Texas Comptroller of Public Accounts

TEXNET Payment Instructions Booklet

Effective January 2015

TEXNET Electronic Payment Network

Texas Comptroller *of* Public Accounts

P.O. Box 13528 • Austin, TX 78711-3528

December 2014

Dear Taxpayer:

Our office strives to provide complete, easy-to-use information for all Electronic Funds Transfer (EFT) customers. This booklet provides an overview of our TEXNET system and how to transmit payment information.

With this system, you can electronically transfer your payment from your bank account directly to the Comptroller's office. This saves time and ensures your payment is properly applied to your tax account.

Legislation lowered the threshold for mandatory electronic payments from $100,000 to $10,000 for certain taxes. Taxpayers who paid $10,000 or more are required by law to transmit payments to the Comptroller's office electronically. The taxes affected by this law are Sales Tax, Direct Pay, Natural Gas, Crude Oil, Franchise, Gasoline, Diesel Fuel, Hotel Occupancy, Insurance Premium, Mixed Beverage Gross Receipts, and Motor Vehicle Rental. Sales Tax filers who remit less than $100,000 for Sales Tax can make their electronic payments by credit card or WebEFT via WebFile. They can also pay electronically via the Internet or telephone if they enroll in TEXNET.

Taxpayers who paid $100,000 or more for a specific tax are required to transmit payments using the TEXNET system.

For additional information on electronic payments, visit our website at www.window.state.tx.us/webfile or please call us at 1-800-442-3453 or direct at 1-512-463-3630.

www.window.state.tx.us | 512-463-4000 • toll free: 1-800-531-5441 • fax: 512-463-4965

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General Information

Who must *pay* electronically

Texas Sales, Direct Pay, Crude Oil, Natural Gas, Franchise, Gasoline, Diesel Fuel, Hotel Occupancy, Insurance Premium, Mixed Beverage Gross Receipts and Motor Vehicle Rental, taxpayers who paid $10,000 or more in a single tax category during the previous state fiscal year (Sept. 1 through Aug. 31) must pay by Electronic Funds Transfer (EFT). The Comptroller's office determines who meets this requirement by annually reviewing prior-year payments. Taxpayers who must pay by EFT will be informed at least 60 days prior to the due date. Taxpayers or licensees who paid less than $10,000 in a single tax category during the previous state fiscal year may voluntarily pay by EFT.

Who must *file* and How to *file* returns electronically

Texas Sales, Direct Pay, Crude Oil, Natural Gas, Mixed Beverage Gross Receipts, Hotel, Motor Vehicle Rental, Insurance Premium and Fuels tax filers who paid $50,000 or more during the previous state fiscal year are required to file their return data electronically. International Fuels Tax Agreement (IFTA) taxpayers who paid $100,000 or more during the previous state fiscal year are required to file their return data electronically. Taxpayers paying less than $50,000 may voluntarily file their return electronically. Please visit our website **www.window.state.tx.us** for more information.

How to *pay* electronically

WebEFT (electronic check) and credit card payments are available via WebFile (**www.window.state.tx.us**) for taxpayers paying less than $100,000 per year.

TEXNET, the State of Texas Financial Network, is designed as a method to receive ACH debit or ACH credit payments. TEXNET is a payment-only option. Tax returns must still be filed.

Taxpayers using Electronic Data Interchange (EDI) can transmit their tax return and tax payment in one transaction.

Automated Clearing House (ACH) options

With your approval, ACH Debit authorizes the state to debit your account and credit the state's bank account. ACH Debit transactions can be transmitted via TEXNET, WebEFT and EDI.

ACH Credit authorizes your account to be debited through your financial institution software and credit the state bank account.

Security

The Comptroller's office operates and maintains the Electronic Reporting and Payment System, which provides high standards of safety and security for funds and payment information. All banking information entered into the TEXNET System is strictly confidential.

TEXNET Enrollment Information

How to Enroll in TEXNET

TEXNET users register by accessing our website http://texnet.cpa.state.tx.us or by calling the TEXNET Hotline at 1-800-636-4003.

Enroll Via Internet

Access the TEXNET payment network at http://texnet.cpa.state.tx.us. Click on the "Click Here for Account Activation" link.

Enter your 11-digit taxpayer number and mailing address zip code.

Choose the available tax type that you want to setup.

Enter your contact information.

Choose the payment method, ACH debit (page 6 and 7) or ACH credit with addenda (page 12, 13 and 14).

If choosing ACH debit, complete the registration by entering your banking information. You will be given an Identification Number, Location Number and Password to access the system. Print this page for future use.

To make a payment, access the TEXNET payment network at http://texnet.cpa.state.tx.us.

If choosing ACH credit with addenda, you will be given banking information for the Comptroller's Office to allow you to setup this type of payment through your bank. Print this page for future use.

Enroll Via TEXNET Hotline

Call 1-800-636-4003 and enter, on your telephone keypad, your 11-digit taxpayer number and mailing address zip code.

Choose the available tax type that you want to setup.

Enter the bank routing number and account number of the bank account you want payments to be debited from.

You will be given an Identification Number, Location Number and Password to access the system. Keep these numbers for future use.

To make a payment, call the TEXNET Hotline at 1-800-636-4003.

Make Changes to TEXNET Information

You may make changes to your TEXNET account by accessing https://texnet.cpa.state.tx.us or by calling 1-800-636-4003 (additional information on page 8 and 9). It is important to have current information on file.

