



POWER OF SIMPLICITY

Sample Reports of Service Tax

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Service Tax Reports

1.1 Service Tax Computation

Go to **Gateway of Tally > Display > Statutory Reports > Service Tax Reports > Computation**

Crystal Services (P) Ltd. #56/1 M.G. Road Bangalore			
Service Tax Computation 1-Sep-2012 to 30-Sep-2012			
Page 1			
Particulars	Total Amount	Assessable Value	Tax Amount
A. Input Credit	8,66,867.00	7,34,128.70	90,738.30
<i>Current Period</i>	8,66,867.00	7,34,128.70	90,738.30
<i>Previous Period</i>			
B. Service Tax Payable	30,98,884.00	26,99,049.49	3,33,602.51
<i>Current Period</i>	30,98,884.00	26,99,049.49	3,33,602.51
<i>Previous Period</i>			
C. Service Tax Payments / Credit Adjustments			40,099.55
<i>G.A.R. 7 Payments</i>			8,658.16
<i>CENVAT Credit Adjustment</i>			18,540.00
<i>Adjustment towards Advance Tax paid</i>			7,951.23
<i>Other Adjustments</i>			4,950.16
D. Balance Service Tax Payable (B-C)			2,93,502.96
E. Refund of Service Tax Input Credit			
F. Balance Available Credit			79,247.07
<i>Advance Tax Paid</i>			7,048.77
<i>Service Tax Credit</i>			90,738.30
<i>CENVAT Credit</i>			18,540.00
G. Service Tax Adjusted Towards Excise Payable			
H. Other Payments			5,800.00
<i>Arrears</i>			5,000.00
<i>Interest</i>			800.00

Figure 1.1 Service Tax Computation

1.2 Service Tax Payables

1.2.1 Bill Date wise

Go to **Gateway of Tally > Display > Statutory Reports > Service Tax Reports > Service Tax Payables > Bill Date wise** > press **F2:Period** (to change the period)

Crystal Services (P) Ltd. #56/1 M.G. Road Bangalore Service Tax Payable Bill Date - wise 1-Apr-2012 to 8-Jan-2013								
Type of Bills : Realised Bills								Page 1
Date	Ref. No.	Party's Name	Category	Bill Amount	Total Tax	Realised Amount	Total Tax Payable	Balance to be Paid
2-Sep-2012	Jrnl/2-1	Kamal Advertisers	Taxable Service	56,180.00	6,180.00	56,180.00	6,180.00	6,180.00
7-Sep-2012	Sale/4-1	Kamal Advertisers	Taxable Service	44,944.00	4,944.00	44,944.00	4,944.00	4,944.00
10-Sep-2012	Rcpt/1-1	Sahakar Creations	Taxable Service	3,93,260.00	43,260.00	3,93,260.00	43,260.00	43,260.00
10-Sep-2012	Sale/5-1	Cash	Taxable Service	11,23,600.00	1,23,648.00	11,23,600.00	1,23,648.00	77,729.84
12-Sep-2012	Rcpt/2-1	Sahakar Creations	Taxable Service	1,51,686.00	16,686.00	1,51,686.00	16,686.00	16,686.00
13-Sep-2012	Rcpt/3-1	Matrix Ad	Taxable Service	25,550.00	2,810.59	25,550.00	2,810.59	2,810.59
14-Sep-2012	Sale/6-2	Matrix Ad	Taxable Service	74,450.00	8,189.76	74,450.00	8,189.76	238.53
16-Sep-2012	Sale/7-1	Matrix Ad	Taxable Service	22,472.00	2,472.00	22,472.00	2,472.00	2,472.00
20-Sep-2012	Sale/8-1	TechMagic Creations	Taxable Service	1,32,978.00	12,978.00	1,32,978.00	12,978.00	12,978.00
4-Oct-2012	Sale/10-1	Mayank Creations	Taxable Service	2,80,900.00	30,900.00	2,80,900.00	30,900.00	30,900.00
8-Jan-2013	Jrnl/14-1	Secondary Education Cess @ 1%	Taxable Service					216.00
8-Jan-2013	Jrnl/14-1	Education Cess @ 2%	Taxable Service					432.00
8-Jan-2013	Jrnl/14-1	Service Tax @ 12%	Taxable Service					21,600.00
Total				23,06,020.00	2,52,068.35	23,06,020.00	2,52,068.35	2,20,446.96

Figure 1.2 Service Tax Payable – Bill Date wise

Bill Date wise (Detailed)

Go to **Gateway of Tally > Display > Statutory Reports > Service Tax Reports > Service Tax Payables > Bill Date wise > press F2:Period (to change the period) > press F1: Detailed**

