

Hand Book on

## VAT e-Payment

### For Corporate / Personal Accounts



COMMERCIAL TAXES DEPARTMENT GOVERNMENT OF KERALA

#### **Introduction**

Commercial Taxes Department, Government of Kerala has introduced e-filing facility of VAT Returns to all VAT dealers, from January 2009, thereby we have become the first State in India to introduce electronic filing of tax returns. Yet, another milestone, 'e-Payment', will start from September 2009.

The e-Payment facility uses the modern techniques of Computerization to transfer the Monthly Tax amount due, directly from the Account of the Dealer or Dealer Authorized Account to the Government account. This is a simple and transparent facility which ensures online transactions on safe and secure mode.

In-order to facilitate e-Payment, the Commercial Taxes Department has made a tie with State Bank of India and State Bank of Travancore. This facility is achieved through the Integration of websites of The Commercial Taxes Department and the respective Banks. For ensuring security of the website of the Commercial Taxes Department, site auditing has been completed by **STQC**, a Govt. of India agency. Besides this, the **Verisign SSL Certification** ensures the safety of the monetary transactions.

e-Payment will be mandatory for all the TIN dealers from September 2009. The submission of e-Returns would be complete only if the Monthly Tax amount due has been paid through the e-Payment facility.

#### Getting an e-Payment account in the Bank

For availing the facility of e-Payment, Internet Banking Account is mandatory for all the TIN Registered dealers. The required User id and Password would be issued by the Bank, to those dealers who possess Internet Banking Account. Those dealers who already have an Account with The State Bank of India or The State Bank of Travancore need not open a new Account, inorder to avail the facility of e-Payment. The facility to open a Zero Balance account is available with the SBI & SBT. The dealer can approach the nearest branch for opening the account, if not have the same.

Following types of Accounts can be availed for e-Payment based on the account type and tax amount. They are,

- Corporate Account Account created for the firms / companies / corporations. There are two types of Corporate Accounts available for e-Payment named as VYAPAR and VISTAR, based on the tax limit of the dealer.
  - **A. VYAPAR:** For those dealers having tax amount upto 5 Lakhs can avail this option.
  - **B. VISTAR:** For those dealers having tax upto 500 crores can avail this option.
- 2. **Personal Account** Account created in the name of a person.

The dealer have to submit application in C1,C3,C5 forms for getting VYAPAR account and C1,C2 C3,C5 for VISTAR account to the nearest SBI / SBT to open any of the mentioned account. Application form can be downloaded from the Bank's site.

> SBI- <u>www.onlinesbi.com</u> SBT- www.sbtonline.in

On receiving the dealer's application, the Bank will issue kits containing the username and password to login to Bank's site.

# After logging into the Bank's site, please perform the following configurations before starting e-Payment. Please note that e-Payment will fail if you do not perform these steps.

#### A. FOR VYAPAR ACCOUNT:

Initially there will be one kit issued by Bank for **VYAPAR ACCOUNT** for. the **"Administrator".** 

The Administrator Kit received contains a **user ID** and **password** to **create the user**, **assigning the user rights** and **setting of rules**.

Please note that this user-id and password is only for administrative propose and cannot be used for e-Payment transactions.

Please perform the following using the first kit.

- 1. Login to Bank's site using the user id and password available in the Administrative kit.
- After logging in, it will prompt for changing the user ID and password as desired by the dealer. (Please save this user ID and password as Administrator ID and Password.)
- Select the menu Manage Roles→ User → Add. The following screen will be displayed.

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- 4. Enter the details as per the screen. Please ensure that you have selected YES for the field "Would you like to have pre-printed kits for the user" (last option in the screen). Fields marked with \* are mandatory.
- 5. Press **Confirm** button and print the **CINB C7** form to submit at the respective bank branch.

- On receiving the CINB C7 form from the dealer, the bank will issue a second kit (USER Kit) containing user ID and password for the user.
- Again, login to the Bank's site using the changed user id and password, created for the Administrator (first kit).
- Select the menu Manage Accounts → Access Right as shown below and Select the user from the list-> Go

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 Select the access right as "Authorizer" as shown below, and press the Confirm button to proceed further.

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Select the menu Manage Accounts → Rules → Select the Account Number to enter the transaction limit and Authorization type.

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Please ensure that you have entered a higher value than the tax amount as your transaction limit. If you fail to specify the same, it will cause error during the e-Payment process. In case your tax amount exceeds the transaction limit specified, you need to modify the transaction limit through the above method whenever required.

Also please select the Authorisation type as **SINGLE** or **JOINT** as per the requirement of the dealer. (Select **SINGLE** if there is only one authorizer. Authorizer is the person who will make the transaction).

11. Select the name of Authorizer from the list and Submit.

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12. The following screen displays after successful changes.