Electronic Reporting

File Early – Pay Later in One Easy Transaction!

Mandatory electronic taxpayers who pay over $50,000 annually for certain taxes must also electronically file their return/report data.

The Comptroller's office has developed two free programs you can use to meet the electronic reporting requirement – **WebFile or Electronic Data Interchange (EDI)**. These programs allow you to file your return early and set the ACH Debit payment date for the due date. Those making ACH Credit payments can continue using bank software for their payments.

Tax filers not required by law to remit payments via EFT may voluntarily file their return/report data electronically using either WebFile or EDI.

WebFile

WebFile is available for sales tax and other taxes. This Web-based system enables taxpayers to electronically file a tax return and submit an electronic payment (by credit card, electronic check or the TEXNET payment system). Taxpayers paying by TEXNET and using WebFile must comply with the TEXNET rules and complete the payment transactions before 6:00 p.m. (CT) on the bank business day before the due date. For more information about WebFile, access **www.window.state.tx.us**.

Electronic Data Interchange (EDI) (Sales, Direct Pay, Crude Oil, Natural Gas, IFTA and Fuels Taxes)

EDI reporting is designed for taxpayers with a large number of outlets or taxing authorities and for tax professionals filing multiple returns. Our free EDI software can be downloaded from our website, www.window.state.tx.us, by selecting the Start Now button, Electronic Data Interchange (EDI) link and the desired tax type. The software allows you to import data from a spreadsheet or manually enter the data. There is an online testing and approval process. Once approved, you can file your return and use the payment feature in EDI to make your mandatory EFT payment. Transactions with payments must be completed by 2:30 p.m. (CT) on the bank business day before the due date. EDI payments comply with electronic payment requirements.

You can also comply with the electronic reporting requirement by using approved commercial EDI software or writing your own program. You must contact your vendor to make sure they have been approved. To assist in writing your own program, you can download the file layouts from our website **http://www.window.state.tx.us/taxinfo/etf/edimaps/** .

Failure to comply with the mandatory electronic reporting requirement can result in a 5% penalty being assessed.

Questions About WebFile or EDI

For questions regarding WebFile, EDI, tax or fee information, please call:

Electronic Reporting
1-800-442-3453

Comptroller of Public Accounts FORM 00-843 (Rev.7-14/28)

Schedule of Electronic Funds Transfer Due Dates – 2015

- *Select the month in which payment is due. (Example: December payment due in January, go to "JAN" column.)*
- *Payment information must be completed by **6 p.m. (CT)** on the date indicated.*
- *Warehousing — Payments can be submitted up to 30 days prior to the due date.*

TYPE OF TAX OR FEE (in alphabetical order)		PAYMENT DEADLINES											
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Automobile Burglary & Theft Prevention Authority Assessment	PAYMENT DUE IN			2					3				
	SUBMIT BY			2/27					7/31				
Automotive Oil Sales Fee	PAYMENT DUE IN	26			27			27			26		
	SUBMIT BY	23			24			24			23		
Bank Franchise Return or 1st Extension Request	PAYMENT DUE IN					15							
	SUBMIT BY					14							
Bank Franchise Return or 2nd Extension Request	PAYMENT DUE IN								*17				
	SUBMIT BY								*14				
Bank Franchise Return (if 2nd extension filed)	PAYMENT DUE IN											16	
	SUBMIT BY											13	
Battery Sales Fee	PAYMENT DUE IN	20	20	20	20	20	22	20	20	21	20	20	21
	SUBMIT BY	16	19	19	17	19	19	17	19	18	19	19	18
Bexar County Sports & Community Venue Tax	PAYMENT DUE IN	20	20	20	20	20	22	20	20	21	20	20	21
	SUBMIT BY	16	19	19	17	19	19	17	19	18	19	19	18
Boat & Boat Motor Sales Tax	PAYMENT DUE IN	12	10	10	10	11	10	10	10	10	13	10	10
	SUBMIT BY	9	9	9	9	8	9	9	7	9	9	9	9
Cement Tax	PAYMENT DUE IN	26	25	25	27	26	25	27	25	25	26	25	28
	SUBMIT BY	23	24	24	24	22	24	24	24	24	23	24	24
City of Euless	PAYMENT DUE IN	2/2	3/2	31	30	6/1	30	31	31	30	11/2	30	31
	SUBMIT BY	30	27	30	29	29	29	30	28	29	30	27	30
Civil Fees Quarterly	PAYMENT DUE IN	2/2			30			31			11/2		
	SUBMIT BY	30			29			30			30		
Coastal Protection Fee	PAYMENT DUE IN	2/2	3/2	31	30	6/1	30	31	31	30	11/2	30	31
	SUBMIT BY	30	27	30	29	29	29	30	28	29	30	27	30
Criminal Costs & Fees	PAYMENT DUE IN	2/2			30			31			11/2		
	SUBMIT BY	30			29			30			30		
Crude Oil Tax	PAYMENT DUE IN	26	25	25	27	26	25	27	25	25	26	25	28
	SUBMIT BY	23	24	24	24	22	24	24	24	24	23	24	24
Diesel Fuel Tax	PAYMENT DUE IN	26	25	25	27	26	25	27	25	25	26	25	28
	SUBMIT BY	23	24	24	24	22	24	24	24	24	23	24	24
Direct Pay Permit Sales Tax	PAYMENT DUE IN	20	20	20	20	20	22	20	20	21	20	20	21
	SUBMIT BY	16	19	19	17	19	19	17	19	18	19	19	18
Drug Court Program	PAYMENT DUE IN	2/2			30			31			11/2		
	SUBMIT BY	30			29			30			30		
Fireworks Sales Tax	PAYMENT DUE IN		20						20				
	SUBMIT BY		19						19				
Franchise Return or 1st Extension Request	PAYMENT DUE IN					15							
	SUBMIT BY					14							
Franchise Return or 2nd Extension Request	PAYMENT DUE IN								*17				
	SUBMIT BY								*14				
Franchise Return (if 2nd extension filed)	PAYMENT DUE IN											16	
	SUBMIT BY											13	
Gasoline Tax	PAYMENT DUE IN	26	25	25	27	26	25	27	25	25	26	25	28
	SUBMIT BY	23	24	24	24	22	24	24	24	24	23	24	24
Gross Receipts Assessments	PAYMENT DUE IN								17				
	SUBMIT BY								14				
Gross Receipts Utilities Tax	PAYMENT DUE IN	2/2			30			31			11/2		
	SUBMIT BY	30			29			30			30		
Hotel Occupancy Tax	PAYMENT DUE IN	20	20	20	20	20	22	20	20	21	20	20	21
	SUBMIT BY	16	19	19	17	19	19	17	19	18	19	19	18
Insurance Maintenance/ Assessment/Retaliatory Tax	PAYMENT DUE IN			2									
	SUBMIT BY			2/27									
Insurance Premium Tax	PAYMENT DUE IN			2					3				
	SUBMIT BY			2/27					7/31				
International Fuel Tax Agreement (IFTA)	PAYMENT DUE IN	2/2			30			31			11/2		
	SUBMIT BY	30			29			30			30		

