



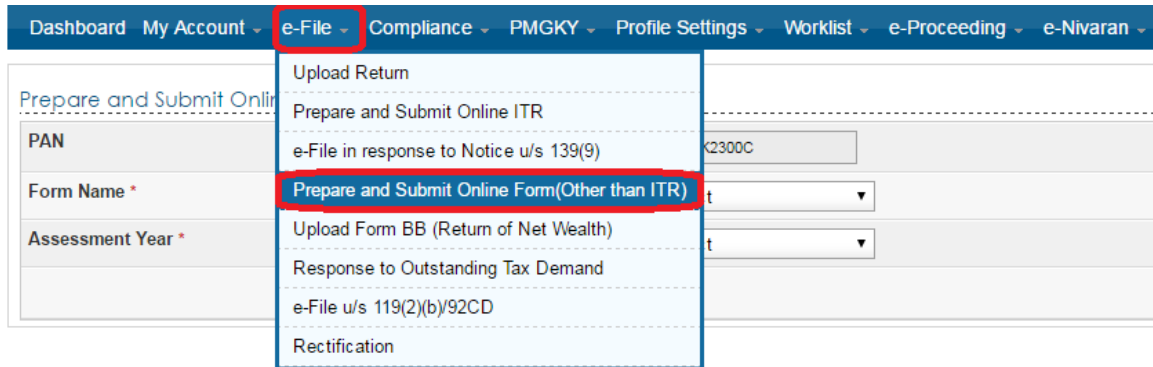
**e-Verification User Manual
for Form 35**

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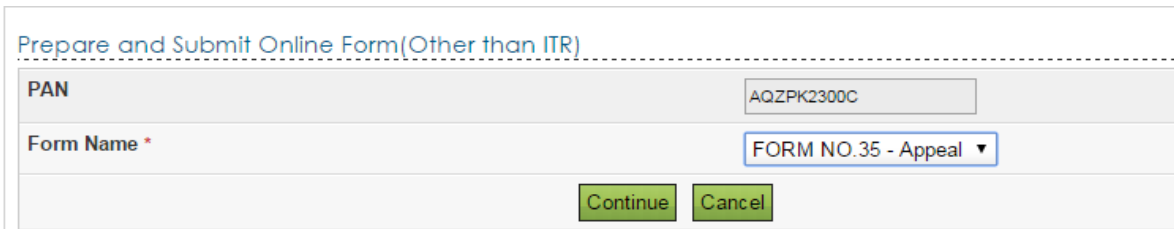
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e-Verify Form 35 (Individuals)

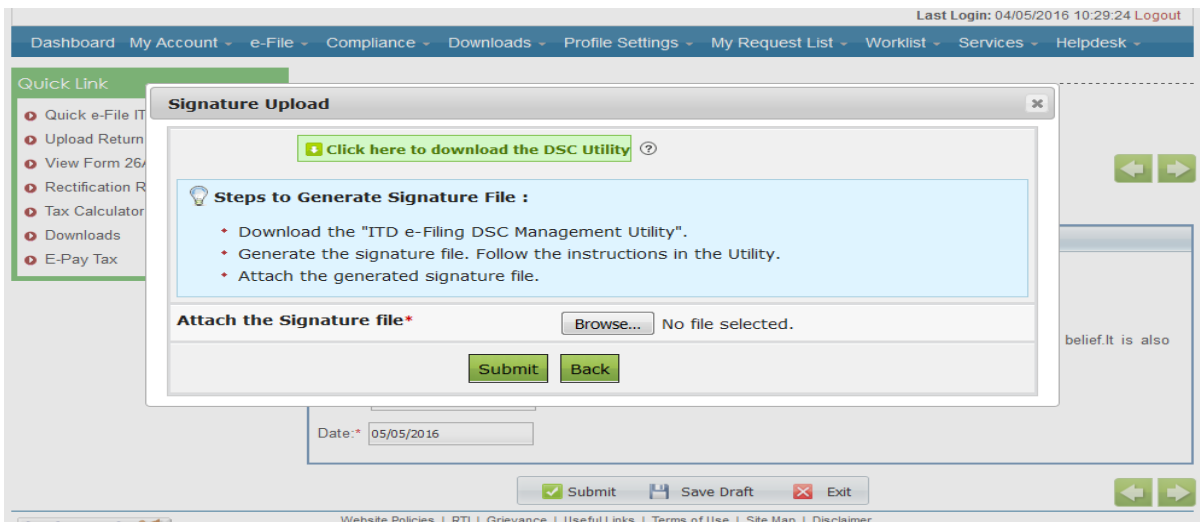
- Login to e-Filing Portal
- Click "e-File" → Select "Prepare and Submit Online Form (Other than ITR)"