In the case of Joint operation, create another user (**repeat steps 3 to 9**). In step 10, select the authorization type as "**Joint**" and in step 11, select both the users and save.

13. Now, inform the Bank for verification of the rules. Only after the verification by the bank, can the dealer initiate e-Payment.

14. Login to the Bank site using the **user ID** and **password** available in the **USER kit**. After logging in, it will prompt for changing the **user ID** and **password**. Here, go to **Payment Transfer menu** and set the **profile password**. After this, come back to Payment Transfer menu again and give the **profile password** and set the **transaction password**.

The **USER** has to remember his **user ID** and **3 passwords** 

- i. **User password** to logon to the bank site
- ii. **Profile password** to change his passwords if required
- iii. **Transaction password** to be used for performing any transaction.

Please note the following,

- ADMINISTRATOR (First kit) is used to create users and assign rights to the user.
- ADMINISTRATOR cannot perform any financial transactions or even view the accounts.
- Only the USER (Second kit) can make / authorize/ view the e-payment transactions.

After completing the above steps only, e-Payments can be initiated through Kerala Commercial Taxes Web Site.

#### **B. FOR VISTAR ACCOUNT:**

Initially, there will be **2 kits** issued by Bank for VISTAR ACCOUNT - **Regulator Kit** and **Administrator Kit**.

The Regulator Kit received (First kit) contains a user ID and password to perform the necessary regulating powers for the account. The Administrator Kit received (Second kit) contains a user ID and password to perform the necessary administrative privileges, as in the case of "VYAPAR ACCOUNT"

## Please note that the above two user IDs cannot be used for e-Payment transactions.

The **USER Kit** received (Third Kit) contains another **user ID** and **password** to perform the e-Payment transactions.

The steps are,

- 1. Login to the Bank site using the user id and password available in the Regulator kit.
- After logging in, it will prompt for changing the user ID and password, as desired by the dealer.
- 3. Now the following screen appears to enter the profile details.

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Configure 3P File	Third Party Transfer Limit *	50000000.00 (Max Limit : 500000000)	
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	Corporate Administrator defines Third Parties	Yes 🕶	
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#### <u>Please ensure that you have entered / selected all the fields as</u> shown in the above screen.

- 1. DD Limit Not necessary. Enter zero.
- 2. Third party Transfer Limit Enter a value higher than the tax amount.
- 3. Audit User Feature Select NO
- 4. Threshold for un-audited e-PayOrders Not necessary. Enter zero.
- 5. Threshold Audit Amount Not necessary. Enter zero.
- 6. Maker authorizes e-PayOrders Select YES

- 7. Maker or Authorizer defines third parties Select NO
- 8. Corporate Administrator defines third parties Select YES
- 9. Action for invalid credit Select Post Valid Debit Amount.
- 10. Level of Approval Select None
- 11. Approver approves third parties Select No
- Maker or Authorizer initiate transactions on Merchant site Select Yes
- 13. Credit Accounts validation is mandatory Select No

#### After completing the above, press **SUBMIT** to complete the process. <u>NOW FOLLOW THE STEPS 1 TO 14 OF VYAPAR ACCOUNT TO</u> COMPLETE THE ADMINISTRATIVE AND USER SETTINGS.

#### **C. FOR PERSONAL ACCOUNT**

There is no pre-requisite settings required for Personal Account. There is only one **user ID** and **password** given by the bank. With this, the user can initiate e-Payment transactions. In this account type, the dealer should apply for transaction rights for the account and will have to set the limits under **Profile**  $\rightarrow$  **Define limits**.

#### e-Payment Procedure

The Registered TIN dealers can login to the website of the Department <u>www.keralataxes.gov.in</u>, using the User id and Password obtained from the Department of Commercial Taxes, and file their e-Return using the 'File Return' link available in the Home Page, and enter their return details. Sales statement can be uploaded using the 'Upload Sales Invoice' link, and Purchase statement using the 'Upload Purchase Invoice' link available in the Home Page.

If the dealer is not liable to pay any tax, he can proceed by clicking on the **'Print Return'** link of Home Page, select the return for the respective month, check the 'I accept' check-box, and click on the 'Submit' button to complete the E-filing process.