*Additional extension due date for mandatory EFT Bank and Franchise taxpayers.

(Continued on back)

Find a current Due Date Schedule at www.window.state.tx.us/taxinfo/taxforms/00-843.pdf or call 1-800-531-1441 for a faxed copy, request form 00843.

Form 00-843 (Back)(Rev.7-14/28)

Schedule of Electronic Funds Transfer Due Dates – 2015

- *Select the month in which payment is due. (Example: December payment due in January, go to "JAN" column.)*
- *Payment information must be completed by **6 p.m. (CT)** on the date indicated.*
- *Warehousing — Payments can be submitted up to 30 days prior to the due date.*

TYPE OF TAX OR FEE (in alphabetical order)		PAYMENT DEADLINES											
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Interstate Trucker Diesel/Gasoline/Liquefied Gas	PAYMENT DUE IN	26			27			27			26		
	SUBMIT BY	23			24			24			23		
Liquefied Gas Tax	PAYMENT DUE IN	26											
	SUBMIT BY	23											
Manufactured Housing Sales and Use Tax	PAYMENT DUE IN	2/2	3/2	31	30	6/1	30	31	31	30	11/2	30	31
	SUBMIT BY	30	27	30	29	29	29	30	28	29	30	27	30
Mixed Beverage Gross Receipts Tax	PAYMENT DUE IN	20	20	20	20	20	22	20	20	21	20	20	21
	SUBMIT BY	16	19	19	17	19	19	17	19	18	19	19	18
Mixed Beverage Sales Tax	PAYMENT DUE IN	20	20	20	20	20	22	20	20	21	20	20	21
	SUBMIT BY	16	19	19	17	19	19	17	19	18	19	19	18
Motor Vehicle Registration Surcharge	PAYMENT DUE IN	12	10	10	10	11	10	10	10	10	13	10	10
	SUBMIT BY	9	9	9	9	8	9	9	7	9	9	9	9
Motor Vehicle Rental Tax	PAYMENT DUE IN	20	20	20	20	20	22	20	20	21	20	20	21
	SUBMIT BY	16	19	19	17	19	19	17	19	18	19	19	18
Motor Vehicle Rental Tax Prepayments	PAYMENT DUE IN	15	17	16	15	15	15	15	17	15	15	16	15
	SUBMIT BY	14	13	13	14	14	12	14	14	14	14	13	14
Motor Vehicle Sales Tax Surcharge	PAYMENT DUE IN	12	10	10	10	11	10	10	10	10	13	10	10
	SUBMIT BY	9	9	9	9	8	9	9	7	9	9	9	9
Motor Vehicle Seller Financed Sales Tax	PAYMENT DUE IN	20	20	20	20	20	22	20	20	21	20	20	21
	SUBMIT BY	16	19	19	17	19	19	17	19	18	19	19	18
Motor Vehicle Seller Financed Sales Tax Prepayment	PAYMENT DUE IN	15	17	16	15	15	15	15	17	15	15	16	15
	SUBMIT BY	14	13	13	14	14	12	14	14	14	14	13	14
Motor Vehicle Seller Financed Sales Tax Surcharge	PAYMENT DUE IN	20	20	20	20	20	22	20	20	21	20	20	21
	SUBMIT BY	16	19	19	17	19	19	17	19	18	19	19	18
Motor Vehicle Title Application Emission Fee	PAYMENT DUE IN	12	10	10	10	11	10	10	10	10	13	10	10
	SUBMIT BY	9	9	9	9	8	9	9	7	9	9	9	9
Natural Gas Tax	PAYMENT DUE IN	20	20	20	20	20	22	20	20	21	20	20	21
	SUBMIT BY	16	19	19	17	19	19	17	19	18	19	19	18
Off-Road Diesel Equipment Surcharge	PAYMENT DUE IN	20	20	20	20	20	22	20	20	21	20	20	21
	SUBMIT BY	16	19	19	17	19	19	17	19	18	19	19	18
Oil & Gas Well Servicing Tax	PAYMENT DUE IN	20	20	20	20	20	22	20	20	21	20	20	21
	SUBMIT BY	16	19	19	17	19	19	17	19	18	19	19	18
Petroleum Products Delivery Fee	PAYMENT DUE IN	26	25	25	27	26	25	27	25	25	26	25	28
	SUBMIT BY	23	24	24	24	22	24	24	24	24	23	24	24
Sales and Use Tax	PAYMENT DUE IN	20	20	20	20	20	22	20	20	21	20	20	21
	SUBMIT BY	16	19	19	17	19	19	17	19	18	19	19	18
Sales Tax Prepayments	PAYMENT DUE IN	15	17	16	15	15	15	15	17	15	15	16	15
	SUBMIT BY	14	13	13	14	14	12	14	14	14	14	13	14
Sexual Assault/ Substance Abuse Programs	PAYMENT DUE IN	2/2			30			31			11/2		
	SUBMIT BY	30			29			30			30		
Sexually Oriented Business Fee	PAYMENT DUE IN	20			20			20			20		
	SUBMIT BY	16			17			17			19		
Sports Venue District Tax	PAYMENT DUE IN	2/2	3/2	31	30	6/1	30	31	31	30	11/2	30	31