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

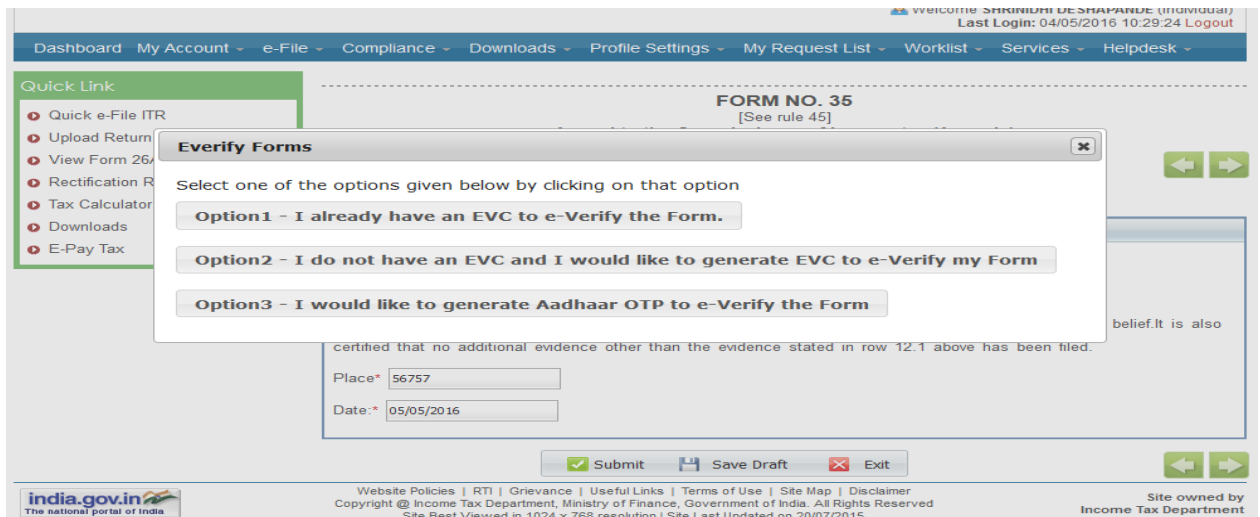


- Read the instructions and fill the Form accordingly. Once the Form is filled, Click on "Submit".
- After the successful submission of the form, the below screen will be displayed if the taxpayer has a DSC registered in the profile.



- 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.

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- 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.

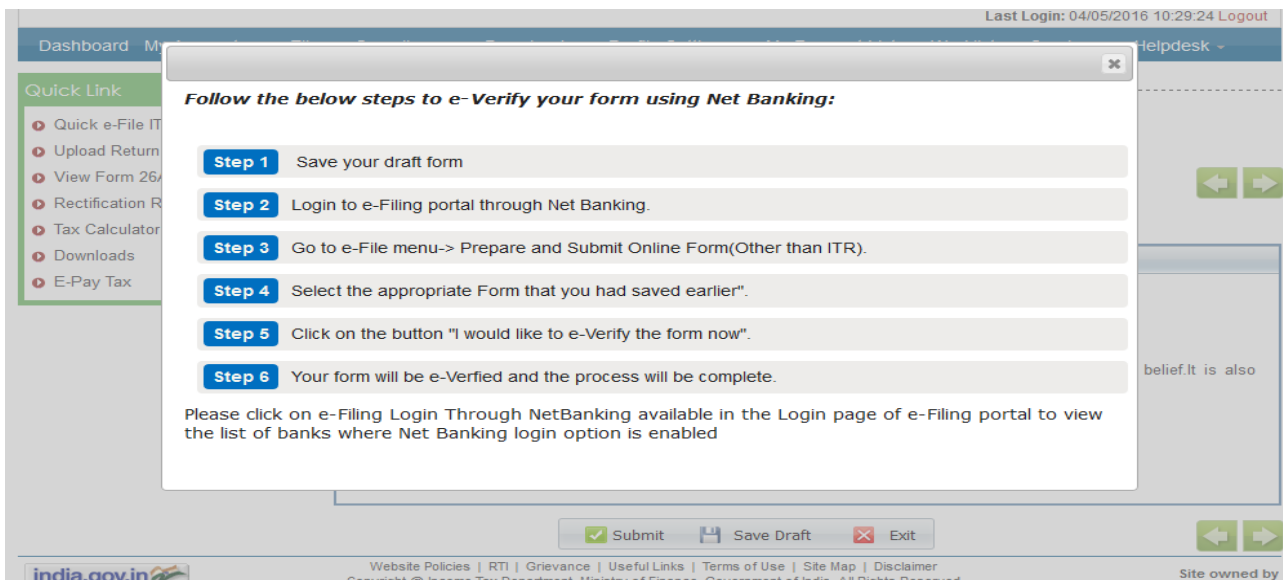
- There are three options available for the Taxpayer.