If the dealer has the liability to pay tax, before clicking on the **'Print Return**' link of Home Page, he / she will have to click on the **'e-Payment'** link in the Home Page itself. The below screen will appear on click of **'e-Payment'** :

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From the above screen, select the month for which the tax amount is to be paid, and click on '**Online Payment**' button. The below screen will appear on click of '**Online Payment'** button:

	Thiruvanthapuram	
TIN : 32000030403 Name : BABA		
Account Description	Account Head	Amount
ICSI	0040-00-101-99-01	2.00
VAI	0040-00-110-99-01	4.UU
INTEREST	0040-00-110-99-05	1.00
PENALTY	0040-00-110-99-06	1.00
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In the above screen, the details of various Taxes their respective Head of Account and the Amount of Tax due would be visible. From this screen, the dealer will have to choose the respective Bank ie., The State Bank of India or The State Bank of Travancore, wherever he possesses an account. The dealer should further check the **'I Accept'** check-box, and click on the **'Submit'** button. The below screen will appear on click of **'Submit'** button :

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Here, the dealer can enter his **User Name** and **Password**provided by the bank (for the **USER**), and click on the **'Submit'** button to log into his bank account. The below screen appears on click of **'Submit'** button:

Once the dealer logs on to the Bank's site, if the dealer do not wish to proceed with the transaction, Please do not close the window or click Back /Forward/Refresh buttons. Instead, click the option provided in the bank's site "Click here to abort this transaction and return to KVATIS site" (Commercial taxes Department's website).

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Account No. / Nick name	Account Type	Branch	Balance	
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Selected Account	00000067002025197			
Merchant Reference No		7388D3105659A3ACE0430A011B0EA3AC		
⊃ay Date		2009-09-14 23:24:41.0		
TIN		32000030403		
CIN		00002521488114092009		
HeadAccount for VAT		30490		
Amount for VAT		9.00		
HeadAccount for CST		0		
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In the above screen, the details of Account, Balance Amount, and Tax to be remitted would be visible. If the dealer is having more than one type of Account, he/she will have to select the Account from which the payment to be made. He/She has to enter the transaction password given to him by the bank. Further, click on the **'Confirm'** button. The below screen will appear on click of the **'Confirm'** button:

State Ba	ank of India - all the way		_		Welcome : SB
previous si	te visit: 24-Aug-2009 13:47 IST				18-101
erala Gov	t Cyber Treasury			24-Aug-	2009 [13:50 IST] 🕑 <u>н</u>
lease find b	below the last three transactions	made by you for Kerala Govt Cy	ber Treasury.		
eference N	o. Account No.	Branch Name	Transaction Date	Amount (INR)	Status
01824106	00000030444052610	KONKAN BHAVAN	24-Aug-2009	6.00	Success
01823499	00000030444052610	KONKAN BHAVAN	24-Aug-2009	7.00	Success
01821694	00000030444052610	KONKAN BHAVAN	23-Aug-2009	7.00	Success
	merchant Reference No Pay Date TIN	711EEA0E7C48C038E04 2009-08-24 13:50:00.0 32000044004	13UAU12B3CD068		
	TIN	32000044004			
	CIN	00062400062524082009			
	HeadAccount for VAT	30488			
	Amount for VAT	1.25			
	Amount for CST	0			
	HeadAccount for Interest	30492			
	Amount for Interest	2.25			
	HeadAccount for Penalty	0			
	Amount for Penalty	0			
	Total Amount	3.5			
		Confirm	Back		
			COLL.		

In the above screen, the dealer can verify and confirm the details related to his transaction, and click on the **'Confirm'** button. Then the below screen will appear:

	oninesti com/nerchank/nerchantinter.ht Debit Account Details Account No. 00000030444052610 Merchant Reference No Pay Date TIN CIN	m Description Savings Account 711EEA0E7C48C038E0430A01283C0058 2009-08-21 14:30:23.0 32000044004 00052400050021082009	Branch KONKAN BHAVAN	<b>2</b> 10
1 A 🕤 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Debit Account Details Account No. 00000030444052610 Merchant Reference No Pay Date TIN CIN	Description Savings Account 711EEA0E7C48C038E0430A012B3CC058 2009-08-21 14:30:23.0 32000044004 00052400050021082009	Branch IKONKAN BHAVAN	
۵ 🤐 ۱ ۲ ۲	Account No. D0000030444052610 Merchant Reference No Pay Date TIN CIN	Description Savings Account 711EEA0E7C48C038E0430A012B3CC058 2009-08-21 14:30:23.0 32000044004 00052400050021082009	Branch KONKAN BHAYAN	
0 1 1 0	00000030444052610 Merchant Reference No Pay Date TIN CIN	Savings Account 711EEA0E7C4BC038E0430A012B3CC058 2009-08-21 14:30:23.0 32000044004 00052400050021082009	KONKAN BHAVAN	
1 1 (	Merchant Reference No Pay Date TIN CIN	711EEA0E7C4BC039E0430A012B3CC058 2009-08-21-14:30:23.0 32000044004 00052400050021082009		
F 1 (	Pay Date TIN CIN	2009-08-21 14:30:23.0 32000044004 00052400050021082009		
1	TIN CIN	32000044004		
•	CIN	00062400060021082009		
	HeadAccount for VAT	30488		
,	Amount for VAT	1.25		
1	HeadAccount for CST	0		
	Amount for CST	0		
ŀ	HeadAccount for Interest	30492		
4	Amount for Interest	2.25		
1	HeadAccount for Penalty	0		
	Amount for Penalty	0		
1	Total Amount	3.5		
		Loading		
	Your transaction is I	being processed. Do not refresh or close this page, unti	I you view the	

A Pay order would be generated and the following screen is displayed with the details of the pay order.

