

Offline Tool for Commercial Tax Returns, Uttar Pradesh

Tax Return filing for Commercial Tax department entails the dealer to submit their monthly/quarterly/annual returns for the Commercial Tax deposited by them. The dealer with Annual Turn Over of more than 2 crores of rupees has to necessarily file his return online. A website for filing of return ensures the dealer to file his returns online (<http://comtaxup.nic.in/UPVatEReturn>).

Types of return a dealer can submit online:

1. **VAT/ Non-VAT** : Return of Tax Period – Monthly/Quarterly (Form-24)
2. **Entry Tax** : Return of Tax Period – Monthly/Quarterly (Form-C)
3. **CST Return**: Return of Tax Period – Monthly/Quarterly (Form-1)

Options of filing return:

1. Online entry: A dealer having small volume of data pertaining to his return can fill the data online and submit. Once the data volume grows for a return, the option of filling online is not advisable.
2. Offline entry, upload and porting: Online entry requires a persistent internet connection and is not feasible for bulk data entry. Under any scenario, offline entry is better option for any volume of data. Process to be followed for making offline entry, uploading and porting is as underneath:
 - a. Formats given for download in MS-Excel for Form-24, Form-C and Form-1 in the website <http://comtaxup.nic.in> (sample provided to know about the procedure of filling the formats)
 - b. Offline tool for Form-24, Form-C and Form-1 given for download.

Offline tool for Form-24

1. There are five Excel sheets (Formats) for Form-24 namely,
 - i) Form24MainForm.xls,
 - ii) Form24VatNonVat.xls,
 - iii) Form24BankDetail.xls,
 - iv) Form24TaxDetail.xls,
 - v) Form24AnnexureAB.xls
2. The dealer should either fill the formats for current month or copy paste data from his financial accounting package into these formats. **Each of the format (except Form24MainForm) has following five (5) repetitive entries for a particular period of return**
 - a) **Dealer's Tin**
 - b) **Financial Year**
 - c) **Tax Period** (1 for Annual, 2 for Monthly and 3 for Quarterly)
 - d) **Month** (if Tax Period is 2 then month would be from 1 to 12)
 - e) **Quarter** (if Tax Period is 3 then quarter would be from 1 to 4, 1 for Apr-Jun, 2 for Jul to Sep, 3 for Oct to Dec and 4 for Jan to Mar)

[Download Format for Form-24](#) , [Download Sample Files for Form-24](#)

3. Offline tool of the latest version should be downloaded. Currently the [offline tool for Form-24 is of version 4.0](#). *The Formats should also be downloaded along with the tool.*
4. Before installing the current version of the Offline Tool,
***** Please uninstall any/ all previous version, if already installed *****
5. Default Installation of software will be in Windows Drive: \Program files\NIC\ VatForm24OffTool.
6. To run the software, user will have to navigate to the Installation Folder and execute the software from there. Dealer may create a shortcut for the software (if required). Process of creating shortcut : Right-Click VatAnnxOffCheck.exe → Select Send to → Click Desktop (Create Shortcut).
7. All the 5 excel sheet needs to be checked using the Offline tool. If found appropriate, it would generate ZIP files for all of them one by one. In case of errors it would generate error logs, which can be checked and the necessary errors could be removed.

Offline tool for Form-C

1. There are six Excel sheets (Formats) for Form-C namely,
 - i) FormCMainForm.xls,
 - ii) FormCAnnexureAC.xls,
 - iii) FormCAnnexureB.xls,
 - iv) FormCBankDetail.xls,
 - v) FormCDetailGoodsUsed.xls
 - vi) FormCTaxDetail.xls
2. The dealer should either fill the formats for current month or copy paste data from his financial accounting package into these formats. **Each of the format (except FormCMainForm) has following five (5) repetitive entries for a particular period of return**
 - a) Dealer's Tin
 - b) Financial Year
 - c) Tax Period (1 for Annual, 2 for Monthly and 3 for Quarterly)
 - d) Month (if Tax Period is 2 then month would be from 1 to 12)
 - e) Quarter (if Tax Period is 3 then quarter would be from 1 to 4, 1 for Apr-Jun, 2 for Jul to Sep, 3 for Oct to Dec and 4 for Jan to Mar)

[Download Format for Form-C](#) , [Download Sample Files for Form-C](#)

3. Offline tool of the latest version should be downloaded. Currently the [offline tool for Form-C is of version 4.0](#). *The Formats should also be downloaded along with the tool.*
4. Before installing the current version of the Offline Tool,
***** Please uninstall any/ all previous version, if already installed *****
5. Default Installation of software will be in Windows Drive: \Program files\NIC\ VatFormCOffTool.

6. To run the software, user will have to navigate to the Installation Folder and execute the software from there. Dealer may create a shortcut for the software (if required). Process of creating shortcut : Right-Click VatReturn_C_OfflineAnnx.exe → Select Send to → Click Desktop (Create Shortcut).
7. All the 6 excel sheet needs to be checked using the Offline tool. If found appropriate, it would generate ZIP files for all of them one by one. In case of errors it would generate error logs, which can be checked and the necessary errors could be removed.

Offline tool for Form-CST

1. There are three Excel sheets (Formats) for Form-CST namely,
 - i) FORMCSTMAINFORM.xls,
 - ii) FormCSTTaxPaid.xls,
 - iii) FormCSTTurnover.xls
2. The dealer should either fill the formats for current month or copy paste data from his financial accounting package into these formats. **Each of the format (except FORMCSTMAINFORM) has following five (3) repetitive entries for a particular period of return**
 - a) Dealer's Tin
 - b) Financial Year
 - c) Month (month would be from 1 to 12)

[Download Format for Form-CST](#) , [Download Sample Files for Form-CST](#)

3. Offline tool of the latest version should be downloaded. Currently the **offline tool for Form-CST is of version 4.0**. ***The Formats should also be downloaded along with the tool.***
4. Before installing the current version of the Offline Tool,
***** Please uninstall any/ all previous version, if already installed *****
5. Default Installation of software will be in Windows Drive: \Program files\NIC\ VatCSTOffTool.
6. To run the software, user will have to navigate to the Installation Folder and execute the software from there. Dealer may create a shortcut for the software (if required). Process of creating shortcut : Right-Click VatReturnCSTOfflineAnnx.exe → Select Send to → Click Desktop (Create Shortcut).
7. All the 3 excel sheet needs to be checked using the Offline tool. If found appropriate, it would generate ZIP files for all of them one by one. In case of errors it would generate error logs, which can be checked and the necessary errors could be removed.