Crystal Services (P) Ltd.										
#56/1										
M.G. Road										
Bangalore										
Service Tax Payable										
Bill Date - wise										
1-Apr-2012 to 8-Jan-2013										
Page 1										
Type of Bills : Realised Bills										
Date	Ref. No.			Party's Name	Category	Bill Amount	Total Tax	Realised Amount	Total Tax Payable	Balance to be Paid
2-Sep-2012	Jml/2-1									
2-Sep-2012	Journal	2	6,180.00	Kamal Advertisers	Taxable Service	56,180.00	6,180.00	56,180.00	6,180.00	6,180.00
7-Sep-2012	Sale/4-1	4	50,000.00	Kamal Advertisers	Taxable Service	44,944.00	4,944.00	44,944.00	4,944.00	4,944.00
10-Sep-2012	Rcpt/1-1	1	3,50,000.00	Sahakar Creations	Taxable Service	3,93,260.00	43,260.00	3,93,260.00	43,260.00	43,260.00
10-Sep-2012	Sale/5-1	5	11,23,600.00	Cash	Taxable Service	11,23,600.00	1,23,648.00	11,23,600.00	1,23,648.00	77,729.84
10-Sep-2012	Journal	10	4,805.98							
1-Oct-2012	Journal	11	18,000.00							
4-Oct-2012	Journal	12	21,600.00							
12-Sep-2012	Rcpt/2-1	2	1,35,000.00	Sahakar Creations	Taxable Service	1,51,688.00	16,688.00	1,51,688.00	16,688.00	16,688.00
12-Sep-2012	Receipt									
	300 Hrs		Service Hours 450.00Hrs							
13-Sep-2012	Rcpt/3-1	3	22,739.41	Matrix Ad	Taxable Service	25,550.00	2,810.59	25,550.00	2,810.59	2,810.59
13-Sep-2012	Receipt									
14-Sep-2012	Sales	6	97,189.41							
14-Sep-2012	Sale/6-2	6	97,189.41	Matrix Ad	Taxable Service	74,450.00	8,189.76	74,450.00	8,189.76	238.53
14-Sep-2012	Sales	8	7,951.23							
29-Sep-2012	Journal	8								
16-Sep-2012	Sale/7-1	7	3,89,972.00	Matrix Ad	Taxable Service	22,472.00	2,472.00	22,472.00	2,472.00	2,472.00
16-Sep-2012	Sales									
20-Sep-2012	Sale/9-1	9	1,32,978.00	TechMagic Creations	Taxable Service	1,32,978.00	12,978.00	1,32,978.00	12,978.00	12,978.00
20-Sep-2012	Sales									
4-Oct-2012	Sale/10-1	11	2,80,900.00	Mayank Creations	Taxable Service	2,80,900.00	30,900.00	2,80,900.00	30,900.00	30,900.00
4-Oct-2012	Sales									
8-Jan-2013	Jml/14-1	14	21,600.00	Secondary Education Cess @ 1%	Taxable Service					216.00
8-Jan-2013	Journal									
8-Jan-2013	Jml/14-1	14	21,600.00	Education Cess @ 2%	Taxable Service					432.00
8-Jan-2013	Journal									
8-Jan-2013	Jml/14-1	14	21,600.00	Service Tax @ 12%	Taxable Service					21,600.00
8-Jan-2013	Journal									
Total						23,06,020.00	2,52,068.35	23,06,020.00	2,52,068.35	2,20,446.96

Figure 1.3 Service Tax Payable – Bill Date wise (Detailed)

1.2.2 Realisation Date wise

Go to **Gateway of Tally > Display > Statutory Reports > Service Tax Reports > Service Tax Payables > Realisation Date wise > press F2:Period** (to change the period)

Crystal Services (P) Ltd. #56/1 M.G. Road Bangalore Service Tax Payable Realisation Date-wise 1-Apr-2012 to 20-Sep-2012									
									Page 1
Date	Vch Type	Vch No.	Party's Name	Category	Realised Amount	Realised Assessable Value	Total Tax Payable	Paid / Adjusted	Balance To Be Paid
2-Sep-2012	Journal	2	Kamal Advertisers	Taxable Service	56,180.00	50,000.00	6,180.00		6,180.00
7-Sep-2012	Sales	4	Kamal Advertisers	Taxable Service	44,944.00	40,000.00	4,944.00		4,944.00
10-Sep-2012	Receipt	1	Sahakar Creations	Taxable Service	3,93,260.00	3,50,000.00	43,260.00		43,260.00
10-Sep-2012	Sales	5	Cash	Taxable Service	11,23,600.00	10,00,000.00	1,23,600.00	45,918.16	77,681.84
12-Sep-2012	Receipt	2	Sahakar Creations	Taxable Service	1,51,686.00	1,35,000.00	16,686.00		16,686.00
13-Sep-2012	Receipt	3	Matrix Ad	Taxable Service	25,550.00	22,739.41	2,810.59		2,810.59
14-Sep-2012	Sales	6	Matrix Ad	Taxable Service	74,450.00	66,260.24	8,189.76	7,951.23	238.53
16-Sep-2012	Sales	7	Matrix Ad	Taxable Service	22,472.00	20,000.00	2,472.00		2,472.00
20-Sep-2012	Sales	9	TechMagic Creations	Taxable Service	1,32,978.00	1,05,000.00	12,978.00		12,978.00
T o t a l					20,25,120.00	17,88,999.65	2,21,120.35	53,869.39	1,67,250.96

Figure 1.4 Service Tax Payable – Realisation Date Wise

1.2.3 Tax on Services Received

Go to **Gateway of Tally > Display > Statutory Reports > Service Tax Reports > Service Tax Payables > Tax on Services Received > press F2:Period** (to change the period) > press **F1: Detailed**

Crystal Services (P) Ltd.												
#56/1												
M.G. Road												
Bangalore												
Tax on Services Received												
1-Apr-2012 to 31-Jan-2013												
Page 1												
Type of Bills : Party Paid Bills												
Date	Ref. No.				Party's Name	Category	Bill Amount	Total Tax	Paid Amount	Total Tax Payable	Balance to be Paid	Input Credit Available
25-Sep-2012	Puro8-1				SR Road Lines	Taxable Service	40,000.00	4,944.00	40,000.00	4,944.00	4,944.00	
	25-Sep-2012	Purchase	8	40,000.00								
	25-Sep-2012	Payment	4	40,000.00								
	25-Sep-2012	Journal	7	4,800.00								
T o t a l							40,000.00	4,944.00	40,000.00	4,944.00	4,944.00	

Figure 1.5 Service Tax Payable – Tax on Services Received

1.2.4 Import of Services

Go to **Gateway of Tally > Display > Statutory Reports > Service Tax Reports > Service Tax Payables > Import of Services > press F2:Period** (to change the period) > press **F1: Detailed**

Crystal Services (P) Ltd.												
#56/1												
M.G. Road												
Bangalore												
Import of Services												
1-Apr-2012 to 31-Jan-2013												
Page 1												
Type of Bills : Party Paid Bills												
Date	Ref. No.				Party's Name	Category	Bill Amount	Total Tax	Paid Amount	Total Tax Payable	Balance to be Paid	Input Credit Available
19-Sep-2012	Puro8-1				Townscape Architedts	Taxable Service	8,00,000.00	98,880.00	8,00,000.00	98,880.00	98,880.00	
	19-Sep-2012	Purchase	5	8,00,000.00								
	20-Sep-2012	Payment	3	8,00,000.00								
	20-Sep-2012	Journal	5	98,880.00								
T o t a l							8,00,000.00	98,880.00	8,00,000.00	98,880.00	98,880.00	