	SUBMIT BY	30	27	30	29	29	29	30	28	29	30	27	30
Sulphur Tax	PAYMENT DUE IN	2/2			30			31			11/2		
	SUBMIT BY	30			29			30			30		
Tobacco Products Tax	PAYMENT DUE IN	2/2	3/2	31	30	6/1	30	31	31	30	11/2	30	31
	SUBMIT BY	30	27	30	29	29	29	30	28	29	30	27	30
Volunteer Fire Department Insurance Tax	PAYMENT DUE IN								3				
	SUBMIT BY								7/31				
9-1-1 Wireless Service Fee	PAYMENT DUE IN	20	20	20	20	20	22	20	20	21	20	20	21
	SUBMIT BY	16	19	19	17	19	19	17	19	18	19	19	18
9-1-1 Emergency Service & Equalization Surcharge Fees	PAYMENT DUE IN	30	3/2	30	30	6/1	30	30	31	30	30	30	30
	SUBMIT BY	29	30	27	29	29	29	29	28	29	29	27	29
9-1-1 Prepaid Wireless Emergency Service Fee	PAYMENT DUE IN	30			30			30			30		
	SUBMIT BY	29			29			29			29		

Find a current Due Date Schedule at www.window.state.tx.us/taxinfo/taxforms/00-843.pdf or call 1-800-531-1441 for a faxed copy, request form 00843.

ACH Debit Options and Deadlines

ACH Debit Payment Deadlines:

- EDI payments – 2:30 p.m. Central Time (CT) on the bank business day before the due date (schedule page 4 and 5)
- TEXNET payments – 6 p.m. (CT) on the bank business day before the due date (schedule page 4 and 5)
- TEXNET payments via WebFile – 6 p.m. (CT) on the bank business day before the due date (schedule page 4 and 5)
- WebEFT / Non TEXNET payments – 11:59 p.m. (CT) on the due date

Holidays or Weekends:

When a due date falls on a weekend or holiday, it is important to originate the ACH transaction no later than the bank business day before the weekend or holiday. For example, if the due date falls on a Monday (or Tuesday, if Monday is a banking holiday), the payment must be originated no later than the previous Friday.

Questions About TEXNET Payments?

For questions regarding TEXNET payments, please call:

TEXNET Hotline
1-800-531-5441, ext. 3-3010

Questions About WebFile or EDI Payments?

For questions regarding WebFile, EDI, tax or fee information, please call:

Electronic Reporting
1-800-442-3453

Payments – ACH Debit via TEXNET

WHEN TO ACCESS THE TEXNET SYSTEM – ***You must access the TEXNET System before 6 p.m. (CT) no later than the bank business day before the due date***. You will be given a trace number to track your payment. Transmission of payment information by this deadline is required to ensure timely posting of your payment. Refer to the due date schedule on pages 4-5. For assistance, call the TEXNET hotline at 1-800-531-5441, ext. 3-3010.

In the event your payment information is transmitted to the TEXNET System after 6 p.m. (CT) on the bank business day before the due date, the payment will be posted to your account on the next business day AFTER the due date. This will be considered a late payment and could result in the loss of timely filing and/or prepayment discounts or in the assessment of penalty.

Warehousing offers you the option of making tax payment requests up to 30 days in advance of the tax due date. The TEXNET System will store the tax payment request and your account will be debited on the tax due date you indicate.

FILING TAX RETURNS – You **MUST** file your tax return with the Comptroller's office on or before the due date for the type of tax you are reporting.

DEBIT BLOCKS – Some financial institutions allow ACH Debits to be blocked. If you have a debit block on your account, please provide our company identification numbers to your financial institution.

