

**Circular No.10 / 2008**

Office of the Commissioner of  
Commercial Taxes,  
Chepauk, Chennai-5

Dated: 14.8.2008

**CIRCULAR**

**Sub:** e- Services - TNVAT – Refunds to Exporters – online filing - Form W return - steps of processing – communicated.

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Software for online filing of Form-W prescribed for the dealers claiming refund on their zero rated sales and online scrutiny of the claim by the Assessing Officers has been developed by Commercial Taxes Department in association with the National Informatics Centre. This e-Service package envisages faster issue of refunds to the dealers compared to the present manual system.

The steps to be followed in online filing and processing of Form-W is enclosed in the Annexure. The Assessing Officers are instructed to follow the steps for processing the entire refund applications of the exporters.

The Assessing Officers are also instructed to appraise the dealers about filing Form-W online. This facility has been provided to the dealers who are filing returns online and made available from 01/08/2008.

**Sd/- T. JACOB,  
Commissioner of Commercial Taxes.**

To  
All Joint/Deputy Commissioners  
Territorial & Enforcement  
All Heads of offices (by E-Mail)

## Annexure

### Online filing of FORM 'W' – Steps of action

#### Dealers:

- The form “W” may be filed online through the website [www.tnvat.gov.in](http://www.tnvat.gov.in)
- The acknowledgement for filing the form W shall be generated online, printed and preserved.
- The form W filed online shall be printed and sent along with prescribed documents to the concerned Assessment Circle by Registered Post under Acknowledgement due.
- The date of despatch of documents shall be entered in the CT website.
- The status of the refund claim may be verified through the CT website.
- The refund voucher will be sent to the dealers by Post. Alternatively the refund voucher can also be collected in person from the Assessment Circle.

#### Heads of the Assessment Circles:

- The Pending refund claim of Form ‘W’ filed in respect of their Assessment Circles should be ascertained from the CT Website.
- After receiving the form W and connected documents from the dealers by Post, the status of the form W in the Website should be entered as “Documents received and in Processing”.
- The Form ‘W’ Claims should be scrutinised.
- Notices and Proceedings for the refund shall be generated online from the CT Website.
- Refund Order and Refund Voucher should be sent to the dealer by Post or in Person at the Assessment Circle, if opted for.