Figure 1.6 Service Tax Payable – Import of Services

1.3 Input Credit Summary

Go to **Gateway of Tally > Display > Statutory Reports > Service Tax Reports > Service Tax Payables > Input Credit > Summary > press F2:Period** (to change the period) > press **F1: Detailed**

Crystal Services (P) Ltd. #56/1 M.G. Road Bangalore Input Credit Summary (See Sub-rule(4) of rule 5) Return under rule 5 of the Service Tax Credit Rules, 2002 1-Sep-2012 to 30-Sep-2012								
Type of Bills : All Bills								Page 1
Date	Ref. No.	Party's Name	Category	Bill Amount	Total Tax	Paid Amount	Total Input Credit	Balance Input Credit
2-Sep-2012	JrnI/3-1	Matrix Ad	Taxable Service	1,12,360.00	12,360.00	1,12,360.00	12,360.00	12,360.00
2-Sep-2012	Journal			3	12,360.00			
4-Sep-2012	Puro/2-1	Ram Agency	Taxable Service	33,708.00	3,708.00	10,000.00	3,708.00	3,708.00
4-Sep-2012	Purchase			2	33,708.00			
4-Sep-2012	Payment			2	10,000.00			
Canara Bank / 4-Sep-2012 / 005294								
6-Sep-2012	Puro/3-1	Ram Agency	Taxable Service	22,472.00	2,472.00		2,472.00	2,472.00
6-Sep-2012	Purchase			3	22,472.00			
10-Sep-2012	JrnI/4-1	Ajay Tours	Taxable Service	92,135.20	10,135.20		10,135.20	10,135.20
10-Sep-2012	Journal			4	82,000.00			
10-Sep-2012	Puro/4-1	Cash	Taxable Service	4,49,440.00	49,440.00	4,49,440.00	49,440.00	49,440.00
10-Sep-2012	Purchase			4	4,49,440.00			
19-Sep-2012	Puro/5-1	Townscape Architects	Taxable Service	8,00,000.00		8,00,000.00		
19-Sep-2012	Purchase			5	8,00,000.00			
20-Sep-2012	Payment			3	8,00,000.00			
Canara Bank / 20-Sep-2012 / 758695								
20-Sep-2012	Journal			5	98,880.00			
21-Sep-2012	JrnI/6-1	Candice Agency	Taxable Service	62,224.80	2,224.80		2,224.80	2,224.80
21-Sep-2012	Journal			6	60,000.00			
21-Sep-2012	Puro/6-1	Ram Agency	Taxable Service					
21-Sep-2012	Purchase			6	33,708.00			
23-Sep-2012	Debit Note			1	33,708.00			
24-Sep-2012	Puro/7-1	Sampath Associates	Taxable Service	94,527.00	10,398.30	9,453.00	10,398.30	10,398.30
24-Sep-2012	Purchase			7	85,074.00			
(Voucher having TDS amount)								
25-Sep-2012	Puro/8-1	SR Road Lines	Taxable Service	40,000.00		40,000.00		
25-Sep-2012	Purchase			8	40,000.00			
25-Sep-2012	Payment			4	40,000.00			
Canara Bank / 25-Sep-2012 / 748595								
25-Sep-2012	Journal			7	4,800.00			
Total				17,06,867.00	90,738.30	14,21,253.00	90,738.30	90,738.30

Figure 1.7 Input Credit Summary

1.4 Input Credit - Reversal Details

Go to **Gateway of Tally > Display > Statutory Reports > Service Tax Reports > Input Credit > Reversal Details**

Crystal Services (P) Ltd. #56/1 M.G. Road Bangalore									
Input Credit Reversal Details 1-Apr-2012 to 30-Sep-2012									
Credit Utilised But Payment Not Made- Overdue more than 3 Months									
Bill Date	Ref. No.	Party's Name	Category	Bill Value	Billed Assessable Value	Availed Input Credit	Utilised Input Credit	Input Credit Need To Be Reversed	
1-Aug-2012	Puro/1-1	Ram Agency	Taxable Service	67,416.00	60,000.00	7,416.00	7,416.00	7,416.00	
Total					60,000.00	7,416.00	7,416.00	7,416.00	

Page 1 (A)

Figure 1.8 Input Credit - Reversal Details

Crystal Services (P) Ltd. #56/1 M.G. Road Bangalore									
Input Credit Reversal Details 1-Apr-2012 to 30-Sep-2012									
Credit Utilised But Payment Not Made- Overdue more than 3 Months									
Bill Date	Ref. No.				Balance Input Credit	Pending From No. of Days			
1-Aug-2012	Puro/1-1					60 Days			
Total									

Page 1 (B)

Figure 1.9 Input Credit - Reversal Details

1.5 ST3 Report

Go to **Gateway of Tally > Display > Statutory Reports > Service Tax Reports > ST3 > Report**
(select the period)

Page -1

FORM ST-3	
(Return under section 70 of the Finance Act, 1994)	
[ORIGINAL / REVISED RETURN]	
Financial Year <input type="text" value="2012-13"/>	
For the period	
<input checked="" type="checkbox"/> April-September	<input type="checkbox"/> October-March
1A. Has the assessee opted to operate as Large Taxpayer <input type="text" value="No"/>	
<small>(As defined under Rule 2 (ea) of the Central Excise Rules, 2002 read with rule 2 (1)(cccc) of the Service Tax Rules, 1994)</small>	
1B. If reply to column "1A" is 'yes', name of Large Taxpayer Unit (LTU) opted for <input type="text"/>	
2A. Name of the assessee	<input type="text" value="Crystal Services (P) Ltd."/>
2B. STC No.	<input type="text" value="ASDCE1588PST001"/>
2C. Premises code No.	<input type="text" value="SC0500012"/>
2D. Constitution of assessee	
(i) Individual / Proprietary	<input type="checkbox"/>
(ii) Partnership	<input type="checkbox"/>
(iii) Registered Public Ltd Company	<input type="checkbox"/>
(iv) Registered Private Ltd Company	<input checked="" type="checkbox"/>
(v) Registered Trust	<input type="checkbox"/>
(vi) Society/Co-op Society	<input type="checkbox"/>
(vii) Other	<input type="checkbox"/>

Figure 1.10 Form ST-3

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3. Computation of Service Tax

A1. Name of Taxable service
Exempted Service

A2. Assessee is liable to pay Service Tax on this taxable service as,-

(i) a service provider; or Yes

(ii) a service receiver liable to make payment of Service Tax No

B. Sub-clause No. of clause(105) of section 65

C1. Has the assessee availed benefit of any exemption notification ('Y/N') No

C2. If reply to column "C1" is 'Yes', please furnish notification nos.

