e-Verification User Manual
for Form 35
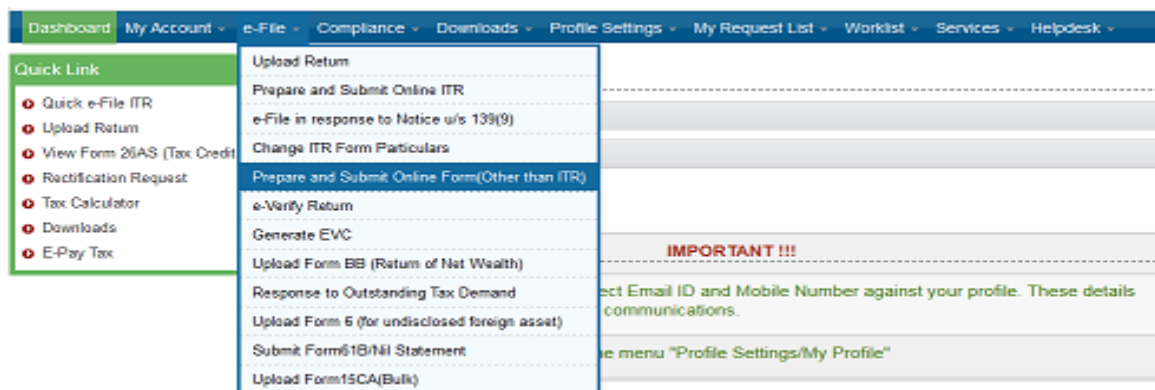
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e-Verify Form 35 (Individuals)

- ➢ Login to e-Filing Portal
- ➢ Click "**e-File**" → Select "**Prepare and Submit Online Form (Other than ITR)**"

- ➢ Select the Form Name as 35 from the drop down and click "**Continue**".

- ➢ Carefully read the instructions and fill the Form accordingly. Once the Form is filled, Click on "**Submit**".
- ➢ After the successful submission of the form, the below screen will be displayed if the taxpayer has a DSC registered in the profile.

> Attach the signature file generated using DSC Management Utility and click "**Submit**".
> If the taxpayer does not have a DSC registered in the profile then the following screen will be displayed.

> Taxpayer can select any one of the options listed above.
> If the taxpayer has pre-generated the EVC, click on the "**Option 1 – I already have an EVC to e-Verify the Form**". The following pop up will be displayed.

> Enter the pre-generated EVC (all the types of EVC are accepted except e-Filing OTP) and click on Submit. The Form gets submitted and the taxpayer will be redirected to the success screen.
> If the Taxpayer does not have a pre-generated EVC, click on the button "**Option2 – I do not have an EVC and I would like to generate EVC to e-Verify my Form**", the pop up will be displayed as shown below.

- ➢ There are two options available for the Taxpayer.
- 1. EVC – through Net Banking
- 2. EVC – through Bank Account Number

- ➢ If the taxpayer clicks on the button "**EVC – through Net Banking**", following are the steps to e-Verify your form using Net Banking.

- ➢ The taxpayer should have pre validated the bank account details in order to avail the option "**EVC-Through Bank Account Number**".
- ➢ If the taxpayer has not pre-validated the bank account details, then the below pop up will be displayed.

- ➢ Go to **Profile Settings → Pre validate Your Bank Account**

> ➢ If the taxpayer has successfully pre-validated the bank account details then the following pop up will be displayed on submit.

