

All You Need to Know about **EPF Withdrawal**



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PF WITHDRAWAL - HOW TO WITHDRAW PF AMOUNT ONLINE?

Employees' Provident Fund (EPF), also referred to as PF (Provident Fund), is a mandatory savings cum retirement scheme for employees of an eligible organisation. The employees can fall back on the corpus of this fund post retirement.

As per the EPF rules, the employees must contribute 12% of their basic pay every month to this fund. The employer contributes a matching amount to the employee's PF account. The amount deposited in EPF accounts earns interest on an annual basis.

Employees can withdraw the entire sum accumulated in their EPF once they retire. However, this presentation explains how one can make premature withdrawals from the EPF account after meeting certain conditions.

LATEST UPDATE:

The government has increased the EPF **interest rate to 8.25%** for the financial year 2023-24.

PF Updates

Starting FY 21-22, **interest on employee's contribution to an EPF account above Rs 2.5 lakh during the financial year is taxable in the hands of the employee.** **This interest is also subject to TDS under section 194A.**

WHEN CAN YOU WITHDRAW EPF?

One may choose to withdraw EPF entirely or partially.

Complete Withdrawal

EPF can be withdrawn entirely only under the following two circumstances:

- When an individual retires
- When an individual is unemployed for more than one month, he/she can withdraw 75% of the total accumulated amount and can withdraw the rest 25% if the unemployment period stretches beyond two months.

Individuals cannot make a complete withdrawal of EPF balance while switching employers. It means If they don't remain unemployed for two months or more (i.e. the interim period between changing jobs) they cannot make complete withdrawal.

PARTIAL WITHDRAWAL- 7

Partial withdrawal of EPF balance can be made only under certain circumstances. They are explained in the table below.

Sl. No.	Particulars of reasons for withdrawal	Limit for withdrawal	No. of years of service required	Other conditions
1	MEDICAL PURPOSES	Lower of below: 1. Six times the monthly basic salary, or 2. The total employee's share plus interest	No criteria	Medical treatment of self, spouse, children, or parents
2	MARRIAGE	Up to 50% of employee's share of contribution to EPF	7 years	For the marriage of self, son/daughter, and brother/sister
3	EDUCATION	Up to 50% of employee's share of contribution to EPF	7 years	Either for account holder's education or child's education (post matriculation)

Sl. No.	Particulars of reasons for withdrawal	Limit for withdrawal	No. of years of service required	Other conditions
4	Purchase of land Or Purchase of Houses Or Construction of a house	For land – Up to 24 times of monthly basic salary plus dearness allowance. For house – Up to 36 times of monthly basic salary plus dearness allowance, The above limits are restricted to the total cost.	5 years	<ul style="list-style-type: none"> •The asset, i.e. land or the house, should be in the employee's name or jointly with the spouse. •It can be withdrawn just once for this purpose during the entire service. •The construction should begin within 6 months and must be completed within 12 months from the last withdrawn instalment.
5	Home loan repayment	Least of below: 1. Up to 36 times of monthly basic salary plus dearness allowance, or 2. Total corpus consisting of employer and employee's contribution with interest, or 3. Total outstanding principal and interest on housing loan	10 years	<ul style="list-style-type: none"> •The property should be registered in the name of the employee or spouse or jointly with the spouse. •Withdrawal permitted subject to furnishing of requisite documents as stated by the EPFO (Employee PF organization) relating to the housing loan availed. •The accumulation in the member's PF account (or together with the spouse), including the interest, has to be more than Rs 20,000.

Sl. No.	Particulars of reasons for withdrawal	Limit for withdrawal	No. of years of service required	Other conditions
6	HOUSE RENOVATION	Least of the below: 1. Up to 12 times the monthly wages/salary and dearness allowance, or 2. Employees contribution with interest, or 3. Total cost.	5 years	<ul style="list-style-type: none"> ▪ The property should be registered in the name of the employee or spouse or jointly held with the spouse ➤ The facility can be availed twice: <ol style="list-style-type: none"> a. After 5 years of the completion of the house, b. After the 10 years of the completion of the house
7	PARTIAL WITHDRAWAL BEFORE RETIREMENT	Up to 90% of accumulated balance with interest	58 years	Once the employee reaches 58 years old and withdrawal should be before one year of retirement or superannuation (retirement fund for employees by the company)

Here, it would be relevant to mention that the **Employees' Provident Fund Organisation** has allocated UAN, i.e. the **Universal Account Number** compulsory for all the employees covered under the PF Act. **The UAN would be linked to the employee's EPF account. The UAN remains portable throughout an employee's lifetime**, and there is no need to apply for EPF transfer at the time of changing jobs.