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1. EVC – Through Net Banking
2. EVC – Through Bank Account Number
3. EVC – Through Demat Account Number

EVC – Through Net Banking

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



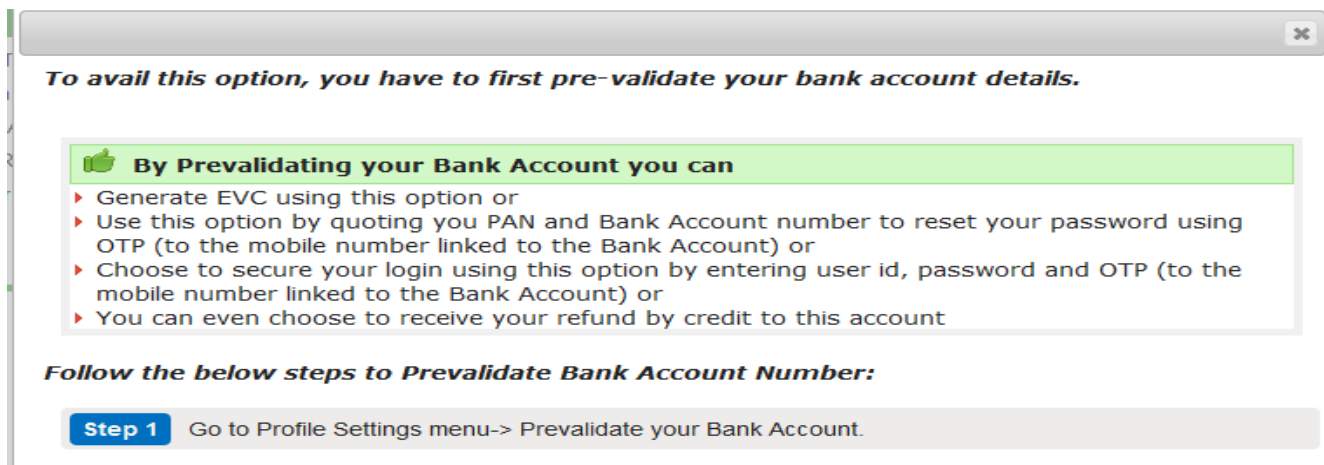
The screenshot shows a web interface with a modal window titled "Follow the below steps to e-Verify your form using Net Banking:". The modal contains six numbered steps:

- Step 1** Save your draft form
- Step 2** Login to e-Filing portal through Net Banking.
- Step 3** Go to e-File menu-> Prepare and Submit Online Form(Other than ITR).
- Step 4** Select the appropriate Form that you had saved earlier".
- Step 5** Click on the button "I would like to e-Verify the form now".
- Step 6** Your form will be e-Verified and the process will be complete.

Below the steps, it says: "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". At the bottom of the modal, there are buttons for "Submit", "Save Draft", and "Exit".

EVC – Through Bank Account Number

- 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.



The screenshot shows a pop-up message with the following content:

To avail this option, you have to first pre-validate your bank account details.