D. If abatement is claimed as per notification no. 1/2006-ST, please furnish Sr. No. in the notification under which such abatement is claimed

E1. Whether provisionally assessed ('Y/N') **E2. Prov. assessment order No. ('if any')**

F. Value of taxable service, service tax payable and gross amount charged

	Month / Quarter (1)	April (2)	May (3)	June (4)	July (5)	August (6)	September (7)
(I) Service Tax Payable							
(a)	Gross amount received / (paid) in money					5,00,000.00	
	(i) against service provided						
	(ii) in advance for service to be provided						
(b)	Money equivalent of considerations received / (paid) in a form other than money						
(c)	Value on which Service Tax is exempt / not payable						
	(i) Amount received against export of service						
	(ii) Amount received / (paid) towards exempted service (other than export of service, i.e., (i) above)					5,00,000.00	
	(iii) Amount received as / (paid to) pure agent						
(d)	Abatement amount claimed						
(e)	Taxable value = (a+b) minus (c+d)						
(f)	Service Tax rate wise break-up of taxable value = (e)						
	(i) Value on which Service Tax is payable @ 5%						
	(ii) Value on which Service Tax is payable @ 8%						
	(iii) Value on which Service Tax is payable @ 10%						
	(iv) Value on which Service Tax is payable @ 12%						
	(v) other rate, if any						
(g)	Service Tax Payable = (5% of f(i) + 8% of f(ii) + 10% of f(iii) + 12% of f(iv) + f(v)X other rate)						
(h)	Education Cess payable = (@2% of Service Tax)						
(i)	Secondary and Higher Education Cess payable = (@1% of Service Tax)						
(II) Taxable amount charged							
(j)	Gross amount for which bills / invoices / challans are issued relating to service provided / to be provided (including export of service and exempted service)					5,00,000.00	
(k)	Money equivalent of other consideration charged, if any, in a form other than money						
(l)	Amount charged for exported service provided / to be provided						
(m)	Amount charged for exempted service provided / to be provided (other than export of service given at (l) above)					5,00,000.00	
(n)	Amount charged as pure agent						
(o)	Amount claimed as Abatement						
(p)	Net taxable amount charged = (j + k) minus (l + m + n + o)						

Figure 1.11 Form ST-3

3. Computation of Service Tax

A1. Name of Taxable service
Taxable Service

A2. Assessee is liable to pay Service Tax on this taxable service as,-

(i) a service provider; or Yes

(ii) a service receiver liable to make payment of Service Tax No

B. Sub-clause No. of clause(105) of section 65

C1. Has the assessee availed benefit of any exemption notification ('Y/N') No

C2. If reply to column "C1" is 'Yes', please furnish notification nos.

D. If abatement is claimed as per notification no. 1/2006-ST, please furnish Sr. No. in the notification under which such abatement is claimed

E1. Whether provisionally assessed ('Y/N') **E2. Prov. assessment order No. ('if any')**

F. Value of taxable service, service tax payable and gross amount charged

	Month / Quarter	April	May	June	July	August	September
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
(I) Service Tax Payable							
(a)	Gross amount received / (paid) in money					7,50,000.00	10,71,260.24
	(i) against service provided						
	(ii) in advance for service to be provided						62,789.25
(b)	Money equivalent of considerations received / (paid) in a form other than money						
(c)	Value on which Service Tax is exempt / not payable						
	(i) Amount received against export of service						1,50,000.00
	(ii) Amount received / (paid) towards exempted service (other than export of service, i.e., (i) above)						
	(iii) Amount received as / (paid to) pure agent						
(d)	Abatement amount claimed						
(e)	Taxable value = (a+b) minus (c+d)					7,50,000.00	9,84,049.49
(f)	Service Tax rate wise break-up of taxable value = (e)						
	(i) Value on which Service Tax is payable @ 5%						
	(ii) Value on which Service Tax is payable @ 8%						
	(iii) Value on which Service Tax is payable @ 10%						
	(iv) Value on which Service Tax is payable @ 12%					7,50,000.00	9,69,049.49
	(v) other rate, if any						
(g)	Service Tax Payable = (5% of f(i) + 8% of f(ii) + 10% of f(iii) + 12% of f(iv) + f(v))X other rate)					90,000.00	1,16,285.94
(h)	Education Cess payable = (@2% of Service Tax)					1,800.00	2,325.71
(i)	Secondary and Higher Education Cess payable = (@1% of Service Tax)					900.00	1,162.86
(II) Taxable amount charged							
(j)	Gross amount for which bills / invoices / challans are issued relating to service provided / to be provided (including export of service and exempted service)					7,50,000.00	10,93,999.65
(k)	Money equivalent of other consideration charged, if any, in a form other than money						
(l)	Amount charged for exported service provided / to be provided						1,50,000.00
(m)	Amount charged for exempted service provided / to be provided (other than export of service given at (l) above)						
(n)	Amount charged as pure agent						15,000.00
(o)	Amount claimed as Abatement						
(p)	Net taxable amount charged = (j + k) minus (l + m + n + o)					7,50,000.00	9,28,999.65