How To Withdraw PF Amount

Broadly, the withdrawal of EPF can be made either by submitting:

- **Physical** application
- **Online** application

Physical Application

Download the new Composite Claim Form (with **Aadhaar**)/Composite Claim Form (**non-Aadhaar**) to withdraw the EPF balance.

➤ COMPOSITE CLAIM FORM (AADHAAR)

- Use the Composite Claim Form (Aadhaar) if you have seeded your Aadhaar and bank details on the UAN portal and if your UAN is activated.
- Fill and submit the form to the respective jurisdictional EPFO office without the attestation of the employer.

➤ COMPOSITE CLAIM FORM (NON-AADHAAR)

- You can use the Composite Claim Form (Non-Aadhaar) if the Aadhaar and bank details are not seeded on the UAN portal.
- Fill and submit the form with the employer's attestation to the respective jurisdictional EPFO office.

Note: One may also note that in case of partial withdrawal of EPF amount by an employee for various circumstances as discussed in the above table, very recently, the requirement to furnish various certificates has been alleviated, and the option of self-certification has been introduced for the EPF subscribers. (For details, you can refer to order dated 20.02.2017 of the EPFO)

ONLINE APPLICATION

The EPFO has come up with an online withdrawal facility, which has made the entire process more comfortable and less time-consuming.

PREREQUISITES

To apply for the withdrawal of EPF online through the EPF portal, make sure that the following conditions are met:

- The Universal Account Number (UAN) is activated, and the mobile number used for activating the UAN is in working condition
- The UAN is linked with your KYC, i.e. Aadhaar, PAN, bank details, and the IFSC code.

If the above conditions are met, there is no need for the previous employer to attest to your withdrawal application.

STEP 1: VISIT THE UAN PORTAL

STEP 2: LOG IN WITH YOUR UAN AND PASSWORD. ENTER THE CAPTCHA AND CLICK ON THE 'SIGN IN' BUTTON



EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Universal Account Number (UAN)
MEMBER e-SEWA



भारत 2023 INDIA

वसुधैव कुटुम्बकम्
ONE EARTH • ONE FAMILY • ONE FUTURE



UAN

Password


6 j A j g

Captcha

[Forgot Password ?](#)

STEP 3: CLICK ON THE '**MANAGE**' TAB AND SELECT '**KYC**' TO CHECK WHETHER YOUR KYC DETAILS SUCH AS **AADHAAR, PAN AND BANK DETAILS ARE VERIFIED OR NOT.**

The screenshot displays the EPFO India portal. At the top, the header includes the EPFO logo, the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA", and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". A green bar at the top right shows the UAN field and a "Logout" button. Below the header, a navigation menu contains "Home", "View", "Manage", "Account", and "Online Services". The "Manage" dropdown menu is open, showing options: "BASIC DETAILS", "CONTACT DETAILS", "KYC" (highlighted), "E-NOMINATION", and "MARK EXIT". On the left, there is a "UAN Card" section with a "More Info" link. Below this is an "Alert" section with three notices: "Kind attention Members. Now Aadhaar is mandatory for filing ECR.", "Important notice about mobile number updation. Click here to read.", and "How to file e Nomination. Click here to read". On the right, the "Member Profile" section is visible, containing a table with the following details:

UAN	[REDACTED]
Name	[REDACTED]
Birth Date	[REDACTED]
Gender	FEMALE

Below the table are links for "Profile information" and "More information". At the bottom of the page, a footer contains the copyright notice "©2015. Powered by EPFO Wed 02 Nov 2022 (PV 2.8.43)", a resolution recommendation "This site is best viewed at 1920 x 1080 resolution in Mozilla Firefox 58.0+", and links for "Contact Us" and "FAQs". A "Activate Windows" watermark is present in the bottom right corner.