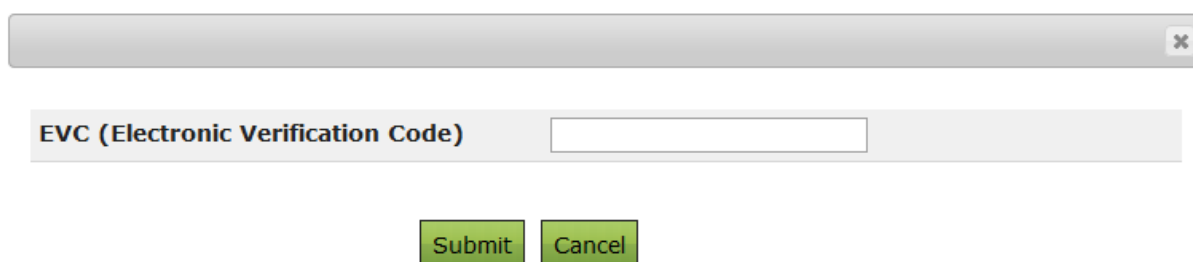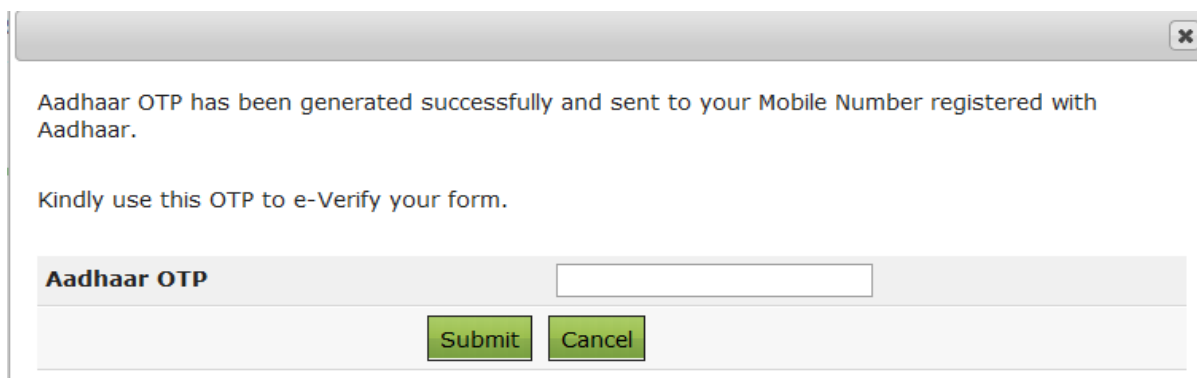> ➢ If the taxpayer proceeds by clicking on YES, then the EVC is generated and sent to the Verified Email ID and Mobile Number. The below pop up will be displayed.

> ➢ Taxpayer has to enter the EVC in the text box provided and click on Submit. Form gets submitted and the taxpayer will be redirected to the success screen

> ➢ If Taxpayer clicks on the button "**Option 3 – I would like to generate Aadhaar OTP to e-Verify the Form**", the below pop up will be displayed.

> ➢ Taxpayer enters the Aadhaar OTP in the text box provided and clicks on Submit. Form gets submitted and the taxpayer will be redirected to the success screen

> ➢ If Aadhaar PAN is not linked, then the following screen appears

Message

Your PAN is not linked to your Aadhaar. If you would like to link your PAN and Aadhaar. Click on Link Aadhaar button.

Once Aadhaar - PAN Linking is complete. You can follow the below steps to e-Verify your return.

Step 1	Go to e-File -> e-Verify Return Link
Step 2	Click on e-Verify link.
Step 3	Click on "Option 3 - I would like to generate Aadhaar OTP to e-Verify my return"
Step 4	Enter the OTP recieved in the text box provided and click on "Submit Aadhaar OTP" button.
Step 5	Your return would be successfully e-Verified
Step 6	If a return has been e-Verified, then there is no need to submit ITR-V.

If you click on Cancel button, you have to download the ITR-V, sign it and send it to CPC through post.

➢ Upon the successful submission of the form, transaction id is generated and the confirmation mail is sent to the registered email id.

Dashboard   My Account ⌄   e-File ⌄   Compliance ⌄   Downloads ⌄   Profile Settings ⌄   My Request List ⌄   Worklist ⌄   Helpdesk ⌄

Quick Link

- ⦿ Upload Return
- ⦿ View Form 26AS (Tax Credit)
- ⦿ Rectification Request
- ⦿ Tax Calculator
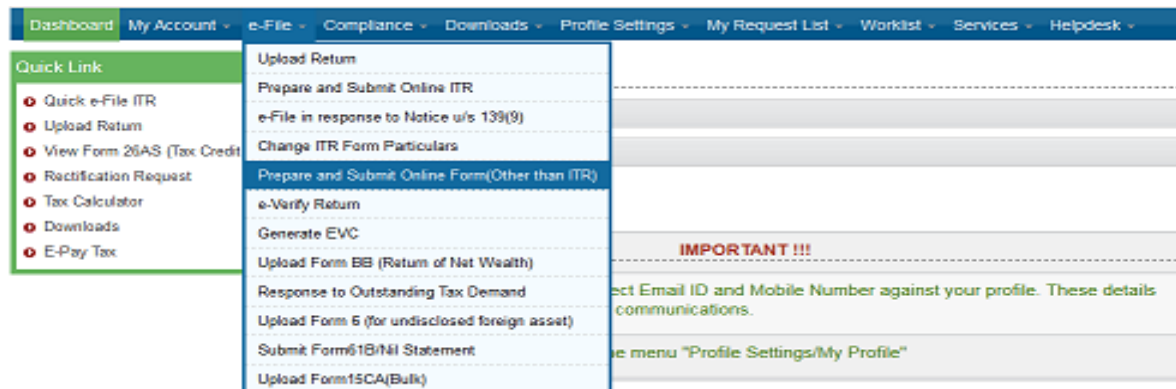- ⦿ Downloads
- ⦿ E-Pay Tax