Figure 1.12 Form ST-3

4. Amount of service tax paid in advance under sub-rule(1A) of rule 6.							
	Month / Quarter	April	May	June	July	August	September
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
(a)	Amount deposited in advance						15,000.00
(b)	Challan Nos.						456847
(c)	Challan Dates						3-Oct-2012
4A. Service Tax, Education Cess and other amounts paid							
	Month / Quarter	April	May	June	July	August	September
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
(i) Service Tax, Education Cess, Secondary and Higher Education Cess paid							
(a)	Service Tax Paid						
	(i) In cash					82,800.00	8,405.98
	(ii) by CENVAT Credit					7,200.00	
	(iia) by adjustment of amount earlier paid in advance and adjusted in this period under rule 6 (1A)						7,951.23
	(iii) by adjustment of excess amount paid earlier and adjusted in this period under Rule 6(3) of ST Rules						4,805.98
	(iv) by adjustment of excess amount paid earlier and adjusted in this period under Rule 6(4A) of ST Rules						
(b)	Education Cess Paid						
	(i) In cash					1,656.00	168.12
	(ii) by CENVAT Credit					144.00	
	(iia) by adjustment of amount earlier paid in advance and adjusted in this period under rule 6 (1A)						
	(iii) by adjustment of excess amount paid earlier and adjusted in this period under Rule 6(3) of ST Rules						96.12
	(iv) by adjustment of excess amount paid earlier and adjusted in this period under Rule 6(4A) of ST Rules						
(c)	Secondary and Higher Education Cess Paid -						
	(i) In cash					828.00	84.06
	(ii) by CENVAT Credit					72.00	
	(iia) by adjustment of amount earlier paid in advance and adjusted in this period under rule 6 (1A)						
	(iii) by adjustment of excess amount paid earlier and adjusted in this period under Rule 6(3) of ST Rules						48.06
	(iv) by adjustment of excess amount paid earlier and adjusted in this period under Rule 6(4A) of ST Rules						
(d)	Other Amounts Paid						
	(i) Arrears of revenue paid in cash						5,000.00
	(ii) Arrears of revenue paid in credit						
	(iii) Arrears of Education Cess paid in cash						
	(iv) Arrears of Education Cess paid in credit						
	(v) Arrears of Sec & Higher Edu Cess paid in cash						
	(vi) Arrears of Sec & Higher Edu Cess paid in credit						
	(vii) Interest paid						800.00
	(viii) Penalty paid						
	(ix) Section 73A amount paid						
	(x) Any other amount						

Figure 1.13 Form ST-3

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(II) Details of Challan (Vide which Service Tax, Education Cess, Secondary and Higher Education Cess and other amounts paid in cash)

(a)	Challan Nos	(i)					658274	569874
		(ii)						852745
		(iii)						456847
		(iv)						

(b)	Challans Date	(i)					4-Sep-2012	30-Sep-2012
		(ii)						30-Sep-2012
		(iii)						3-Oct-2012
		(iv)						

4B. Source documents details for entries at column 4A(I)(a) (iii), 4A(I)(a) (iv), 4A(I)(b)(iii), 4A(I)(b) (iv), 4A(I)(c) (iii), 4A(I)(c) (iv), 4A(I)(d)(i) to (vii)

Entry in table 4A above		Source documents No. / Period	Source documents date
Sl. No.	Month / Quarter		

4C. Details of amount of Service Tax payable but not paid as on the last day of the period for which return is filed.....

5. Details of input stage CENVAT credit

5A. Whether the assessee providing exempted / non taxable service or exempted goods

	(1)	(2)
(a)	Whether providing any exempted or non taxable service ('Y/N')	
(b)	Whether manufacturing any exempted goods ('Y/N')	
(c)	If any one of the above is yes, whether maintaining separate account for receipt or consumption of input service and input goods (refer to rule 6 (2) of CENVAT credit Rule, 2004)	
(d)	If any one of the (a) and (b) is 'yes', and (c) is 'no', which option is being availed under rule 6 (3) of the Cenvat Credit Rules, 2004	
	(i) Opted to pay an amount equal to 10% of the value of exempted goods and 8 % of the value of exempted service (Y/N); or	
	(ii) Opted to pay an amount equivalent to CENVAT Credit attributable to inputs and input services used in or in relation to manufacture of exempted goods or provision of exempted	

5AA. Amount payable under rule 6 (3) of the Cenvat Credit Rules, 2004

	Month / Quarter	April	May	June	July	August	September
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
(a)	Value of exempted goods cleared						
(b)	Value of exempted services provided						
(c)	Amount paid under rule 6(3) of Cenvat Credit Rules, 2004, by CENVAT Credit						
(d)	Amount paid under rule 6(3) of Cenvat Credit Rules, 2004, by cash						
(e)	Total amount paid = (c) +(d)						
(f)	Challan Nos, vide which amount mentioned in (d) is paid						
(g)	Challan Dates						

Figure 1.14 Form ST-3

5B. CENVAT Credit Taken and Utilized							
Month / Quarter	April	May	June	July	August	September	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	
(I) CENVAT Credit of Service Tax and Central Excise Duty							
(a) Opening Balance							(-)7,200.00
(b) Credit Taken							
(i) On Inputs							
(ii) On Capital Goods							
(iii) On Input Services received directly							66,877.57
(iv) As received from input service distributor							
(v) From inter unit transfer by a LTU							
Total Credit Taken = (i+ii+iii+iv+v)							66,877.57
(c) Credit Utilized							
(i) For Payment of Service Tax					7,200.00		
(ii) For Payment of Education Cess on taxable service							
(iii) For Payment of Excise or any Other Duty							
(iv) Towards clearance of Input Goods and Capital Goods removed as such							
(v) Towards inter unit transfer of LTU							
(vi) for payment under rule 6 (3) of the Cenvat Credit Rules, 2004							
Total Credit Utilized = (i+ii+iii+iv+v+vi)					7,200.00		
(d) Closing Balance of CENVAT Credit = (a+b-c)						(-)7,200.00	59,677.57
(II) CENVAT Credit of Education Cess and Secondary and Higher Education Cess							
(a) Opening Balance							(-)216.00
(b) Credit of Education Cess and Secondary and Higher Education Cess Taken							
(i) On Inputs							
(ii) On Capital Goods							
(iii) On Input Services received directly							2,006.33
(iv) As received from input service distributor							
(v) From inter unit transfer by a LTU							
Total Credit of Education Cess and Secondary and Higher Education Cess Taken = (i+ii+iii+iv+v)							2,006.33
(c) Credit of Education Cess and Secondary and Higher Education Cess Utilized							
(i) For Payment of Education Cess and Secondary and Higher Education Cess on services					216.00		
(ii) For Payment of Education Cess and Secondary and Higher Education Cess on goods							
(iii) Towards Payment of Education Cess and Secondary and Higher Education Cess on clearance of Input Goods and Capital Goods removed as such							
(iv) Towards inter unit transfer of LTU							
Total Credit of Education Cess and Secondary and Higher Education Cess Utilized = (i+ii+iii+iv)					216.00		
(d) Closing Balance of Education Cess and Secondary and Higher Education Cess = (a+b-c)						(-)216.00	1,790.33