STEP 4: ONCE THE KYC DETAILS ARE VERIFIED, GO TO THE ‘**ONLINE SERVICES**’ TAB AND SELECT THE OPTION ‘**CLAIM (FORM-31, 19 10C & 10D)**’ FROM THE DROP-DOWN MENU.

The screenshot displays the Employees' Provident Fund Organisation (EPFO) India website. The header includes the EPFO logo, the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA", and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". A green bar at the top right contains the UAN field and a "Logout" link. The main navigation bar has tabs for "Home", "View", "Manage", "Account", and "Online Services". The "Online Services" dropdown menu is open, showing options: "CLAIM (FORM-31, 19, 10C & 10D)", "ONE MEMBER - ONE EPF ACCOUNT (TRANSFER REQUEST)", "TRACK CLAIM STATUS", and "DOWNLOAD ANNEXURE K". The "CLAIM (FORM-31, 19, 10C & 10D)" option is highlighted. On the left, there are sections for "UAN Card" and "Account Settings". On the right, the "Member Profile" section shows fields for UAN, Name, Birth Date, and Gender (FEMALE). Below the navigation bar, an "Alert" section contains three notices: "Kind attention Members. Now Aadhaar is mandatory for filing ECR.", "Important notice about mobile number updation. Click here to read.", and "How to file e Nomination. Click here to read". The footer includes "©2015. Powered by EPFO Wed 02 Nov 2022 (PV 2.8.43)", "This site is best viewed at 1920 x 1080 resolution in Mozilla Firefox 58.0+", "Contact Us", "FAQs", and an "Activate Windows" watermark.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

UAN : [REDACTED] Logout

Home View Manage Account Online Services

CLAIM (FORM-31, 19, 10C & 10D)
ONE MEMBER - ONE EPF ACCOUNT (TRANSFER REQUEST)
TRACK CLAIM STATUS
DOWNLOAD ANNEXURE K

UAN Card
More Info

Account Settings

Member Profile

UAN	[REDACTED]
Name	[REDACTED]
Birth Date	[REDACTED]
Gender	FEMALE

Profile information
More information

Alert

- Kind attention Members. Now Aadhaar is mandatory for filing ECR.
- Important notice about mobile number updation. Click here to read.
- How to file e Nomination. Click here to read

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Contact Us FAQs

Activate Windows

STEP 5: THE FOLLOWING SCREEN WILL DISPLAY THE MEMBER DETAILS, KYC DETAILS AND OTHER SERVICE DETAILS. **ENTER YOUR BANK ACCOUNT NUMBER AND CLICK ON ‘VERIFY’.**

MEMBER DETAILS					
EMPLOYEE NAME		[REDACTED]		FATHER NAME	
DATE OF BIRTH		[REDACTED]		MOBILE [REDACTED] XXXX	
KYC DETAILS					
AADHAAR No.		XXXX XXXX [REDACTED]		PAN No. [REDACTED]	
BANK ACCOUNT No. (As seeded against UAN)		<div>Enter Bank Account Number ⓘ</div> <div>Verify</div>		IFS CODE [REDACTED]	
BRANCH NAME & ADDRESS		HDFC BANK [REDACTED]			
SERVICE DETAILS					
MEMBER ID	DOJ EPF	DOJ EPS	DOE EPF	DOE EPS	Reason Of Leaving
[REDACTED]	[REDACTED]	[REDACTED]			
<p>Note:- Please verify your Bank Account Number as seeded against UAN. If seeded bank account doesn't belongs to you or is closed, please update bank details(KYC) with latest Bank Account Number through Unified Portal / Your Employer before proceeding with Online claim.</p>					

STEP 6: CLICK ON 'YES' TO SIGN THE CERTIFICATE OF THE UNDERTAKING AND THEN PROCEED.

WARNING(s):-Certificate of Undertaking

I hereby undertake that:

1. I have verified the displayed Bank Account details of mine and I understand that the claimed amount will be credited to this Bank Account by EPFO.

I agree to the terms and conditions.