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Click here to view credit and debit account	details				
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In case the following screen appears, follow the procedures mentioned below.



When the dealer click on the link provided, "**Click here**" to go to the Home page, the system will automatically logs out to the Commercial taxes Department's dealer login page.

Now the dealer can directly log into the net banking site of the respective bank (SBT/SBI).

SBI- <u>www.onlinesbi.com</u>

SBT- www.sbtonline.in

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Select the respective types of corporate account provided and enter the user id and password of the **USER**, who has the authority to authorize the pay order in the screen displayed.

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From the screen displayed select the link Manage Transaction

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From the options displayed in the following screen, select the option **View Inbox.** 



Select the corresponding pay order displayed in the screen displayed.

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14-Sep-2009 23:24 IST	<u>CK01038882</u>	00000067002025197	SANTHI NAGAR	1.00
	CT07526270	00000067002025197	SANTHI NAGAR	1.00
	<u>CK01038177</u>	00000067002025197	SANTHI NAGAR	1.00
		00000007000005407	CANTULNACAD	1.00

The pay order is displayed on the selection of the pay order number. After confirming the pay order click on the button **Authorize**.



Enter the transaction password in the space provided and enter confirm to confirm the transaction.

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A successful message is displayed and the following screen is displayed.

From this screen, the dealer can either take the printout of **'Tax Payment Counterfoil'** or Download and keep the same in **pdf** format. The format of **"Tax payment counterfoil"** is as shown below:

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	भारतीय स्टेट वैंक State Bank of India Firk you - elf the way
Tax Payers	Counterfoil
TIN: 32000044004	Payment Status : Success
Received from	32000044004
Debit Account Number	00000030444052610
Amount	3.50
Amount in Words : Three Rupees Fifty Paise Only	Bank Ref : IK01813236
Head of Accounts : 2009-08-21 10:26:54.0	Return reference No : 711EE40E7C48C038ED430A01283CC069
VA10040	
CST	
Others	
Date of Payment	21-Aug-2009 10:26:58
E	nt
Done	🚨 💩 Internet

After 5 minutes, the dealer can login to the KVATIS site and check the status of the return. The return would be automatically submitted. The format of the e-Challan provided in the screen is as follows :

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	DEPARTMI THE KERALA (	ENT OF COMMERCIAL TAXES VALUE ADDED TAX RULES, 2005 (e - Chalan) Receipt for e-payment)		
Name of the dealer	Anitha Szenni	Name of CTD Office	aut.	
Registration Reference	32000044004	Treasury Receipt Date		
Bank's Reference		Treasury Sequence Number		
Remittance Date		Purpose of Remittance	Return	
Kerala Va 0040	lue Added Tax Act 0 - 00 - 110-99	Kerala General 0040-0	Sales Tax Act 0-102	
VAT 1	0	Tax Collections 99		
PT 2	0	Surcharge 98		
Compounded tax 3	0	Licence and Registration Fees 97		
Registration Fee 4	0	Other Receipts 95		
Interest 5	Interest 5 0			
Penalty 6	0	Tax Collections 99		
Compounding Fee 7		Other Receipts 98		
Licence Fee 8		Kerala Money 1475 - 0	Lenders Act 0 - 200	
Others 9		Administration of Money Lenders Act 98		
Centra 00-	al Sales Tax Act 40 - 00 - 101	Other Items 96		
Tax Collections- 99	0	Kerala Agri. Inc 0022	come Tax Act - 00	
Licence and Reg. Fee - 97		Tax Collection - 99 - Gross Receipts 101		
Other Receipts - 96		Surcharge - 99 - Gross Receipts 103		
Kerala Tax o	n Paper Lotteries Act	Other Receipts - 99- Gross Receipts 800		
00		eres receipts ove		

The dealer can now take the printouts of Return, Acknowledgement and e-Chalan, through the **'Print Return'** link.

If the printout of e-Chalan is taken soon after the completion of e-Payment process, the dealer will be able to view only the Bank Reference Number. Whereas, the print will contain Treasury Sequence number also, after 3 to 4 days of completion of e-Payment process.

Presumptive Tax and Advance Tax have been temporarily exempted from the e-Payment facility.

જાજી