

Form R(WCT) Approach

From 17/08/2016 to file Form R (WCT) return Web form Approach will not be available. So Contractee's are requested to follow procedures to File Form R return.

Procedure to File Form R return:

Step 1: Dealers can Download the Form R return template from

e-Services Templates → e>Returns → TNVAT/CST → Form R excel

Or can Download from their login under Download Return Templates → Form R excel.

Step 2: Fill the Excel template. All their Contract details can be entered in same excel.

Step 3: Validate the Excel. Correct if any errors are populated in Excel

Step 4: Generate XML and save it in desired location

Step 5: Go to → e-Services → File my Return

Step 6: Choose Tax type as **VAT** , Form Type as **Form R** and the From period for which Returns to be filed.

Step 7: Upload the XML file using the browse button.

Note: Click 'YES' radio button "**Is Application Digitally Signed**" if digitally signature available and map the same.

Step 8: Click on Submit

Step 9: An Acknowledgment number for the Return will be generated, Against which Payment can be made using e-Payment.