By Prevalidating your Bank Account you can

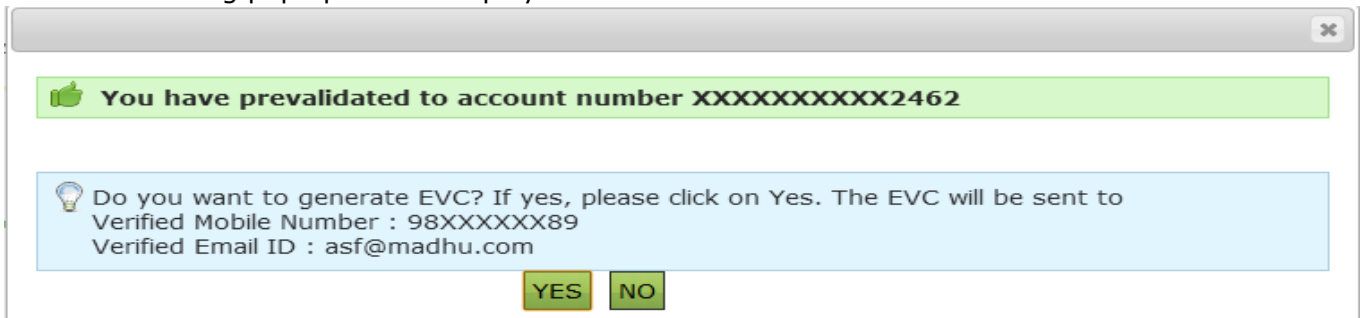
- ▶ Generate EVC using this option or
- ▶ Use this option by quoting you PAN and Bank Account number to reset your password using OTP (to the mobile number linked to the Bank Account) or
- ▶ Choose to secure your login using this option by entering user id, password and OTP (to the mobile number linked to the Bank Account) or
- ▶ You can even choose to receive your refund by credit to this account

Follow the below steps to Prevalidate Bank Account Number:

- Step 1** Go to Profile Settings menu-> Prevalidate your Bank Account.

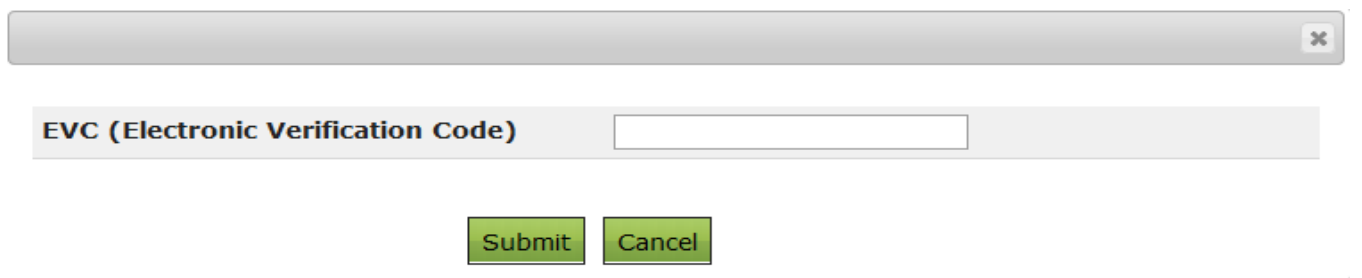
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- Go to **Profile Settings → Pre validate Your Bank Account**
- If the taxpayer has successfully pre-validated the bank account details then the following pop up will be displayed on submit.



The screenshot shows a pop-up window with a grey header and a close button (X) in the top right corner. Below the header is a green bar with a thumbs-up icon and the text: "You have prevalidated to account number XXXXXXXXXXXX2462". Underneath is a light blue box containing a lightbulb icon and the text: "Do you want to generate EVC? If yes, please click on Yes. The EVC will be sent to Verified Mobile Number : 98XXXXXXXX89 Verified Email ID : asf@madhu.com". At the bottom of the blue box are two buttons: "YES" and "NO".

- 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.

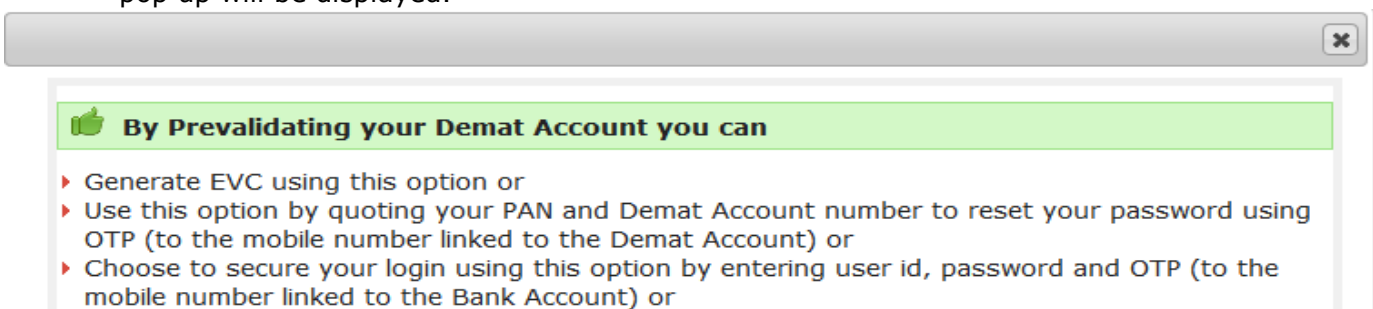


The screenshot shows a pop-up window with a grey header and a close button (X) in the top right corner. Below the header is a grey bar with the text "EVC (Electronic Verification Code)" and an empty text input field. At the bottom of the window are two buttons: "Submit" and "Cancel".