TEXNET:	**1846000199**
WebEFT:	**2146000311**
EDI:	**2146000902**
Fran E-File:	**9440000170**

How to Practice – ACH Debit via TEXNET

If you would like to test the TEXNET System before making an actual payment, you may enter transactions using the following test access codes:

	Identification	Location	Password
Sales Tax	**67287**	**99999**	**111**
Other Than Sales	**67291**	**99999**	**111**

All data and dollar amounts entered under these test codes will be ignored by the TEXNET System and no funds will be transferred. Please remember to use your assigned codes when making actual payments. (These numbers are provided by the Comptroller's office once a taxpayer has enrolled in TEXNET.)

If you have any questions, please call the TEXNET hotline at 1-800-531-5441, ext. 3-3010.

TEXNET Website Instructions

The TEXNET Internet website can be used to make payments, inquire or change a pending payment, delete a pending payment, change bank information and update your contact information.

1. Using your Web browser, access **https://texnet.cpa.state.tx.us**.

   NOTE: *You may want to bookmark this site for future use.*

2. Enter your identification number, location and password. These numbers are provided by the Comptroller's office once a taxpayer has enrolled in TEXNET and can be used for both TEXNET Internet and TEXNET telephone payments. Please keep these numbers available. (Your WebFile password will not work on this website.)

3. You will be asked to change your password to a **5-10 digit alphanumeric** password. Original use of upper and lower case letters must remain the same. Please be sure to record your new password for future reference.

4. To enter your tax payment information, select the **ADD** button on the menu screen.

5. The system will give your settlement date as the next bank business day. If you want to change this date, choose a date from the drop-down menu.

   NOTE: *The TEXNET System will give you a "trace number" which can be used later to identify this payment. Please be sure to record the trace number for future reference. Corrections must be made before 6 p.m. (CT) on the bank business day before the settlement date.*

TEXNET Website Menu Options

1. To make changes to your transaction, select the **INQUIRE/CHANGE** button on the menu screen. This will allow you to make changes to your payment transaction before the settlement date. The system will give you a **new** trace number when a change has been made.

2. To determine if your transaction is saved, select the **INQUIRE/CHANGE** button on the menu screen. If there is a pending transaction, a trace number will appear on the screen.

3. To delete a transaction, select the **DELETE** button on the menu screen. If there is a pending transaction, a trace number will appear on the screen.

4. To change your password, select the **PASSWORD** button on the menu screen. The new password must contain 5-10 characters.

5. To change your contact information, select **CHANGE CONTACT** on the menu screen. This will allow you to change the contact name, contact title, mailing address and telephone number.

6. To view your payment history, select the **PAYMENT HISTORY** button on the menu screen. This report is for non-pending transactions that have occurred in the last 120 days in descending order by date. These are transactions that have been paid.

7. To change your bank information, select the **BANK INFORMATION** button. Enter your new routing and/or account number information.

   NOTE: *This change will affect all current transactions as well as any pending transactions.*

TEXNET Touch-Tone Instructions

See the next page for the Touch-Tone Payment Worksheet and procedures to make payments via the TEXNET telephone system.

Worksheet Instructions

ITEMS 2, 3 and 4 – These are unique identification numbers assigned by the Comptroller's office that identify you to the TEXNET System.

ITEM 7 – The "Tax Type" being submitted has a code unique to each tax. Please refer to the list of tax type codes shown on page 11. Use of an incorrect tax type code will result in your payment being applied to an incorrect tax.

ITEM 8 – Enter the monthly, quarterly or yearly filing period for this payment.

ITEM 9 and 10 – Complete only if paying Sales Tax or Direct Pay Tax.

ITEM 11 – If you choose to submit your payment information early, you may change the settlement date to the due date of this tax. The system settlement date is the date when funds are actually transferred from your bank account to the Comptroller's office. Your settlement date MUST be no later than the due date of the tax you are paying. You may inquire or delete the information you entered as long as you do so before 6 p.m. (CT) on the bank business day before the designated settlement date.

NOTE: *The TEXNET System will give you a "trace number" which can be used later to identify this payment. Please be sure to record the trace number for future reference.*

TEXNET Touch-Tone Options

1. To inquire about a pending transaction, call 1-800-636-4003 and follow steps 2-5 on page 10, pressing **4** to inquire. The system will give information about all pending transactions, including the trace numbers.
2. To delete a transaction, call 1-800-636-4003 and follow steps 2-5 on page 10 and press **3**. This option requires the trace number. If you don't have the trace number, press **4** to inquire.

   NOTE: Deletions must be made before 6 p.m. (CT) on the bank business day before your settlement date.
3. To change your bank information, call 1-800-636-4003 and follow steps 2-5 on page 10 and press **5**. The system will prompt you to change the routing and/or the account number information.

   NOTE: *This change will affect all current transactions as well as any pending transactions.*
4. To hear the current due date, call 1-800-636-4003 and follow steps 2-5 on page 10 and press **6**. The system will prompt you to enter the tax type code. If you don't have the tax type code, please refer to the list of tax type codes shown on page 11.
5. To receive a fax of the due date schedule for the year, call 1-800-636-4003 and follow steps 2-5 on page 10 and press **7**. The system will prompt you to enter your fax number.

Caution – Do Not Send Duplicate Payments

TEXNET Touch–Tone Payment Worksheet

(Save and photocopy this worksheet for future use)

Use the following procedure to report your tax payment information. The messages that you will hear from the TEXNET System are shown as "SYSTEM." Your entry item is shown for each message.