Form Filed Successfully

Form 35 has been filed and the Transaction ID is: 1000522412

An e-mail confirming the successful submission of your Form alongwith the Acknowledgment number has been sent to xxxxxx.xx@xxxyyy.com

e-Verify Form 35(other than Individuals)

- ➢ Login to e-Filing Portal
- ➢ Click "**e-File**" → Select "**Prepare and Submit Online Form(other than ITR)**"

- ➢ Select the form name as 35 from the drop down and click "**Continue**".

- ➢ Carefully read the instructions and fill the form accordingly. Once the form is filled, click on "**Submit**". If the entity's profile has a DSC registered then the below screen will be displayed.
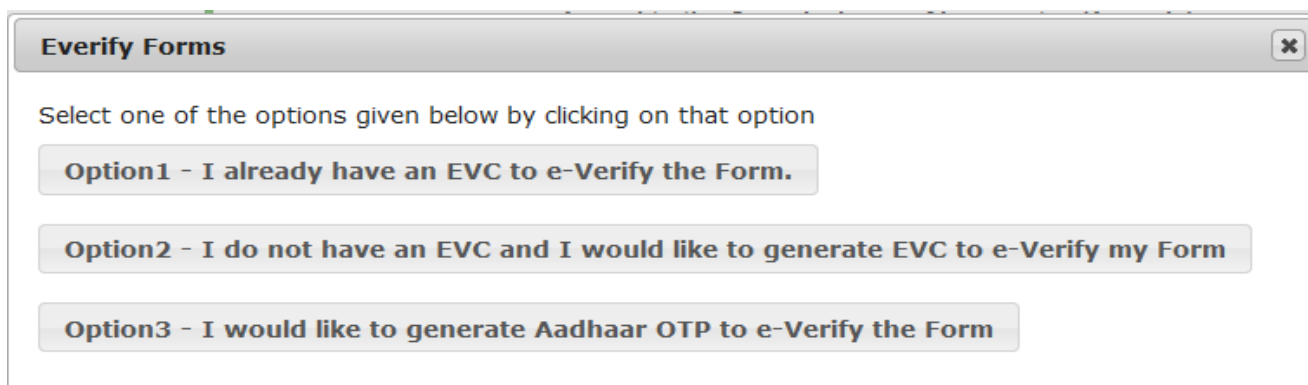
- ➢ Attach the signature file generated using DSC Management Utility and Submit.
- ➢ If the entity's profile does not have a DSC registered, then the below screen will be displayed.

Everify Forms   ✖
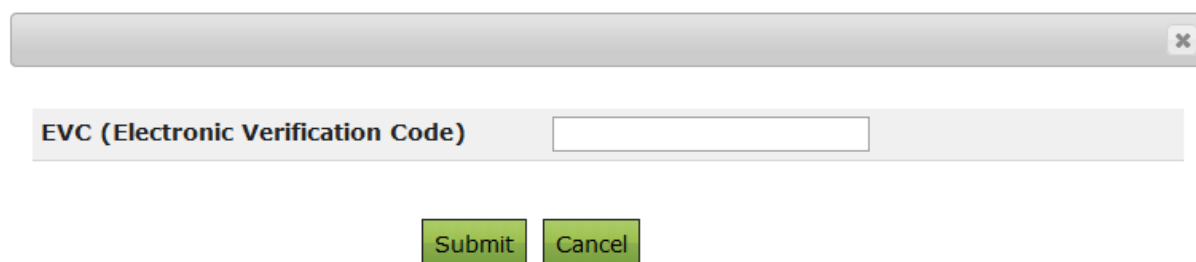
Select one of the options given below by clicking on that option

Option1 - I already have an EVC to e-Verify the Form.