- 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

EVC – Through Demat Account Number

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




The screenshot shows a pop-up window with a grey header and a close button (X) in the top right corner. Below the header is a green bar with a thumbs-up icon and the text: "By Prevalidating your Demat Account you can". Underneath is a white box with a list of three options, each preceded by a red arrowhead: "Generate EVC using this option or", "Use this option by quoting your PAN and Demat Account number to reset your password using OTP (to the mobile number linked to the Demat Account) or", and "Choose to secure your login using this option by entering user id, password and OTP (to the mobile number linked to the Bank Account) or".


Follow the below steps to Prevalidate Demat Account Number:


Step 1 Go to Profile Settings menu-> Prevalidate your Demat Account.

- Go to **Profile Settings → Pre validate Your Demat Account**
- If the taxpayer has successfully pre-validated the demat account details then the following pop up will be displayed on submit.

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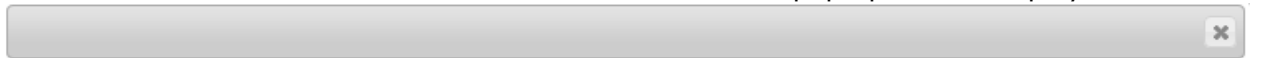


 You have prevalidated to account number XXXXXXXXXXXX0049

 Do you want to generate EVC? If yes, please click on submit. The EVC will be sent to Verified Mobile Number : 88XXXXXXX12

YES NO


- 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.



EVC (Electronic Verification Code)

Submit Cancel

- 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.



Aadhaar OTP has been generated successfully and sent to your Mobile Number registered with Aadhaar.

Kindly use this OTP to e-Verify your form.

Aadhaar OTP

Submit Cancel

- 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

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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.

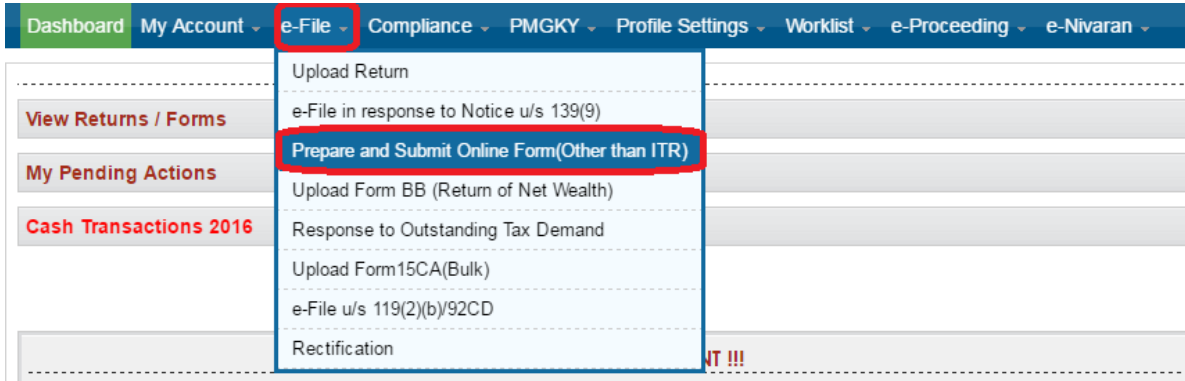
If you click on Cancel button, you have to download the ITR-V, sign it and send it to CPC through post.

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

The screenshot shows a dashboard with a blue navigation bar at the top containing links: Dashboard, My Account, e-File, Compliance, Downloads, Profile Settings, My Request List, Worklist, and Helpdesk. On the left, there is a 'Quick Link' sidebar with a green border and a list of items: Upload Return, View Form 26AS (Tax Credit), Rectification Request, Tax Calculator, Downloads, and E-Pay Tax. The main content area features a 'Form Filed Successfully' notification box with a dashed border. The notification text reads: '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@xxxxyy.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".

Prepare and Submit Online Form(Other than ITR)

PAN	<input type="text" value="PERCA8003A"/>
Form Name *	<input type="text" value="FORM NO.35 - Appeal"/>
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

- 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.

