP need to be use this section. Others have to enter details in the section A(1) – Sales (local).
33	Whether same invoice number can be used for a different branch?	No, Invoice number should be a unique number for a firm. If they have different branches, coding schemes can be adopted (like TVM001, EKM001, CLT001 etc). Please refer circular 9/2008 to know more details on the coding schemes.