



e-Verification Taxpayer Manual

e-Verification User Manual

Electronic Verification Code (EVC) for electronically filed Income Tax Return

Explanation to sub rule (3) of Rule 12 of the Income tax Rules 1962, states that for the purposes of this sub rule "**Electronic Verification Code**" means a code generated for the purpose of electronic verification of the person furnishing the return of income as per the data structure and standards specified by Principal Director General of Income-tax (Systems) or Director General of Income-tax (Systems). Further, Sub rule (4) of Rule 12 of the Income Tax Rules 1962 states that the Principal Director-General of Income-tax (Systems) or Director -General of Income-tax (Systems) shall specify the procedures, formats and standards for ensuring secure capture and transmission of data and shall also be responsible for evolving and implementing appropriate security, archival and retrieval policies in relation to furnishing the returns in the manners (other than the paper form) specified in column (iv) of the Table in sub -rule (3) and the report of audit or notice in the manner specified in proviso to sub -rule (2).

The Electronic Verification Code (EVC) would verify the identity of the person furnishing the return of income through e-Filing. The EVC can be used by a Verifier being an Individual to verify his Income Tax Return or that of an HUF of which he is the Karta in Income Tax Return Form 1, 2, 2A, 3, 4 or 4S or the Income Tax Return Form filed in ITR 5 or 7 of any person in accordance with Section 140 of the Income Tax Act 1961.

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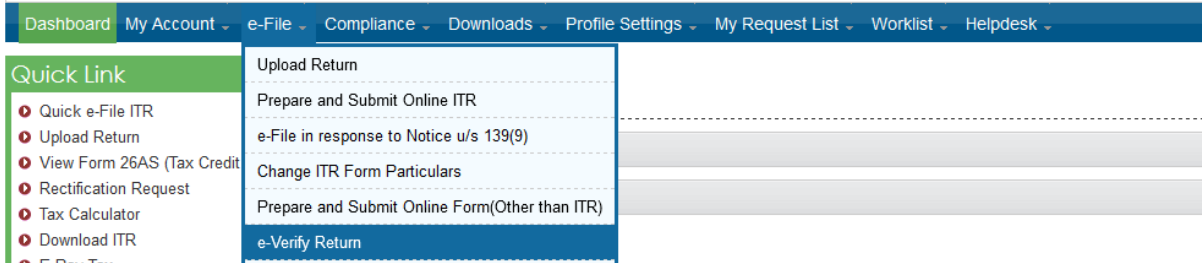
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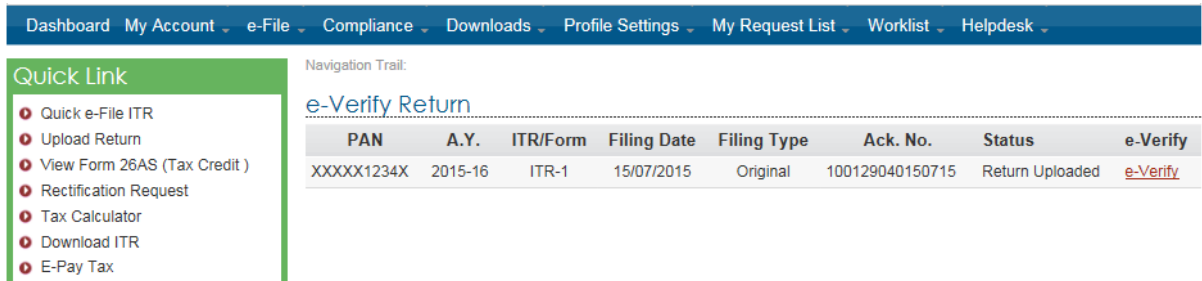
e-Verification Process Flow

Step 1: Login to e-Filing Portal

Step 2: Click "e-File" → Select "e-Verify Return" to view the Returns pending for e-Verification.