Yes

No

STEP 7: NOW, CLICK ON 'PROCEED FOR ONLINE CLAIM'.

STEP 8: IN THE CLAIM FORM, SELECT THE CLAIM YOU REQUIRE, I.E. **FULL EPF SETTLEMENT, EPF PART WITHDRAWAL (LOAN/ADVANCE) OR PENSION WITHDRAWAL**, UNDER THE TAB 'I WANT TO APPLY FOR'.

IF THE MEMBER IS NOT ELIGIBLE FOR ANY OF THE SERVICES LIKE PF WITHDRAWAL OR PENSION WITHDRAWAL DUE TO THE SERVICE CRITERIA, THAT OPTION WILL NOT BE SHOWN IN THE DROP-DOWN MENU.

STEP 9: THEN, SELECT 'PF ADVANCE (FORM 31)' TO WITHDRAW YOUR FUND.

FURTHER, PROVIDE THE **PURPOSE** OF SUCH ADVANCE, **THE AMOUNT** REQUIRED AND **THE EMPLOYEE'S ADDRESS**.

STEP 10: CLICK ON THE “CERTIFICATE AND SUBMIT YOUR APPLICATION”. YOU MAY BE ASKED TO SUBMIT SCANNED DOCUMENTS FOR THE PURPOSE YOU HAVE FILLED THE FORM.



EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA

MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

UAN :



Logout

Home View Manage Account Online Services

Date Of Joining 11-04-2017

I want to apply for PF ADVANCE (FORM-31)

मिस उद्देश्य के लिए अग्रिम की आवश्यकता है/Purpose for which advance is required

आवश्यक अग्रिम की राशि (रु में)/Amount of Advance required (in Rs.)*

Employee Address

-----Select Advance Para-----

-----Select Advance Para-----

Non Receipt of Wages (>2 months)

Illness

Natural Calamities

Power Cut

Purchase of Handicap equipment

Construction of House (TOTAL SERVICE IS LESS THAN 60 MONTHS)

Marriage (TOTAL SERVICE IS LESS THAN 84 MONTHS)

Higher Education (TOTAL SERVICE IS LESS THAN 84 MONTHS)

90% Withdrawal before retirement (AGE IS 26YEARS ONLY,NOT ELIGIBLE)

मैं प्रमाणित करता हूँ कि मैंने यू एन पोर्टल पर सीड डाटा को भली भाँति देख लिया है तथा फॉर्म न. 11 नया बैंक खाता विवरण और आधार संख्या सहित सभी डाटा सही पाया गया है।

I certify that I have gone through the data seeded in UAN Portal and found all data including Form No.11(New), bank account details and Aadhaar number.

☒ I am applying for this claim using my Aadhaar credentials. Certified that the particulars are true to the best of my knowledge. I further certify that I have gone through the data seeded in UAN Portal against my UAN and found all data, Bank Account Details (Bank Account and IFSC) and Aadhaar number, PAN to be correct and these belong to me. Please make the payment into the bank account mentioned in the UAN Portal. In case the amount is used for any purpose stated in column (6) above, I am liable to return the entire amount with penal interest.

EPF WITHDRAWAL TAXABILITY

- EPF withdrawal is **tax-free** when an employee has **contributed to the EPF account for five consecutive years**.
- If there is a **break in five years' contributions**, the EPF withdrawal amount **becomes taxable** for that financial year.
- **TDS is deducted** if an employee withdraws EPF amount **before five years** when the amount is above Rs 50000.

RATES:

- **TDS of 10%** will be deducted on EPF withdrawal for employees **withdrawing more than Rs 50000** before completing five years **and producing their PAN card**.
- When such employees **do not produce their PAN cards**, a **TDS of 30%** will be deducted from the amount withdrawn. **However,**
- **No TDS** will be deducted if the employee furnishes **Form 15G/15H**.
- **No TDS** is deducted when an employee withdraws EPF amount **after completion of 5 years of continued service**.