Option2 - I do not have an EVC and I would like to generate EVC to e-Verify my Form

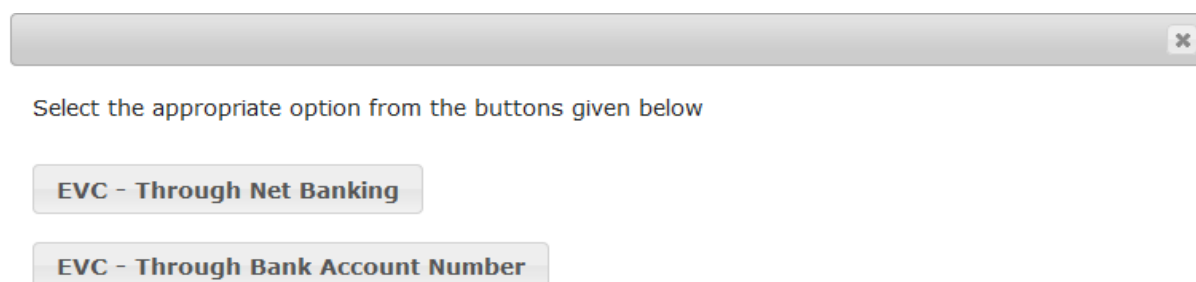Option3 - I would like to generate Aadhaar OTP to e-Verify the Form

- ➢ If the entity has pre-generated the EVC, then "**Option 1 – I already have an EVC to e-Verify the Form**" can be clicked. The below pop up will be displayed.

✖

EVC (Electronic Verification Code)   [   ]

Submit   Cancel

- ➢ Enter the EVC and Click on Submit
- ➢ If the entity does not have a pre-generated EVC, click on the button "**Option2 – I do not have an EVC and I would like to generate EVC to e-Verify my Form**", the below pop will be displayed with the two options.

✖

Select the appropriate option from the buttons given below

EVC - Through Net Banking

EVC - Through Bank Account Number

1. EVC – through Net Banking
2. EVC – through Bank Account Number

➢ If the entity clicks on the button "**EVC – through Net Banking**", the below pop up will be displayed.

Step 1	Save your draft form
Step 2	Your Principal Contact has to Login to e-Filing portal through Net Banking.
Step 3	Go to e-File menu -> Generate EVC
Step 4	Login to e-Filing portal through Net Banking.
Step 5	Select the PAN /entity name from the drop down for which he would like to Generate EVC
Step 6	EVC will be sent to the principal contacts contact details registered with e-Filing
Step 7	Login to e-Filing using Entity PANs login
Step 8	Go to e-File menu -> Prepare and Submit Online Form(Other than ITR).
Step 9	Select the appropriate Form that you had saved earlier".
Step 10	Open the saved form and click on Submit. Click on I already have an EVC
Step 11	Enter the EVC and click on Submit.

Please click on e-Filing Login Through NetBanking available in the Login page of e-Filing portal to view the list of banks where Net Banking login option is enabled

➢ The entity can avail the option "**EVC – through Bank Account Number**", if the principal contact has pre validated bank account details.

➢ If the bank account details are not pre validated, then the following pop up gets displayed.

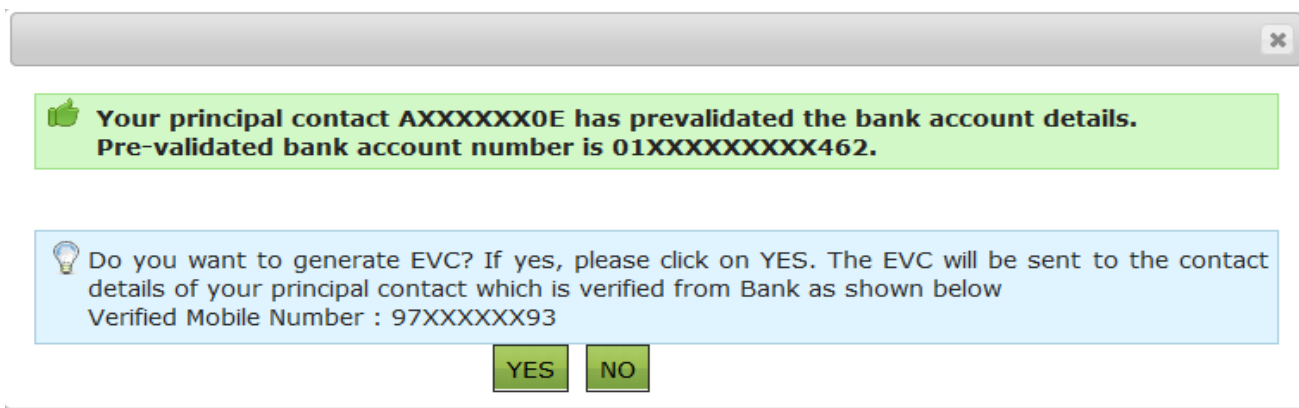Your Principal Contact has not prevalidated the Bank Account details.

