

# How to fill PAN correction form online?

## What is a PAN card?

PAN or Permanent account number is a ten character alphanumeric identifier issued to every tax payer in India by the Income tax department. It is one of the most important identities issued to a person in India. No two tax paying individuals or entities can have the same PAN number. Most of the financial transactions in India will require quoting a PAN number which includes filing of an income tax return.

The PAN card is issued in laminated form and contains many details of an individual such as name, age or PAN number etc. PAN card is a valid identity as well proof of age as per KYC guidelines issued by government of India agencies like RBI. **PAN card full form** permanent account number.

## Why do you need to apply for PAN correction?

PAN correction is needed in a variety of scenarios and one should not take it lightly. PAN number is required in almost all of the financial transactions in India including filing of income tax returns, opening a bank account, applying for a loan etc.

You need to apply for a PAN correction form in cases such as mistakes in name, date of birth, name of father, address etc. You should remember that PAN is an identity number and any wrong information can lead to a misplaced or a wrong identity.

If you notice any of these information wrongly mentioned in

your PAN card then you should urgently apply for correction in PAN. You can apply for a PAN correction in multiple ways including offline and online mode. If you are filling PAN correction form in offline mode then you need to complete it fully and send it over to concerned authorities

However, if you are filling PAN correction form in online mode then you should be careful in completing application form as any wrong information would again lead to a wrong information in a PAN card. In this article, we would look into detail in how you can apply for PAN card correction through NSDL.

## PAN card correction online on NSDL

Let us look into detailed step by step procedure for filing PAN correction form on NSDL portal-

### Step 1 – Visit official [NSDL portal](#)

**Tax Information Network**  
of Income Tax Department

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Quick Links	Frequently asked questions	New @ TIN
Aadhaar PAN Linking ▾	<b>PAN</b> <b>TAN</b> <b>e-TDS/TCS</b>	Form 24G Return Preparation Utility (RPU) and File Validation Utility (FVU) Version 1.7 for the Form 24G Statements from FY 2005-06 onwards released (04/03/2021)
Online PAN Services ▾	<b>+</b> My Application is still showing under verification at Income Tax Department. What is the timeline to process PAN application?	<b>PAN cards are now being printed with Enhanced Quick Response (QR) Code.</b> For more details, click <a href="#">here</a>
PAN – New facilities ▾	<b>+</b> I haven't received my PAN card yet despatched by the NSDL, e-Gov via Courier/Post.	e-PAN is a digitally signed PAN
Tax Payment - Quick Links ▾	<b>+</b> My PAN application is marked for discrepancy. Which document is required to be submitted to clear discrepancy?	
	<b>+</b> I have forwarded the required documents, however still my application is not processed.	

**Step 2** – Under Services tab, click on PAN

**Step 3** – Go down to change/correction in PAN data and click on

## apply button

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father's name, date of birth) should be selected, in order to update the details.

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- 

**Step 4** – You would now get access to the PAN application form and under application type choose “changes or correction in existing PAN data/Reprint of PAN data” and choose your category under the same tab. If you are individual then kindly choose “individual” in category

## Online PAN application

As per provisions of Section 272B of the Income Tax Act, 1961, a penalty of ₹ 10,000 can be levied on possession of more than one PAN.

The screenshot shows the 'Apply Online' button selected, with a 'Registered User' option also visible. Below this, there are two dropdown menus: 'Application Type\*' and 'Category\*', both currently set to '---Please Select---'. A section titled 'Applicant information' with an information icon is visible, containing a 'Title\*' field.