DOCUMENTS REQUIRED FOR EPF WITHDRAWAL

The following documents are necessary to withdraw PF amount:

- Universal Account Number (UAN)
- Bank account information of the EPF subscriber
- Identity and address proof
- Cancelled cheque with IFSC code and account number

PF Customer Care Numbers

PF toll-free number – 14470

PF missed call number for getting to know EPF details – 9966044425

PF balance enquiry number – SMS “EPFOHO UAN” to 7738299899

PF email – employeefeedback@epfindia.gov.in

Frequently Asked Questions

Q1: Is it compulsory to furnish PAN by employees for EPF withdrawal?

No, it is not compulsory. However, it can considerably reduce the TDS charged on the withdrawn amount.

Q2: Are EPF contributions eligible for tax deductions?

Yes, EPF contributions are tax-deductible under Section 80C of the Income Tax Act, 1961

Q3: Can I increase my EPF contributions?

Yes, you can increase your EPF contributions and contribute up to 100% of your basic pay. Such contribution goes to Voluntary Provident Fund (VPF) account

Q4: Will the employer also contribute higher when I do?

No, the employer's contribution will remain the bare minimum regardless of you opting for VPF.

Q5: Do I need the employer's permission to withdraw the amount from EPF?

As per new amendments in the EPF norms, you can withdraw the EPF account **without** the employer's permission

Q6: Can I make premature withdrawals?

Yes, on meeting certain conditions, you can make premature withdrawals by producing documentary evidence.

Q7: What happens to my EPF account once I quit my job or switch jobs?

Once you quit the job or leave a company and join elsewhere, the EPF account will no longer receive monthly contributions. However, it does not mean that the account will become inactive.

The new employer will create a new EPF account for you when you join another company under the same UAN. You can then request EPFO to merge the previous EPF account with the new one.

In case you do not join a new employer, an additional grace period of three years will be provided for you from your last contribution to withdraw your EPF balance in full. If you fail to do so, your EPF account will be declared inactive. You may have to go through complex procedures to get access to this money.

Q8: Will EPFO continue to pay interest on your EPF Account after you leave the company?

If you resign from your job before the age of 58 years your EPF account will be inoperative if you do not apply for EPF withdrawal within 36 months from the date you are eligible to make the application. **After your EPF account becomes inoperative you won't earn further interest on it.**

Q9: Suppose you have two EPF accounts, one related to the past employer and one with the current employer. How can you withdraw the maximum possible amount?

You can consolidate multiple EPF accounts into one account through your UAN (Universal Account Number). Moreover, whenever you change your job, you can see your EPF transactions at the same place. You will have to submit an application to the EPF Office to merge your EPF Accounts. **After you merge your EPF accounts, you can follow the normal EPF Withdrawal process either online or offline.**

Q10: How long will it take for the EPF claim to be settled?

Your EPF claim may be settled **within 20 days**.

Q11: I have completed five months in my current organisation. Can I withdraw my EPF money?

No, you cannot withdraw your EPF money unless you are unemployed. According to current EPF withdrawal rules, if you are unemployed for one month, you can withdraw 75% of your EPF Corpus. Moreover, the balance of 25% can be withdrawn if you are unemployed for more than two months.

Q12: Suppose your claim is rejected due to no contribution towards EPF. There is only EPF transfer money showing up in the EPF passbook. How can you withdraw the EPF Amount?

One of the common reasons why your claim gets rejected is because the Employer doesn't make EPF contributions for 2-3 months. There isn't much you could do about this except **make sure your Employer regularly contributes towards your EPF**. It will solve many problems later on.

Q13: How much amount can I withdraw before one year of retirement?

Since the early retirement age is **55 years**, you can withdraw up to **90%** of the PF balance with interest when you have attained the **54 years**, i.e. one year before retirement.

Q14: What is the retirement age to withdraw the entire EPF amount?

The retirement age to withdraw entire EPF amount is 55 years. Although 90% of the EPF corpus can be withdrawn at the age of 54, one year before retirement.

Q15: How can to withdraw the EPF amount of a deceased employee?

The **nominee of the PF account or the legal heir** of the deceased employee can withdraw the PF account balance by **submitting Form 20 to the PF office**. **They can withdraw the EPS or pension amount through Form 10D**



Thank You!

By **CMA** Amit Dey,
M.com, **LLB**.