- **Use * key to enter a decimal**
- **Complete payment information before 6 p.m. (CT) on the bank business day before the due date (pages 4-5).**

1. Call **1-800-636-4003** to report your payment information to the TEXNET System.

SYSTEM: "Welcome to the State of Texas Financial Network. Please enter your ID followed by the # sign."

2. Enter your 5-digit ID number.

_____ Press #.

SYSTEM: "Please enter your location number followed by the # sign."

3. Enter your location number.

_____ Press #.

SYSTEM: "Please enter your password followed by the # sign."

4. Enter your password.

_____ Press #.

SYSTEM: "Press 1 to ADD (enter) a transaction.
Press 3 to DELETE a transaction.
Press 4 to INQUIRE about a transaction.
Press 5 to CHANGE bank information.
Press 6 to hear the current DUE DATE.
Press 7 to receive a FAX of the DUE DATE SCHEDULE for the year
Press 9 to EXIT."

NOTE: ***To delete a transaction, you must enter the appropriate trace number.***

5. Enter the appropriate number.

SYSTEM: "Enter the total payment amount followed by the # sign."

6. Enter your total payment amount. **Use * key for decimal point.**

___,___,___ * ___ Press #.

SYSTEM will repeat the payment amount.

SYSTEM: "Enter the tax type code followed by the # sign."

7. Enter the code for the tax type you are paying (see list on page 11).

_____ Press #.

SYSTEM: "Enter the filing period followed by the # sign."

8. Enter the filing period.

YR MO ____ OR YR QTR ____ OR YEAR ____ Press #.

Complete # 9 and #10 if paying Sales Tax or Direct Pay.

SYSTEM: "Enter the state sales tax payment followed by the # sign."

9. Enter the state sales tax payment.

___,___,___ * ___ Press #.

SYSTEM: "Enter the local sales tax payment followed by the # sign."

10. Enter the local sales tax payment.

___,___,___ * ___ Press #.

NOTE: The total of Items 9 and 10 must equal Item 6.
If you have a credit in either state or local tax due, deduct the credit amount and transfer the difference.
Example: State tax due — <$500.00> Local tax due —$1,000.00
In the example, you would report a zero "0" for state tax due and $500.00 for local tax due.

11. **SYSTEM:** "Your settlement date is . . ." "Press 1 to accept this date. Press 2 to change this date."

NOTE: The system will give your settlement date as the next bank business day. If you change your settlement date, you will be asked to enter a new settlement date in MMDDYY format. A FUTURE SETTLEMENT DATE DOES NOT CHANGE THE DUE DATE OF YOUR TAX PAYMENT.

SYSTEM: "Transaction complete. Trace number is:"

_____
(Record trace number)

12. **SYSTEM:** "Press 1 to add (enter), 3 to delete, 4 to inquire, 5 to change bank information or 9 to exit."

NOTE: If you have more than one tax type with the SAME location number, the system allows you to transmit payment information for each tax type by pressing 1 to enter the additional transactions.

SYSTEM: "Thank you for using the State of Texas Financial Network."

Tax Type Codes for Payments

Billing and return payments are submitted using the same tax type codes.

Sales Tax

Type of Tax	*Code*
Sales and Use Tax	**26020**
Sales and Use Tax – Prepayment	**26050**
Protested Sales and Use Tax	**26820**
Direct Pay Permit	**27020**
Protested Direct Pay Permit	**27820**