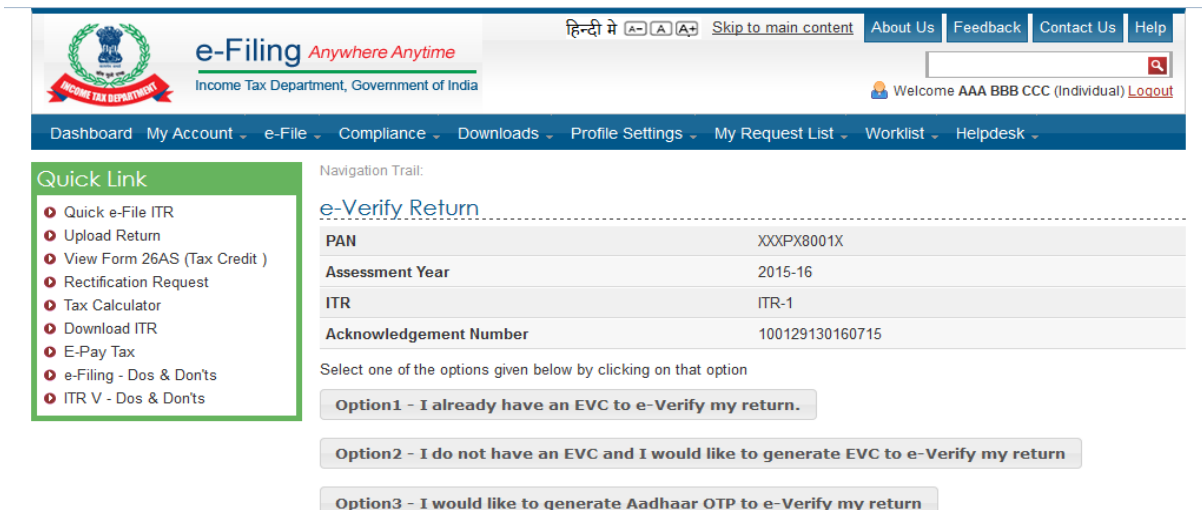
Step 3: Click on "e-Verify" link to e-Verify the return.



PAN	A.Y.	ITR/Form	Filing Date	Filing Type	Ack. No.	Status	e-Verify
XXXXX1234X	2015-16	ITR-1	15/07/2015	Original	100129040150715	Return Uploaded	e-Verify

The Taxpayers are provided with three options if the return is already filed.

- **Option 1** – "I already have an EVC to e-Verify my return."
- **Option 2** – "I do not have an EVC and I would like to generate EVC to e-Verify my return."
- **Option 3** – "I would like to generate Aadhaar OTP to e-Verify my return."



Income Tax Department, Government of India

Navigation Trail: e-Verify Return

PAN	XXXXX8001X
Assessment Year	2015-16
ITR	ITR-1
Acknowledgement Number	100129130160715

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

- Option1** - I already have an EVC to e-Verify my return.
- Option2** - I do not have an EVC and I would like to generate EVC to e-Verify my return
- Option3** - I would like to generate Aadhaar OTP to e-Verify my return

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Option 1: "I already have an EVC to e-Verify my return"

- ❖ Taxpayer once clicks on "I already have an EVC to e-Verify my return" the below screen is displayed

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

Quick Link

- Quick e-File ITR
- Upload Return
- View Form 26AS (Tax Credit)
- Rectification Request
- Tax Calculator
- Download ITR
- E-Pay Tax
- e-Filing - Dos &
- ITR V - Dos &

Navigation Trail: e-Verify Return

PAN	XXXPX1234X
Assessment Year	2015-16
ITR	ITR-1

e-Verify your ITR-1 for AY 2015-16 and Acknowledgement Number 100129040150715

EVC (Electronic Verification Code)

Option3 - I would like to generate Aadhaar OTP to e-Verify my return

- ❖ Taxpayer need to enter the pre generated EVC in the provided text box and Click "Submit" to e-Verify. No Further action required.

Option 2: "I do not have an EVC and I would like to generate EVC to e-Verify my return"

- ❖ Taxpayer once clicks on "I do not have an EVC and I would like to generate EVC to e-Verify my return" the below screen is displayed

हिन्दी में (A) (A) (A) Skip to main content About Us Feedback Contact Us Help

e-Filing Anywhere Anytime
Income Tax Department, Government of India

Welcome AAA BBB CCC (Individual)
Last Login: 16/07/2015 12:01:52 Logout

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

Quick Link

- Quick e-File ITR
- Upload Return
- View Form 26AS (Tax Credit)
- Rectification Request
- Tax Calculator
- Download ITR
- E-Pay Tax
- e-Filing - Dos &
- ITR V - Dos &

Navigation Trail: e-Verify Return

PAN	XXXPX8001X
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Select the appropriate option from the buttons given below

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

Option3 - I would like to generate Aadhaar OTP to e-Verify my return

Note: "If the Taxpayers Total Income is greater than 5 lakhs or if there is refund, Taxpayers are provided with only one option "EVC – Through Net Banking"