Figure 1.15 Form ST-3

6. Credit details for Input service distributor							
	Month / Quarter	April	May	June	July	August	September
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
(I) CENVAT Credit of Service Tax and Central Excise Duty							
(a)	Opening Balance of CENVAT Credit						
(b)	Credit taken (for distribution) on Input Service						
(c)	Credit distributed						
(d)	Credit not eligible for distribution(rule 7(b) of CENVAT Credit Rules, 2004)						
(e)	Closing Balance						
(II) CENVAT Credit of Education Cess and Secondary and Higher Education Cess Credit							
(a)	Opening Balance of Education Cess and Secondary and Higher Education Cess credit						
(b)	Credit of Education Cess and Secondary and Higher Education Cess taken (for distribution) on Input Service						
(c)	Credit of Education Cess and Secondary and Higher Education Cess distributed						
(d)	Credit of Education Cess and Secondary and Higher Education Cess not eligible for distribution (rule 7(b) of CENVAT Credit Rules, 2004)						
(e)	Closing Balance						
7. Self Assessment memorandum							
(a) I / We declare that the above particulars are in accordance with the records and books maintained by me / us and are correctly stated.							
(b) I / We have assessed and paid the Service Tax and / or availed and distributed CENVAT credit correctly as per the provisions of the Finance Act, 1994 and the rules made thereunder.							
(c) I / We have paid duty within the specified time limit and in case of delay, I / We have deposited the interest leviable thereon.							
8. If the return has been prepared by a Service Tax Return Preparer (STRP), furnish further details as below:							
(a)	Identification No. of STRP	<input type="text"/>					
(b)	Name of STRP	<input type="text"/>					
(Signature of Service Tax Return Preparer)							
Place: Bangalore		(Name and Signature of Assessee or Authorised Signatory)					
Date : 30-Sep-2012							

Figure 1.16 Form ST-3

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ACKNOWLEDGEMENT

Date : 30-Sep-2012
Place: Bangalore

I hereby acknowledge the receipt of your ST-3 return for the period April 2012 - September 2012

(Signature of the Officer of Central Excise & Service Tax)
(With Name & Official Seal)

Figure 1.17 Form ST-3

1.6 ST3 E-filing

Go to **Gateway of Tally > Display > Statutory Reports > Service Tax Reports > ST3 > E-filing**

FORM ST-3

(Return under section 70 of the Finance Act, 1994)

[ORIGINAL / REVISED RETURN]

Financial Year

For the period

April-September October-March

1A. Has the assessee opted to operate as Large Taxpayer

(As defined under Rule 2 (ea) of the Central Excise Rules, 2002 read with rule 2 (1)(cccc) of the Service Tax Rules, 1994)

1B. If reply to column "1A" is 'yes', name of Large Taxpayer Unit (LTU) opted for

2A. Name of the assessee

2B. STC No.

2C. Premises code No.

2D. Constitution of assessee

A1. NAME OF TAXABLE SERVICES FOR WHICH RETURN IS BEING FILED

Taxable Services Provided*

Taxable Service

Figure 1.18 ST3 E-filing

3. Computation of Service Tax

A1. Name of Taxable service
Taxable Service

A2. Assessee is liable to pay Service Tax on this taxable service as,-

(i) a service provider; or Yes

(ii) a service receiver liable to make payment of Service Tax No

B. Sub-clause No. of clause(105) of section 65

C1. Has the assessee availed benefit of any exemption notification ('Y/N') No

C2. If reply to column "C1" is 'Yes', please furnish notification nos.

D. If abatement is claimed as per notification no. 1/2006-ST, please furnish Sr. No. in the notification under which such abatement is claimed

E1. Whether provisionally assessed ('Y/N') **E2. Prov. assessment order No. ('if any')**

F. Value of taxable service, service tax payable and gross amount charged

FOR SERVICE PROVIDER

	October	November	December	January	February	March
Month / Quarter (1)	(2)	(3)	(4)	(5)	(6)	(7)
(I) Service Tax Payable						
(a) Gross amount received in money						
(i) against service provided	2,50,000.00					
(ii) in advance for service to be provided						
(b) Money equivalent of considerations received / (paid) in a form other than money						
(c) Value on which Service Tax is exempt / not payable						
(i) Amount received against export of service						
(ii) Amount received / (paid) towards exempted service (other than export of service, i.e., (i) above)						
(iii) Amount received as / (paid to) pure agent						
(d) Abatement amount claimed						
(e) Taxable value = (a+b) minus (c+d)	2,50,000.00					
(f) Service Tax rate wise break-up of taxable value = (e)						
(i) Value on which Service Tax is payable @ 5%						
(ii) Value on which Service Tax is payable @ 8%						
(iii) Value on which Service Tax is payable @ 10%						
(iv) Value on which Service Tax is payable @ 12%	2,50,000.00					
(v) other rate, if any						
(g) Service Tax Payable = (5% of f(i) + 8% of f(ii) + 10% of f(iii) + 12% of f(iv) + f(v)X other rate)	30,000.00					
(h) Education Cess payable = (@2% of Service Tax)	600.00					
(i) Secondary and Higher Education Cess payable = (@1% of Service Tax)	300.00					
(II) Taxable amount charged						
(j) Gross amount for which bills / invoices / challans are issued relating to service provided / to be provided (including export of service and exempted service)	2,50,000.00					
(k) Money equivalent of other consideration charged, if any, in a form other than money						
(l) Amount charged for exported service provided / to be provided						
(m) Amount charged for exempted service provided / to be provided (other than export of service given at (l) above)						
(n) Amount charged as pure agent						
(o) Amount claimed as Abatement						
(p) Net taxable amount charged = (j + k) minus (l + m + n + o)	2,50,000.00					