Other Taxes

Type of Tax	*Code*
Automobile Theft Prevention Authority (ATPA)	**76020**
Automotive Oil Sales Fee	**69020**
Bank Tax	**16050**
Bank Tax Extension	**16080**
Bank Tax – Protested	**16950**
Battery Sales Fee	**67020**
Battery Sales Fee – Protested	**67820**
Bexar County Sports Venue Project Tax	**90001**
Boat and Boat Motor Sales Tax	**57020**
Cement Tax	**22020**
Cigarette Distributor NSM/SPM Fee	**31020**
Cigarette Internet Sales	**47020**
Cigarette Internet Sales – Protested	**47820**
Civil Fees Quarterly	**32640**
Coastal Protection Fee	**66020**
Criminal Costs and Fees – City	**32600**
Criminal Costs and Fees – County	**32620**
Crude Oil Tax – Producer	**48020**
Crude Oil Tax – Producer – Protested	**48820**
Crude Oil Tax – Purchaser	**36020**
Crude Oil Tax – Purchaser – Protested	**36820**
Drug Court Program	**32080**
Electronic Filing System Fund	**32470**
Euless City Sports Venue Tax	**90002**
Fireworks Sales Tax	**30020**
Fireworks Sales Tax – Protested	**30820**
Franchise Tax	**13050**
Franchise Tax Extension	**13080**
Franchise Tax – Protested	**13950**
Fuel Tax – Diesel	**07020**
Fuel Tax – Diesel: Interstate Trucker	**97020**
Fuel Tax – Gasoline	**06020**
Fuel Tax – Gasoline: Interstate Trucker	**96020**
Gross Receipts Tax – Utilities	**23020**
Hotel Occupancy Tax	**75020**
Hotel Occupancy Tax – Protested	**75820**
Insurance Maintenance/Assessment/Retaliatory Tax	**72020**
Insurance Maintenance/Assessment/Retaliatory Tax – Protested	**72820**
Insurance Premium/Surplus Lines Tax	**71020**
Insurance Premium/Surplus Lines Tax – Protested	**71820**
Interest Earned	**90100**
International Fuel Tax Agreement (IFTA)	**56020**
International Fuels Tax Agreement (IFTA) – Protested	**56820**
Liquefied Gas	**08020**
Liquefied Gas: Interstate Trucker	**98020**
Manufactured Housing	**46020**
Mixed Beverage Gross Receipts Tax	**73020**
Mixed Beverage Gross Receipts Tax – Protested	**73820**
Mixed Beverage Sales Tax	**63020**
Mixed Beverage Sales Tax – Protested	**63820**
Motor Vehicle Registration Surcharge	**21020**
Motor Vehicle Registration Surcharge – Protested	**21820**
Motor Vehicle Rental Tax	**15020**
Motor Vehicle Rental Tax – Protested	**15820**
Motor Vehicle Sales Tax	**14020**
Motor Vehicle Sales Tax – Protested	**14820**
Motor Vehicle Sales Tax Surcharge	**17020**
Motor Vehicle Sales Tax Surcharge – Protested	**17820**
Motor Vehicle Seller Financed Sales Tax	**70020**
Motor Vehicle Seller Financed Sales Tax – Protested	**70820**
Motor Vehicle Seller Financed Sales Tax Surcharge	**78020**
Motor Vehicle Seller Financed Sales Tax Surcharge – Protested	**78820**
Motor Vehicle Title Application Fee	**12020**
Motor Vehicle Title Application Fee – Protested	**12820**
Natural Gas Tax – Producer	**49020**
Natural Gas Tax – Producer – Protested	**49820**
Natural Gas Tax – Purchaser	**37020**
Natural Gas Tax – Purchaser – Protested	**37820**
Off-Road Diesel Equipment Surcharge	**50020**
Off-Road Diesel Equipment Surcharge – Protested	**50820**
Oil and Gas Well Servicing Tax	**19020**
Petroleum Products Delivery Fee	**64020**
Photo Enforcement	**32070**
Public Utilities Gross Receipts Assessment	**90230**
Sexual Assault/Substance Abuse	**32660**
Sexually Oriented Business Fee	**42020**
Sexually Oriented Business Fee – Protested	**42820**
Sports Venue District Tax	**33020**
Sulphur Tax	**20020**
Tobacco Products	**18020**
Volunteer Fire Dept Insurance	**81020**
Volunteer Fire Dept Insurance – Protested	**81820**
911 Equalization Surcharge	**93020**
911 Equalization Surcharge – Protested	**93820**
911 Emergency Service	**92020**
911 Emergency Service – Protested	**92820**
911 Prepaid Wireless Emergency Service Fee	**94020**
911 Prepaid Wireless Emergency Service Fee – Protested	**94820**
911 Wireless Service	**91020**
911 Wireless Service – Protested	**91820**

Payments – ACH Credit via TEXNET

You may send your tax payments from your financial institution using an ACH Credit origination service. Contact your financial institution to determine if they offer this service, any applicable fees and their ACH processing timelines.

How it Works

1. Enroll in the TEXNET Electronic Payment Network at https://texnet.state.tx.us. On the welcome page, click on the "Click here for Account Activation" link; complete all entries and when asked, select the ACH credit with addenda payment option.

2. The payment must be formatted in the CCD+ or CTX format and include an addenda record in the TXP format. An example of the addenda format is on the next two pages.

3. Initiate a test transaction to verify the receiving account information and addenda format are correct. You may send any amount, such as one cent ($.01) with the appropriate addenda record. Any funds received will be credited to your account as an early payment. Call the TEXNET hotline at 1-800-531-5441, ext.3-3010 with the transaction date and amount to inquire if your payment was received and the format was correct.

4. Funds must be deposited in our bank account on or before the due date.

5. File your tax return on or before the due date.

Specific Instructions – ACH Credit via TEXNET

WHEN TO MAKE PAYMENT – Payment must be received by the Comptroller's office on or before the due date of the tax. If your payment is not **received** by the due date, it will be considered late and penalties could be assessed. Refer to the due date schedule on pages 4-5.

WHEN TO CONTACT YOUR BANK – You MUST instruct your bank to initiate the transfer of funds to the Comptroller's account for **receipt** on or before the due date.

FILING TAX RETURNS – You MUST also file your tax return with the Comptroller of Public Accounts on or before the due date. If your Sales and Use Tax Prepayment is transmitted by EFT, then do not mail the prepayment return (Form 01-118) to the Comptroller.

WHERE TO SEND YOUR PAYMENT

Bank name:	**JPMorgan Chase**
Routing #:	**111000614**
Account name:	**Comptroller of Public Accounts**
Account #:	**00100000414**

NOTE: *Please* ***do not*** *send* ***wire transfers*** *to this account.*

TEXNET
00-395
(Rev.9-14/19)

Texas Comptroller of Public Accounts

Addenda Record Format Instructions for Sales Tax Payments

Payment information must be formatted as shown in this **sample record:**

Begin record *(Always use **TXP**.)*

TAX Type Code *(See list below.)*

Amount Type *(See list below.)*

End record *(Always use the back slash.)*

TXP*1741234567 0*26020*141231*S*9000000*L*2620000

Your 11-digit tax identification number *(Do not use hyphens.)*

Period End Date **YYMMDD**

Amount paying state (example $90,000.00) *(Do not use commas or decimals.)*

Amount paying local (example $26,200.00) *(Do not use commas or decimals.)*

Use " * " to separate each entry.