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EVC – Through Net Banking:

- ❖ Click on “EVC – through Net Banking”

The screenshot shows the e-Filing portal interface. At the top, there is a header with the e-Filing logo and navigation links. A modal window is displayed in the center, titled "Follow the below steps to e-Verify your return using Net Banking:". The modal contains six numbered steps:

- Step 1** Login to e-Filing portal through Net Banking.
- Step 2** Go to e-File menu-> E-Verify Return.
- Step 3** Click on the link e-Verify against the Return that has been uploaded.
- Step 4** Your return will be e-Verified and the process will be complete.
- Step 5** If a return has been e-Verified, then there is no need to submit ITR-V.
- Step 6** There is no further action needed from your end.

Below the steps, there is a note: "Once you click on Continue you will be logged out of e-Filing portal and will be redirected to a page where you can select the bank through which you would like to go for Net Banking." At the bottom of the modal, there are two buttons: "Continue" and "Cancel".

- ❖ Click on “Continue”, Taxpayer is logged out of e-Filing and will be redirected to the list of banks available for NetBanking Login.

The screenshot shows the e-Filing portal interface. The header includes the e-Filing logo and navigation links. The main content area is titled "e-Filing Login Through NetBanking". Below the title, there is a paragraph: "Taxpayer can use the NetBanking facility provided by the Banks to login to e-Filing Portal to avail all the e-Filing services and manage the profile." Below this, there is a section titled "Below are the list of Banks providing the e-Filing login facility" which lists the following banks:

- [Allahabad Bank](#)
- [Andhra Bank](#)
- [Axis Bank Ltd](#)
- [Bank of Baroda](#)
- [Bank of India](#)
- [Bank of Maharashtra](#)

- ❖ Login to e-Filing through NetBanking

The screenshot shows the e-Filing portal interface. The header includes the e-Filing logo and navigation links. The main content area is titled "e-Verify Return". Below the title, there is a table with the following columns: PAN, A.Y., ITR/Form, Filing Date, Filing Type, Ack. No., Status, and e-Verify. The table contains one row of data:

PAN	A.Y.	ITR/Form	Filing Date	Filing Type	Ack. No.	Status	e-Verify
XXXXPX1234X	2015-16	ITR-1	15/07/2015	Original	100129040150715	Return Uploaded	e-Verify

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- ❖ Click on "e-Verify" link

The screenshot shows the e-Filing portal interface. At the top, there is a navigation bar with links: Dashboard, My Account, e-File, Compliance, Downloads, Profile Settings, My Request List, Worklist, and Helpdesk. Below this is a 'Quick Link' sidebar and a 'Navigation Trail' showing 'e-Verify Return'. A modal dialog box is open with the following text:

Confirm to e-Verify your return for AY 2015-16 with Acknowledgement Number - 100128990150715

Welcome to e-Verification using Net-Banking login.

On clicking 'Continue', an EVC will be automatically generated and applied to the return.

The e-Verification process will be complete and the return will be taken up for further processing. No further action is required by you. Please keep a copy of the 'Acknowledgement' for your records.

You do not need to send ITR-V form to CPC Bengaluru.

Buttons: **Continue** (highlighted), **Cancel**

- ❖ Confirm to e-Verify by clicking on **Continue** button.
- ❖ Success message will be displayed. No further action is required.

The screenshot shows the e-Filing portal interface after successful e-verification. The navigation bar and sidebar are visible. The main content area displays the following message:

Return successfully e-Verified. Download Acknowledgement

Your Return has been successfully e-Verified and the return submission process is complete. The Transaction ID is 1000281792. EVC generated and applied for e-Verification of the return is 2UMXSNHM6F. The EVC will be printed on your Acknowledgement.

In case of any queries, please contact 1800 4250 0025.

An e-mail confirming the successful submission of your Return along with the Acknowledgment has been sent to abc@gmail.com .

Buttons: **Click here to Download Attachment.**

No further action needed from your side. Your Return will be sent for Processing.

EVC – To Registered Email Id and Mobile Number

- ❖ Click "EVC – to Registered Email Id and Mobile Number" (*This option would be available for taxpayer whose Total income is Less than 5 Lakhs and there is no Refund*)
- ❖ Enter the EVC received in your Mobile Number and Email Id in the provided text box and Click "Submit". No Further action required.