FOR SERVICE RECEIPT

Figure 1.19 ST3 E-filing

	Month / Quarter	October	November	December	January	February	March
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
(I) Service Tax Payable							
(a)	Gross amount paid in money						
	(i) against service received						
	(ii) in advance for service to be provided						
(b)	Money equivalent of considerations received / (paid) in a form other than money						
(c)	Value on which Service Tax is exempt / not payable						
	(i) Amount received against export of service						
	(ii) Amount received / (paid) towards exempted service (other than export of service, i.e., (i) above)						
	(iii) Amount received as / (paid to) pure agent						
(d)	Abatement amount claimed						
(e)	Taxable value = (a+b) minus (c+d)						
(f)	Service Tax rate wise break-up of taxable value = (e)						
	(i) Value on which Service Tax is payable @ 5%						
	(ii) Value on which Service Tax is payable @ 8%						
	(iii) Value on which Service Tax is payable @ 10%						
	(iv) Value on which Service Tax is payable @ 12%						
	(v) other rate, if any						
(g)	Service Tax Payable = (5% of f(i) + 8% of f(ii) + 10% of f(iii) + 12% of f(iv) + f(v)X other rate)						
(h)	Education Cess payable = (@2% of Service Tax)						
(i)	Secondary and Higher Education Cess payable = (@1% of Service Tax)						
(II) TAXABLE AMOUNT PAID							
(j)	Gross amount for which bills / invoices / challans are issued relating to service received / to be received (including export of service and exempted service)						
(k)	Money equivalent of other consideration paid, if any, in a form other than money						
(l)	Amount paid for exempted service received / to be received (other than export of service given at (l) above)						
(m)	Amount paid as pure agent						
(n)	Amount claimed as Abatement						
(o)	Net taxable amount paid = (j + k) - (l + m + n)						

Figure 1.20 ST3 E-filing

4. Amount of service tax paid in advance under sub-rule(1A) of rule 6.

	Month / Quarter	October	November	December	January	February	March
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
(a)	Amount deposited in advance						
(b)	Challan Nos.						
(c)	Challan Dates						

4A. Service Tax, Education Cess and other amounts paid

	Month / Quarter	October	November	December	January	February	March
	(1)	(2)	(3)	(4)	(5)	(6)	(7)

(i) Service Tax, Education Cess, Secondary and Higher Education Cess paid

(a) Service Tax Paid							
(i)	In cash						
(ii)	by CENVAT Credit	39,600.00					
(iia)	by adjustment of amount earlier paid in advance and adjusted in this period under rule 6 (1A)						
(iii)	by adjustment of excess amount paid earlier and adjusted in this period under Rule 6(3) of ST Rules						
(iv)	by adjustment of excess amount paid earlier and adjusted in this period under Rule 6(4A) of ST Rules						

(b) Education Cess Paid							
(i)	In cash						
(ii)	by CENVAT Credit	792.00					
(iia)	by adjustment of amount earlier paid in advance and adjusted in this period under rule 6 (1A)						
(iii)	by adjustment of excess amount paid earlier and adjusted in this period under Rule 6(3) of ST Rules						
(iv)	by adjustment of excess amount paid earlier and adjusted in this period under Rule 6(4A) of ST Rules						

(c) Secondary and Higher Education Cess Paid -							
(i)	In cash						
(ii)	by CENVAT Credit	396.00					
(iia)	by adjustment of amount earlier paid in advance and adjusted in this period under rule 6 (1A)						
(iii)	by adjustment of excess amount paid earlier and adjusted in this period under Rule 6(3) of ST Rules						
(iv)	by adjustment of excess amount paid earlier and adjusted in this period under Rule 6(4A) of ST Rules						

(d) Other Amounts Paid							
(i)	Arrears of revenue paid in cash						
(ii)	Arrears of revenue paid in credit						
(iii)	Arrears of Education Cess paid in cash						
(iv)	Arrears of Education Cess paid in credit						
(v)	Arrears of Sec & Higher Edu Cess paid in cash						
(vi)	Arrears of Sec & Higher Edu Cess paid in credit						
(vii)	Interest paid						
(viii)	Penalty paid						
(ix)	Section 73A amount paid						
(x)	Any other amount						

Figure 1.21 ST3 E-filing

(II) Details of Challan (Vide which Service Tax, Education Cess, Secondary and Higher Education Cess and other amounts paid in cash)

(a)	Challan Nos	(i)						
		(ii)						
		(iii)						
		(iv)						
(b)	Challans Date	(i)						
		(ii)						
		(iii)						
		(iv)						

4B. Source documents details for entries at column 4A(I)(a) (iii), 4A(I)(a) (iv), 4A(I)(b)(iii), 4A(I)(b) (iv), 4A(I)(c) (iii), 4A(I)(c) (iv), 4A(I)(d)(i) to (vii)

Entry in table 4A above		Source documents No. / Period	Source documents date
Sl. No.	Month / Quarter		

4C. Details of amount of Service Tax payable but not paid as on the last day of the period for which return is filed.....