Signature Upload

[Click here to download the DSC Utility](#) ?

Steps to Generate Signature File :

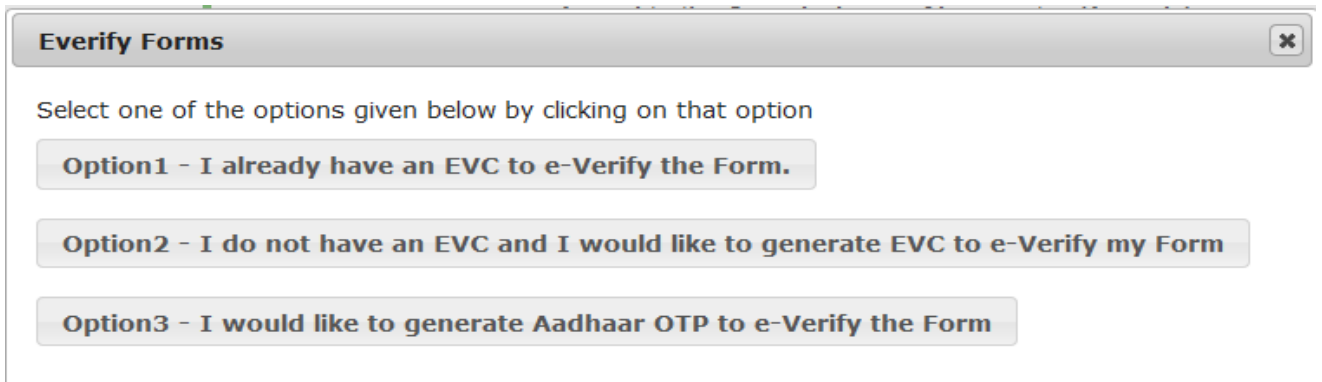
- ♦ Download the "ITD e-Filing DSC Management Utility".
- ♦ Generate the signature file. Follow the instructions in the Utility.
- ♦ Attach the generated signature file.

Attach the Signature file* No file selected.

- Attach the signature file generated using DSC Management Utility and Submit.

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- If the entity's profile does not have a DSC registered, then the below screen will be displayed.



Everify Forms

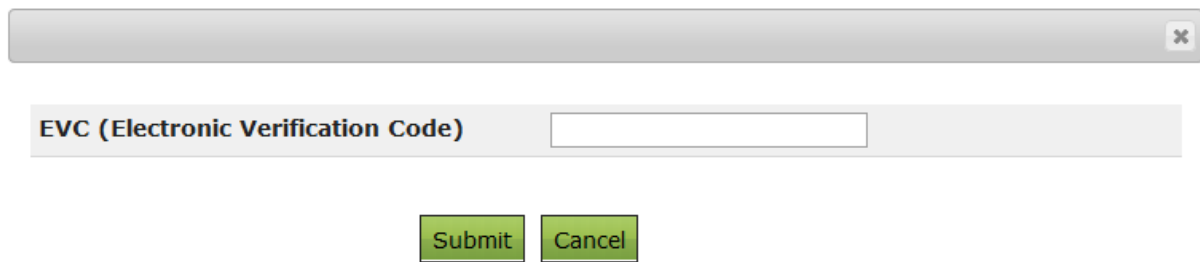
Select one of the options given below by clicking on that option

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

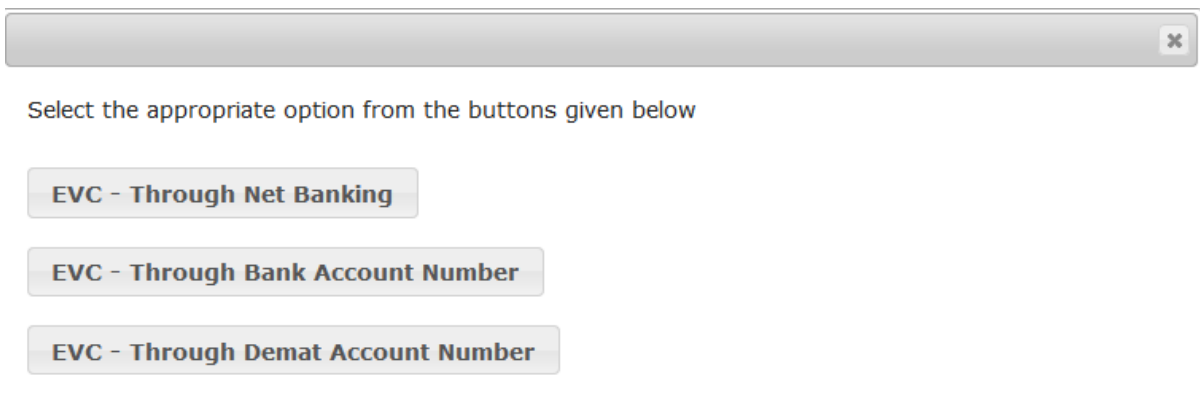
- If the entity has pre-generated the EVC, then "**Option 1 – I already have an EVC to e-Verify the Form**" can be clicked. The below pop up will be displayed.