**Step 4** – Now, you would need to fill applicant information in PAN correction form. You would be required to fill in your details like title, name, surname, date of birth, email id, mobile number etc. These details are required to be compulsorily filed in PAN card correction form

**Step 5** – Fill in Captcha details and click on submit

**Step 6** – Post submission of a PAN correction form a token would be generated and will be sent to your email id. You need to click on “continue with PAN application form”

**Step 7** – Now, you need to click on click on “Submit scanned images through e-Sign on NSDL e-gov”

**Step 8** – Now, PAN correction form would require you to fill necessary details such as your father’s name, mother’s name (optional), your Aadhaar number and click on ‘Next’

**Step 9** – You would be directed to a new page where you would need to update your address.

**Step 10** – Upload necessary documents such as proof of address,

proof of age, proof of identity and PAN

**Step 11** – Now, sign the declaration and click “Submit”. You will be directed to a payment page post submission of PAN card correction form and you can pay through DD, Credit card, net banking etc.

**Step 12** – Post successful payment, an acknowledgement slip would be generated. You need to send an acknowledgement slip along with documents to the following address.

NSDL e-Gov at Income Tax PAN Services Unit,

NSDL e-Governance Infrastructure Limited,

5th Floor, Mantri Sterling, Plot No. 341,

Survey No. 997/8, Model Colony,

Near Deep Bungalow Chowk, Pune – 411 016

## **Fees for correction in PAN card through PAN correction form**

PAN card correction fees are the same as fees for fresh PAN card applications. These fees are –

- Rs 101, if address is within India
- Rs 1011, if address is outside India

## **FAQs on PAN correction form online**

**Q – Can I make a request for a PAN card correction form online?**

A – Yes, you can make a request for PAN correction online in either UTI or NSDL.

**Q – Which fields can I correct in PAN?**

A – You can correct following information in PAN such as name, father's name, date of birth, photograph, address etc.

**Q – Who can make a request for a PAN card correction?**

A – An applicant who possesses all mandatory documents such proof of identity, proof of address and proof of date birth can apply for a PAN correction

**Q – What are the fees for applying for a PAN correction form?**

A – Fees for PAN correction are 101 if your communication address is within India and if your communication address is outside India then fee would be Rs 1011

**Q – Can I change my photograph in a PAN card?**

A – Yes, you can change your photograph in PAN card

**Q – Can I change my signature on my PAN card?**

A – Yes, you can change your signature in PAN card

**Q – How long does it take to get a PAN card corrected from Income Tax authorities?**

A – You can get a PAN card corrected within 15 days from application date for correction

## **Conclusion**

In this post, we have discussed in detail about step by step procedure in filing PAN correction form online. One needs to apply for a PAN correction in multiple scenarios including wrong name, wrong date of birth, incorrect father's name in PAN. signature mismatch with PAN and other identity documents etc.