The screenshot shows the e-Filing portal interface. A modal dialog box is open with the following text:

e-Verify your ITR-1 for AY 2015-16 and Acknowledgement Number 100129170160715

EVC has been generated successfully and sent to your registered Mobile Number 99XXXXXX99 and Email ID xxxxxxxxxxxxxxxxa@gmail.com .

Kindly use this EVC to e-Verify your uploaded return.

EVC (Electronic Verification Code)

Buttons: **Submit**, **Cancel**

Option3 - I would like to generate Aadhaar OTP to e-Verify my return

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- ❖ Success message will be displayed. No further action is required.

The screenshot shows the e-Filing portal interface. At the top, there is a navigation bar with the e-Filing logo and the text "Anywhere Anytime". Below the logo, it says "Income Tax Department, Government of India". The user is logged in as "ABCDE (Individual)" with a last login time of "16/07/2015 16:40:31". The main content area displays a "Quick Link" sidebar on the left and a "Navigation Trail" on the right. The navigation trail shows the path: "Return successfully e-Verified. Download Acknowledgement". The main message states: "Your Return has been successfully e-Verified and the return submission process is complete. The Transaction ID is 1000281792. EVC generated and applied for e-Verification of the return is 2UMXSNHM6F. The EVC will be printed on your Acknowledgement. In case of any queries, please contact 1800 4250 0025. An e-mail confirming the successful submission of your Return along with the Acknowledgment has been sent to abc@gmail.com." A green button labeled "Click here to Download Attachment." is visible. At the bottom, it says "No further action needed from your side. Your Return will be sent for Processing."

Option 3: "I would like to generate Aadhaar OTP to e-Verify my return."

Pre-requisite: To generate Aadhaar OTP, Taxpayer's PAN and Aadhaar must be linked.

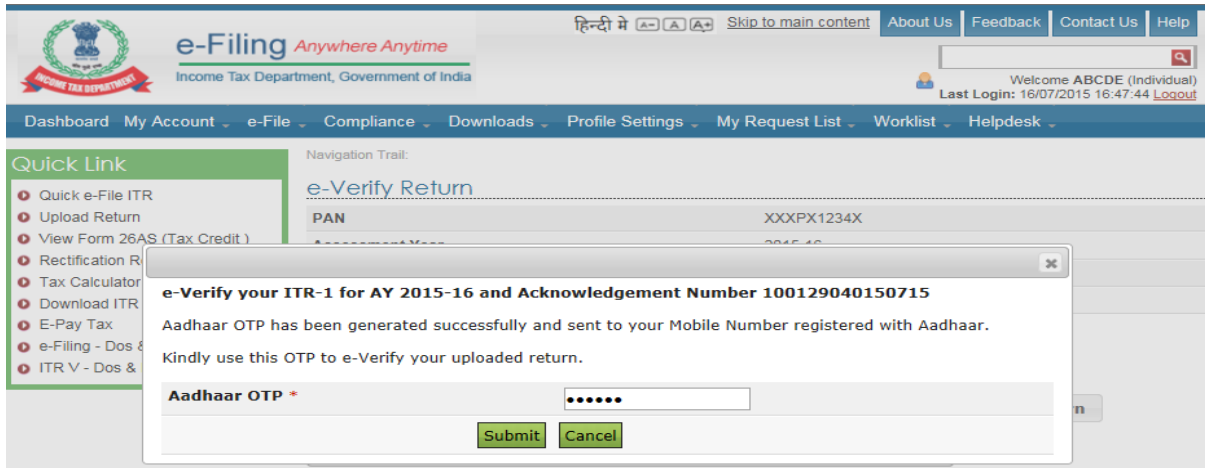
- If the Taxpayer's PAN and Aadhaar are not linked, the below pop up is displayed.

The screenshot shows a pop-up message box titled "Message". The message text reads: "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." Below the message, there are six numbered steps: "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 received 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." At the bottom of the message box, there are two buttons: "Link Aadhaar" and "Cancel".

Click Link Aadhaar, taxpayer will be redirected to Link Aadhaar Page under **Profile Settings** → Taxpayer to enter the Aadhaar Number to link his/her Aadhaar to PAN.

- If the Taxpayer's PAN and Aadhaar are linked, the below pop up is displayed.

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- ❖ OTP is generated and sent to the **Mobile Number registered with Aadhaar.**
- Enter Aadhaar OTP in the text box provided and click on Submit. Success page is displayed. No further action is required.