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

EVC - Through Demat Account Number

1. EVC – Through Net Banking
2. EVC – Through Bank Account Number
3. EVC – Through Demat Account Number

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EVC – through Net Banking

- 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

EVC – Through Bank Account Number

- 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

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Your principal contact AXXXXXX0E has prevalidated the bank account details. Pre-validated bank account number is 01XXXXXXXXXX462.

Do you want to generate EVC? If yes, please click on YES. The EVC will be sent to the contact details of your principal contact which is verified from Bank as shown below
Verified Mobile Number : 97XXXXXXXX93

YES NO

- 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.

EVC (Electronic Verification Code)

Submit Cancel

- Entity has to enter the EVC in the text box provided (All the types of EVC are accepted except e-Filing OTP) and click on Submit. Form gets submitted and the taxpayer will be redirected to the success screen.

EVC – Through Demat Account Number

- The entity can avail the option "**EVC – through Demat 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.

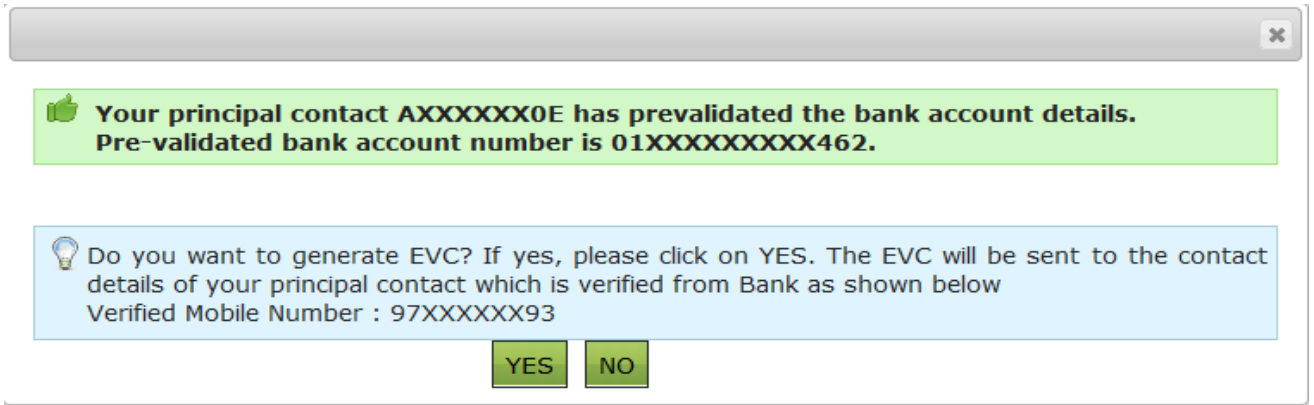
Your Principal Contact has not prevalidated the Demat Account details.
Please inform your Principal Contact to complete the Pre-validation process by logging in to e-Filing portal using his credentials.

Once your Principal Contact has pre-validated the Demat 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 NSDL.