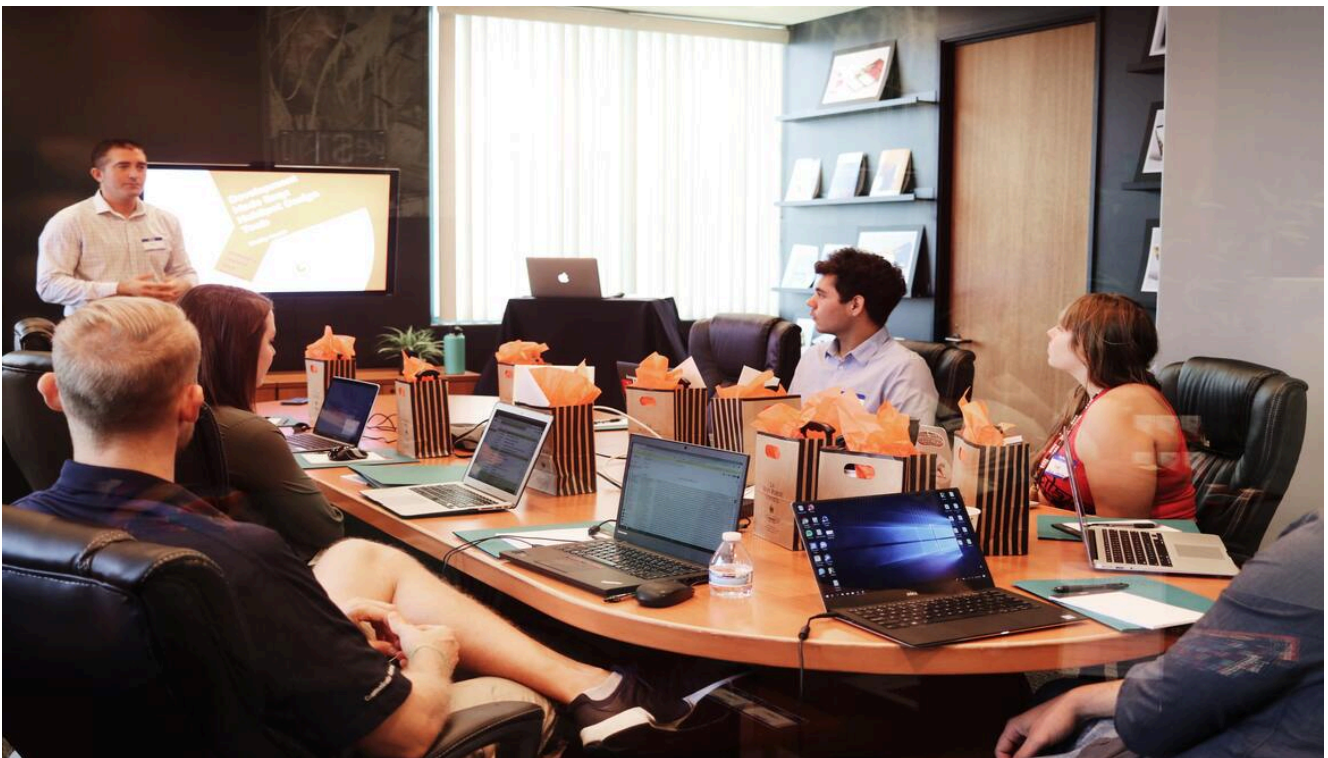
You can apply for a PAN correction form on NSDL by following simple steps such as filing of general information such as



name, contact information etc. Post completion and payment for correction form, you need to send acknowledgement receipt along with mandatory documents to NSDL office.

If you interested in reading our other posts on PAN card related topics, you can find it here-

- [Important points related to PAN application form](#)
- [Documents required for a PAN card application form](#)
- [How you can link PAN with aadhar](#)
- [Guided tour of TIN NSDL Portal](#)
- [How to check PAN card status on NSDL](#)
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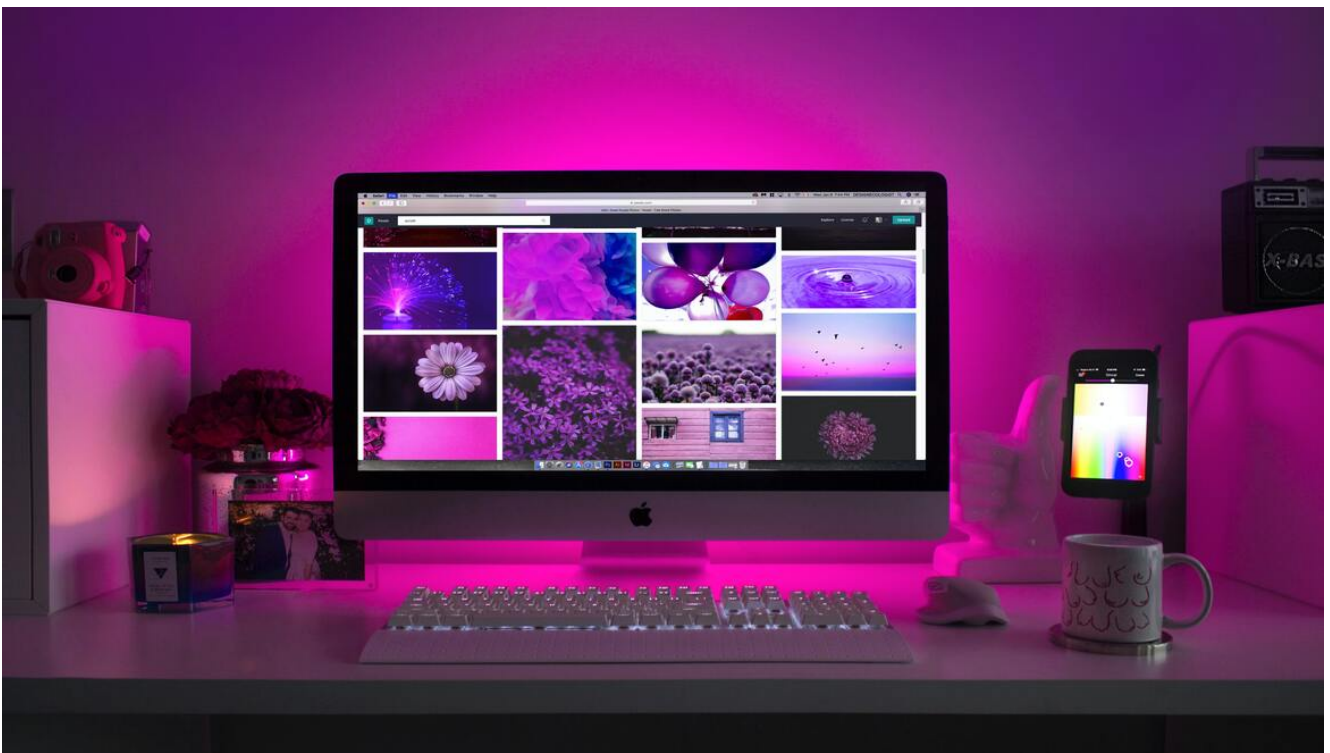
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## PAN card documents required