5. Details of input stage CENVAT credit

5A. Whether the assessee providing exempted / non taxable service or exempted goods

	(1)	(2)
(a)	Whether providing any exempted or non taxable service ('Y/N')	
(b)	Whether manufacturing any exempted goods ('Y/N')	
(c)	If any one of the above is yes, whether maintaining separate account for receipt or consumption of input service and input goods (refer to rule 6 (2) of CENVAT credit Rule, 2004)	
(d)	If any one of the (a) and (b) is 'yes', and (c) is 'no', which option is being availed under rule 6 (3) of the Cenvat Credit Rules, 2004	
	(i) Opted to pay an amount equal to 10% of the value of exempted goods and 8 % of the value of exempted service (Y/N); or	
	(ii) Opted to pay an amount equivalent to CENVAT Credit attributable to inputs and input services used in or in relation to manufacture of exempted goods or provision of exempted	

5AA. Amount payable under rule 6 (3) of the Cenvat Credit Rules, 2004

	Month / Quarter	October	November	December	January	February	March
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
(a)	Value of exempted goods cleared						
(b)	Value of exempted services provided						
(c)	Amount paid under rule 6(3) of Cenvat Credit Rules, 2004, by CENVAT Credit						
(d)	Amount paid under rule 6(3) of Cenvat Credit Rules, 2004, by cash						
(e)	Total amount paid = (c) +(d)						
(f)	Challan Nos, vide which amount mentioned in (d) is paid						
(g)	Challan Dates						

Figure 1.22 ST3 E-filing

5B. CENVAT Credit Taken and Utilized							
Month / Quarter	October	November	December	January	February	March	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
(I) CENVAT Credit of Service Tax and Central Excise Duty							
(a) Opening Balance	88,095.44	1,36,655.44	1,36,655.44	1,36,655.44	1,36,655.44	1,36,655.44	1,36,655.44
(b) Credit Taken							
(i) On Inputs	18,000.00						
(ii) On Capital Goods							
(iii) On Input Services received directly	88,160.00						
(iv) As received from input service distributor							
(v) From inter unit transfer by a LTU							
Total Credit Taken = (i+ii+iii+iv+v)	1,06,160.00						
(c) Credit Utilized							
(i) For Payment of Service Tax	39,600.00						
(ii) For Payment of Education Cess on taxable service							
(iii) For Payment of Excise or any Other Duty	18,000.00						
(iv) Towards clearance of Input Goods and Capital Goods removed as such							
(v) Towards inter unit transfer of LTU							
(vi) for payment under rule 6 (3) of the Cenvat Credit Rules, 2004							
Total Credit Utilized = (i+ii+iii+iv+v+vi)	57,600.00						
(d) Closing Balance of CENVAT Credit = (a+b-c)	1,36,655.44	1,36,655.44	1,36,655.44	1,36,655.44	1,36,655.44	1,36,655.44	1,36,655.44
(II) CENVAT Credit of Education Cess and Secondary and Higher Education Cess							
(a) Opening Balance	2,642.86	4,099.66	4,099.66	4,099.66	4,099.66	4,099.66	4,099.66
(b) Credit of Education Cess and Secondary and Higher Education Cess Taken							
(i) On Inputs	540.00						
(ii) On Capital Goods							
(iii) On Input Services received directly	2,644.80						
(iv) As received from input service distributor							
(v) From inter unit transfer by a LTU							
Total Credit of Education Cess and Secondary and Higher Education Cess Taken = (i+ii+iii+iv+v)	3,184.80						
(c) Credit of Education Cess and Secondary and Higher Education Cess Utilized							
(i) For Payment of Education Cess and Secondary and Higher Education Cess on services	1,188.00						
(ii) For Payment of Education Cess and Secondary and Higher Education Cess on goods	540.00						
(iii) Towards Payment of Education Cess and Secondary and Higher Education Cess on clearance of Input Goods and Capital Goods removed as such							
(iv) Towards inter unit transfer of LTU							
Total Credit of Education Cess and Secondary and Higher Education Cess Utilized = (i+ii+iii+iv)	1,728.00						
(d) Closing Balance of Education Cess and Secondary and Higher Education Cess = (a+b-c)	4,099.66	4,099.66	4,099.66	4,099.66	4,099.66	4,099.66	4,099.66

Figure 1.23 ST3 E-filing

6. Credit details for Input service distributor

	Month / Quarter	October	November	December	January	February	March
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
(I) CENVAT Credit of Service Tax and Central Excise Duty							
(a)	Opening Balance of CENVAT Credit						
(b)	Credit taken (for distribution) on Input Service						
(c)	Credit distributed						
(d)	Credit not eligible for distribution(rule 7(b) of CENVAT Credit Rules, 2004)						
(e)	Closing Balance						
(II) CENVAT Credit of Education Cess and Secondary and Higher Education Cess Credit							
(a)	Opening Balance of Education Cess and Secondary and Higher Education Cess credit						
(b)	Credit of Education Cess and Secondary and Higher Education Cess taken (for distribution) on Input Service						
(c)	Credit of Education Cess and Secondary and Higher Education Cess distributed						
(d)	Credit of Education Cess and Secondary and Higher Education Cess not eligible for distribution (rule 7(b) of CENVAT Credit Rules, 2004)						
(e)	Closing Balance						

7. Self Assessment memorandum

(a) I / We declare that the above particulars are in accordance with the records and books maintained by me / us and are correctly stated.

(b) I / We have assessed and paid the Service Tax and / or availed and distributed CENVAT credit correctly as per the provisions of the Finance Act, 1994 and the rules made thereunder.

(c) I / We have paid duty within the specified time limit and in case of delay, I / We have deposited the interest leviable thereon.

8. If the return has been prepared by a Service Tax Return Preparer (STRP), furnish further details as below:

(a) Identification No. of STRP

(b) Name of STRP

(Signature of Service Tax Return Preparer)

Place: Bangalore (Name and Signature of Assessee or
 Date : 31-Mar-2013 Authorised Signatory)

Figure 1.24 ST3 E-filing

ACKNOWLEDGEMENT

Date : 31-Mar-2013
Place: Bangalore

I hereby acknowledge the receipt of your ST-3 return for the period October 2012 - March 2013

(Signature of the Officer of Central Excise & Service Tax)
(With Name & Official Seal)

Figure 1.25 ST3 E-filing