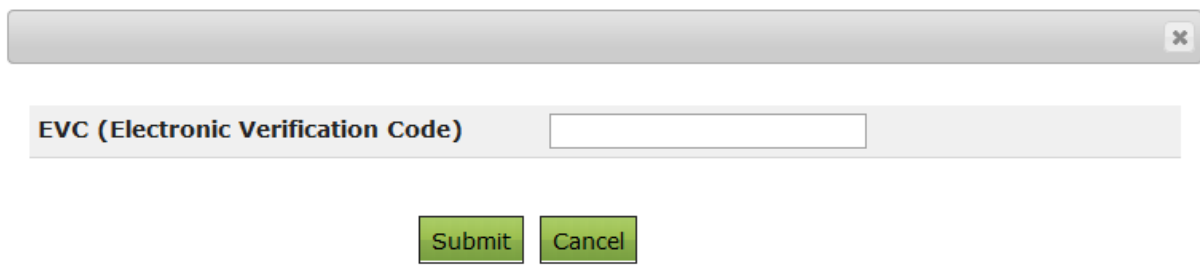
e-Verification User Manual For Form 35

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



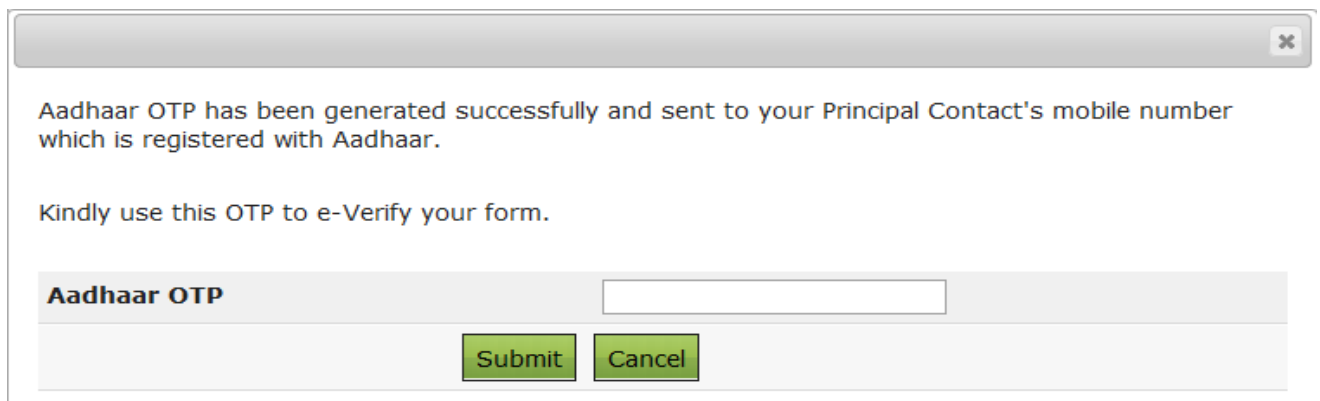
A screenshot of a confirmation dialog box. At the top right is a close button (X). The main content area has a green background with a thumbs-up icon and the text: "Your principal contact AXXXXXX0E has prevalidated the bank account details. Pre-validated bank account number is 01XXXXXXXXXX462." Below this is a light blue box with a lightbulb icon and the text: "Do you want to generate EVC? If yes, please click on YES. The EVC will be sent to the contact details of your principal contact which is verified from Bank as shown below. Verified Mobile Number : 97XXXXXXXX93". At the bottom are two green buttons labeled "YES" and "NO".

- 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.



A screenshot of an input dialog box. At the top right is a close button (X). The main content area has a light gray background with the text "EVC (Electronic Verification Code)" followed by a white text input field. Below the input field are two green buttons labeled "Submit" and "Cancel".

- 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.



A screenshot of an input dialog box. At the top right is a close button (X). The main content area has a light gray background with the text: "Aadhaar OTP has been generated successfully and sent to your Principal Contact's mobile number which is registered with Aadhaar. Kindly use this OTP to e-Verify your form." Below this is a light gray box with the text "Aadhaar OTP" followed by a white text input field. At the bottom are two green buttons labeled "Submit" and "Cancel".

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

Message

Your Principal Contact's PAN and Aadhaar are not linked.

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

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

Step 1 Save the filled Form

Step 2 Go to e-File -> Prepare and Submit Online Form (Other than ITR)

Step 3 Open the saved Form.

Step 4 Click on "Option 3 - I would like to generate Aadhaar OTP to e-Verify my Form"

Step 5 Enter the OTP received in the text box provided and click on "Submit Aadhaar OTP" button.

Step 6 Your Form would be successfully e-Verified

- 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.

The screenshot displays the top navigation bar of the e-filing portal with links: Dashboard, My Account, e-File, Compliance, Downloads, Profile Settings, My Request List, Worklist, and Helpdesk. On the left, a 'Quick Link' sidebar lists: Upload Return, View Form 26AS (Tax Credit), Rectification Request, Tax Calculator, Downloads, and E-Pay Tax. The main content area features a 'Form Filed Successfully' notification box with the following text: 'Form 35 has been filed and the Transaction ID is: 1000522412. An e-mail confirming the successful submission of your Form along with the Acknowledgment number has been sent to xxxxxx.xx@xxxxyy.com'.