Please inform your Principal Contact to complete the Pre-validation process by logging in to e-Filing portal using his credentials.

Once your Principal Contact has pre-validated the Bank Account you can Generate EVC using this option

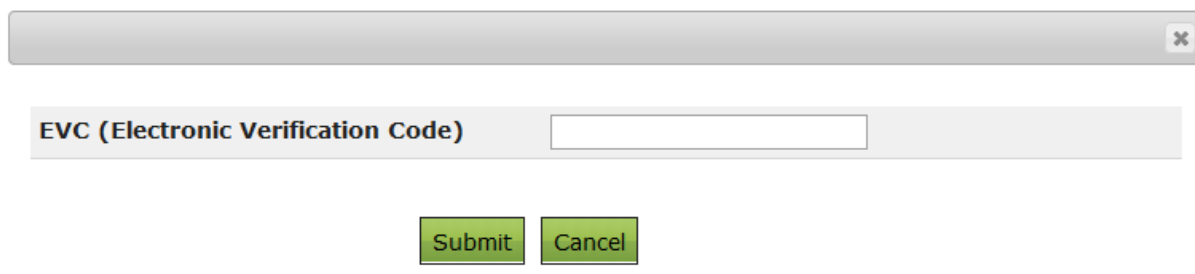▸ Note: The generated EVC will be sent to the contact details of the principal contact verified from Bank.

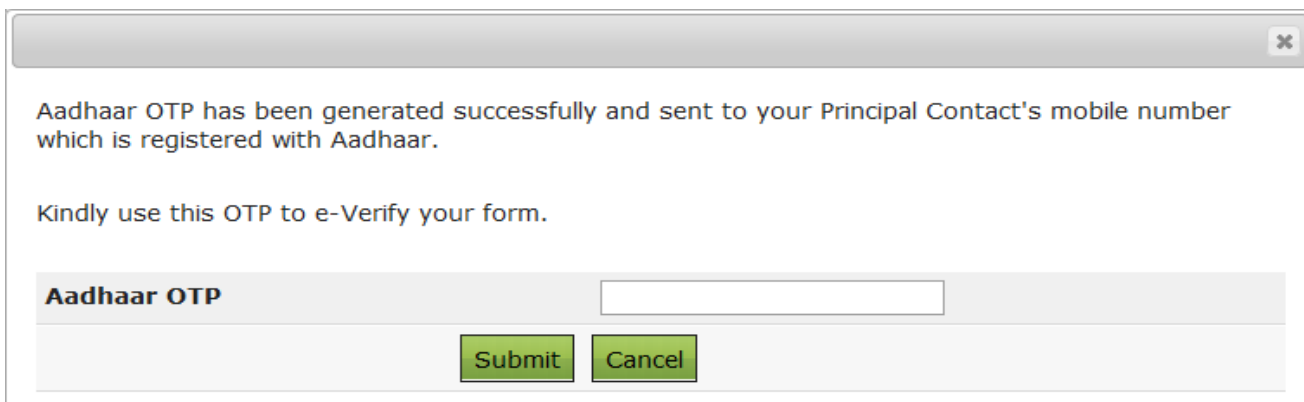➢ Upon the successful pre validation of the bank account details, the following message is displayed on the screen

➢ If the entity proceeds by clicking on YES, then the EVC is generated and sent to the principal contact's Verified Email ID and Mobile Number. The below pop up will be displayed.

➢ Entity has to enter the EVC in the text box provided and click on Submit. Form gets submitted and the taxpayer will be redirected to the success screen

➢ Entity can avail the "**Option3 – I would like to generate Aadhaar OTP to e-Verify the Form**", if the principal contact has completed the Aadhaar PAN linking process.

➢ If the Entity's principal contact has not completed the Aadhaar PAN linking procedure then the below screen will be displayed.

➢ Upon the linking successfully, generate EVC by logging in from principal contact's e-Filing personal **login through Net banking**.
➢ Transaction ID is generated and the confirmation mail is sent to the registered mail id as shown below.