

WEBFILE: FILE TEXAS TAX RETURNS ONLINE

FILE EARLY, PAY LATER WITH WEBFILE!

Taxpayers save time by filing online from the convenience of their home or business and put an end to tedious forms, check writing and trips to the post office.

WebFile benefits include:

- File returns early in the month and postdate payment for the due date
- Access multiple accounts under one user profile/logon
- Online transaction history available for review
- Payment and return can be sent in one transaction
- Built-in edits reduce filing errors
- Safe and secure
- Automatic calculation of tax due
- Submit a return or payment only
- Available for over 40 tax types
- File returns 24 hours a day 7 days a week
- No software to buy or download
- Eliminate postage costs
- Eco-friendly, no paper forms to print and file

CONFIRMATION OF RETURN FILED

WebFilers receive a "Confirmation Page" with a reference number and a summary of the return data filed. Confirmation pages should be retained for your records. The reference number acknowledges receipt of the electronically filed return.

GETTING STARTED

The first time you access WebFile at comptroller.texas.gov/taxes/file-pay/, you will sign up as a first-time eSystems user and create a unique User Profile. This will establish access to eSystems by registering with a User ID, Password, and Security

Question. You will be asked for a WebFile number to authenticate that you are the taxpayer or are authorized to file returns for this account.

FILING WITH PAYMENT FLEXIBILITY

While WebFile returns must be filed by 11:59 p.m. (CT) on the due date to be considered timely, you can avoid the rush by filing early and postdating the Electronic Check to the due date. If submitting a payment with your tax due return, you will need your banking information (bank routing number and account number) for an Electronic Check or your credit card. Using American Express, Discover Card, or MasterCard for payment will incur a non-refundable convenience fee.

Webfile meets the mandatory electronic filing requirement. If you are required by law to make your payment via **TEXNET**, you must comply with **TEXNET** rules and complete your transaction by 6 p.m. (CT) on the last bank business day before the due date. For **TEXNET** users paying via ACH debit, there is a link on the confirmation page to submit your payment. If paying via ACH credit, you can continue using banking institution software for processing payments.

SYSTEM BROWSER REQUIREMENTS

WebFile requires at least Internet Explorer 8.0, Mozilla Firefox or Google Chrome. Taxpayers and tax professionals interested in using WebFile will need Internet access and their Comptroller-supplied, pre-printed tax return to begin.



Glenn Hegar

Texas Comptroller of
Public Accounts



You can save time
and money by using
the **Comptroller's**
WebFile system to
file your tax return.

FOR MORE INFORMATION,
SEARCH OUR WEBSITE AT
Comptroller.Texas.Gov

This publication is intended as a general guide and not as a comprehensive resource on the subjects covered.
It is not a substitute for legal advice.

WEBFILE DEMO

You can view an online demonstration of WebFile at:
comptroller.texas.gov/taxes/file-pay/about-webfile.php.

CONFIDENTIALITY

The Comptroller's WebFile System has built in protections to safeguard the confidentiality of taxpayer information.

CONTACT US

By mail:

Texas Comptroller of Public Accounts

Attn: Electronic Reporting Section

111 E. 17th Street

Austin, Texas 78774-0100

By email:

WebFile.Help@cpa.texas.gov

By phone:

1-800-442-3453

RESOURCES

See Electronic Reporting on our website:
comptroller.texas.gov/taxes/file-pay/

Sales Tax EDI Electronic Reporting Quick Reference Guide · Publication #96-866

Oil and Gas Electronic Reporting Quick Reference Guide · Publication #96-998

International Fuel Tax Agreement Quick Reference Guide · Publication #96-953

Motor Fuels Electronic Tax Filing Quick Reference Guide · Publication #96-749

Important TEXNET Information and Due Date Schedule · Publication #96-1269

WE'RE HERE TO HELP!

If you have questions or need information, contact us:

For more information,
search our website at
Comptroller.Texas.Gov

Texas Comptroller of Public Accounts
111 East 17th Street
Austin, Texas 78711-1440



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Act, this document may be requested in alternative
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listed or by sending a fax to 512-475-0900.

1-800-252-5555

911 Emergency Service/
Equalization Surcharge
Automotive Oil Fee
Battery Fee
Boat and Boat Motor Sales Tax
Customs Broker
Mixed Beverage Taxes
Off-Road, Heavy-Duty Diesel
Equipment Surcharge
Oyster Fee
Sales and Use Taxes

1-800-531-5441

Cement Tax
Inheritance Tax
Local Revenue
Miscellaneous Gross
Receipts Taxes
Oil Well Servicing Tax

1-800-442-3453

WebFile Help

1-800-252-1381

Bank Franchise
Franchise Tax

1-800-252-7875

Spanish

1-800-531-1441

Fax on Demand (Most frequently requested
Sales and Franchise tax forms)

1-800-252-1382

Clean Vehicle Incentive Program
Manufactured Housing Tax
Motor Vehicle Sales Surcharge,
Rental and Seller Financed Sales Tax
Motor Vehicle Registration Surcharge

1-800-252-1383

Fuels Tax
IFTA
LG Decals
Petroleum Products Delivery Fee
School Fund Benefit Fee

1-800-252-1384

Coastal Protection
Crude Oil Production Tax
Natural Gas Production Tax

1-800-252-1387

Insurance Tax

1-800-252-1385

Coin-Operated Machines Tax
Hotel Occupancy Tax

1-800-252-1386

Account Status
Officer and Director Information

1-800-862-2260

Cigarette and Tobacco

1-888-4-FILING (1-888-434-5464)

TELEFILE: To File by Phone

1-800-252-1389

GETPUB: To Order Forms and Publications

1-800-654-FIND (1-800-654-3463)

Treasury Find

1-800-321-2274

Unclaimed Property Claimants
Unclaimed Property Holders
Unclaimed Property Name Searches
512-463-3120 in Austin

1-877-44RATE4 (1-877-447-2834)

Interest Rate