FORM VAT 15

The following instructions may please be noted before filling the return

1. The VAT/ CST RC number should be exactly as per the Registration Certificate issued to the dealer.
2. Please provide the information in the appropriate box/column.
3. The return period to be mentioned in the Date Format (dd/mm/yyyy).
4. **Before finally saving the form, click Non-Editable button to make the form non-editable so that no further changes can be made to the document.**
5. **Please save the file in the following format :**
   VAT15(CH).xls

The following are the detailed instructions for filling the in information in each box/column.

Box/Column	Particulars
1(a) to 1(f)	Please fill the values in figures/numbers. If no information is required to be given, please indicate 0(zero).
1(g)	The value will be automatically calculated using the formula : $=1(a)-sum(1(b)+1(c)+1(d)+1(e)+1(f))$
2(a) to 2(f)	Please fill the values in figures/numbers. If no information is required to be given, please indicate 0(zero).
2(g)	The value will be automatically calculated using the formula : $=2(a)-sum(2(b)+2(c)+2(d)+2(e)+2(f))$
3(a) to 3(c)	Please fill the values in figures/numbers. If no information is required to be given, please indicate 0(zero).
3(c)	Choose either to add / less output tax for prior period adjustment
3(d)	The value will be automatically calculated using the formula : If 3(c) ADD =3(a)+3(b)+3(c) LESS = 3(a)+3(b)-3(c)
4(a) to 4(i)	Please fill the values in figures/numbers. If no information is required to be given, please indicate 0(zero).
4(h) & 4(i)	Choose either to add / less output tax for prior period adjustment

4(j)	The value will be automatically calculated using the formula :
	
	 If (4(h)= ADD & 4(i)=ADD) =SUM(4(a)+4(b)+4(c)+4(d)+4(e)-(4(f)+4(g))+4(h)+4(i))
	
	 If (4(h)= ADD & 4(i)=LESS) =SUM(4(a)+4(b)+4(c)+4(d)+4(e)-(4(f)+4(g)+4(i))+4(h))
	
	 If (4(h)= LESS & 4(i)=ADD) =SUM(4(a)+4(b)+4(c)+4(d)+4(e)-(4(f)+4(g)+4(h))+4(i))
	
	 If (4(h)= LESS & 4(i)=LESS) =SUM(4(a)+4(b)+4(c)+4(d)+4(e)-(4(f)+4(g)+4(h)+4(i)))

4-A(a) to 4-A(h)	Please fill the values in figures/numbers. If no information is required to be given, please indicate 0(zero).
5(a)	It contains the value of 3(d)
5(b)	It contains the value of 4(j)
5(c)	The value will be automatically calculated using the formula : =5(a)-5(b)
5(d) to 5(h)	Please fill the values in figures/numbers. If no information is required to be given, please indicate 0(zero).
6	In 'Details of Tax Payment', extra rows have been provided for incorporating the required information. If need be, you may please add extra rows. If no information is required to be given, please indicate 'NIL' or 'Not Applicable'.

WorkSheet

1. Please provide the information in the appropriate box/column.
2. Please fill the values in figures/numbers. If no information is required to be given, please indicate 0(zero).
3. The Total for all the Break ups in the Worksheet will be automatically calculated by summing up their corresponding values.