PAN number is issued to every individual or entity who applies to it. Sometimes, authorities also issue a PAN card ...

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Form No. 49A Application for Allotment of Permanent Account Number [In the case of Indian Citizens/Indian Companies/Entities incorporated in India/ Unincorporated entities formed in India] See Rule 114			
To avoid mistake (x), please follow the accompanying instructions and examples before filling up the form			
Assessing officer (AO code)			
Area code	AO type	Range code	AO No.
<div style="border: 1px solid black; padding: 5px; text-align: center; font-size: small;">Only 'Individuals' to affix recent photograph (3.5 cm x 2.5 cm)</div>			<div style="border: 1px solid black; padding: 5px; text-align: center; font-size: small;">Only 'Individuals' to affix recent photograph (3.5 cm x 2.5 cm)</div>
Sign / Left Thumb Impression across this photo			Signature / Left Thumb Impression
<p>Sir, I/We hereby request that a permanent account number be allotted to me/us. I/We give below necessary particulars:</p>			
<b>1 Full Name (Full expanded name to be mentioned as appearing in proof of identity/date of birth/address documents: initials are not permitted)</b>			
Please select title, <input checked="" type="checkbox"/> as applicable <input type="checkbox"/> Shri <input type="checkbox"/> Smt. <input type="checkbox"/> Kumari <input type="checkbox"/> M/s			
Last Name / Surname			
First Name			
Middle Name			
<b>2 Abbreviations of the above name, as you would like it, to be printed on the PAN card</b>			
<b>3 Have you ever been known by any other name?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No    (please tick as applicable)			
If yes, please give that other name			
Please select title, <input checked="" type="checkbox"/> as applicable <input type="checkbox"/> Shri <input type="checkbox"/> Smt. <input type="checkbox"/> Kumari <input type="checkbox"/> M/s			
Last Name / Surname			
First Name			
Middle Name			
<b>4 Gender (for individual applicants only)</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender    (please tick as applicable)			
<b>5 Date of Birth/Incorporation/Agreement/Partnership or Trust Deed/ Formation of Body of individuals or Association of Persons</b>			
Day    Month    Year			
<b>6 Details of Parents (applicable only for individual applicants)</b>			
Whether mother is a single parent and you wish to apply for PAN by furnishing the name of your mother only?			

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PAN card PAN or Permanent account number is a ten character alphanumeric identifier issued to every tax payer in India ...

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