TAX TYPE CODES:

26020 = Sales and Use Tax
27020 = Direct Pay Permit
26050 = Sales Tax Prepayment
26820 = Protested Sales and Use Tax
27820 = Protested Direct Pay Permit

AMOUNT TYPE CODES:

S = State Sales Tax
L = Local Sales Tax

- The sum of the amounts MUST equal the total amount of tax being paid.
- If you do not have a liability in one of the amount types, it is not necessary to provide the amount type code or the corresponding amount (i.e., $0).
- If you have a credit in one of the amount types, reduce the amount provided in the other amount type by the amount of the credit.

If you have questions, please call:
1-800-531-5441, ext. 3-3010

TEXNET
00-396
(Rev.9-14/26)

Texas Comptroller of Public Accounts

Addenda Record Format Instructions for Other Than Sales Tax Payments

Payment information must be formatted as shown in this **sample record**:

Begin record (*Always use* **TXP**.)

TAX Type Code (*See list below.*)

Amount Type (*Always use* **T**.)

End record (*Always use the back slash.*)

TXP*1741234567 0*07020*141231*T*2620000

Your 11-digit tax identification number (*Do not use hyphens.*)

Period End Date **YYMMDD**

Amount paying (example $26,200.00) (*Do not use commas or decimals.*)

Use " * " to separate each entry.

Tax Type Codes:

76020 = Automobile Theft Prevention Authority (ATPA)
69020 = Automotive Oil Sales Fee
16050 = Bank Tax
16080 = Bank Tax Extension
16950 = Bank Tax - Protested
67020 = Battery Sales Fee
67820 = Battery Sales Fee - Protested
90001 = Bexar County Sports Venue Project Tax
57020 = Boat & Boat Motor Sales Tax
22020 = Cement Tax
31020 = Cigarette Distributor NSM/SPM Fee
47020 = Cigarette Internet Sales
47820 = Cigarette Internet Sales - Protested
32640 = Civil Fees Quarterly
66020 = Coastal Protection Fee
32600 = Criminal Costs & Fees - City
32620 = Criminal Costs & Fees - County
48020 = Crude Oil Tax - Producer
48820 = Crude Oil Tax - Producer - Protested
36020 = Crude Oil Tax - Purchaser
36820 = Crude Oil Tax - Purchaser - Protested
32080 = Drug Court Program
32470 = Electronic Filing System Fund
90002 = Euless City Sports Venue Tax
30020 = Fireworks Sales Tax
30820 = Fireworks Sales Tax - Protested
13050 = Franchise Tax
13080 = Franchise Tax Extension
13950 = Franchise Tax - Protested
07020 = Fuel Tax - Diesel
97020 = Fuel Tax - Diesel - Interstate Trucker
06020 = Fuel Tax - Gasoline
96020 = Fuel Tax - Gasoline - Interstate Trucker
23020 = Gross Receipts Tax - Utilities
75020 = Hotel Occupancy Tax
75820 = Hotel Occupancy Tax - Protested
72020 = Insurance Maintenance/Assessment/Retaliatory Tax
72820 = Insurance Maintenance/Assessment/Retaliatory Tax - Protested
71020 = Insurance Premium/Surplus Lines Tax
71020 = Insurance Premium/Surplus Lines Tax - Protested
90100 = Interest Earned
56020 = International Fuel Tax Agreement (IFTA)
56820 = International Fuel Tax Agreement (IFTA) - Protested
08020 = Liquefied Gas
98020 = Liquefied Gas - Interstate Trucker
46020 = Manufactured Housing
73020 = Mixed Beverage Gross Receipts Tax
73820 = Mixed Beverage Gross Receipts Tax - Protested
63020 = Mixed Beverage Sales Tax
63820 = Mixed Beverage Sales Tax - Protested
21020 = Motor Vehicle Registration Surcharge
21820 = Motor Vehicle Registration Surcharge - Protested
15020 = Motor Vehicle Rental Tax
15820 = Motor Vehicle Rental Tax - Protested
14020 = Motor Vehicle Sales Tax
14820 = Motor Vehicle Sales Tax - Protested
17020 = Motor Vehicle Sales Tax Surcharge
17820 = Motor Vehicle Sales Tax Surcharge - Protested
70020 = Motor Vehicle Seller Financed Sales Tax
70820 = Motor Vehicle Seller Financed Sales Tax - Protested
78020 = Motor Vehicle Seller Financed Sales Tax Surcharge
78820 = Motor Vehicle Seller Financed Sales Tax Surcharge - Protested
12020 = Motor Vehicle Title Application Fee
12820 = Motor Vehicle Title Application Fee - Protested
49020 = Natural Gas Tax - Producer
49820 = Natural Gas Tax - Producer - Protested
37020 = Natural Gas Tax - Purchaser
37820 = Natural Gas Tax - Purchaser - Protested
50020 = Off-Road Diesel Equipment Surcharge
50820 = Off-Road Diesel Equipment Surcharge - Protested
19020 = Oil and Gas Well Servicing
64020 = Petroleum Products Delivery Fee
32070 = Photo Enforcement
90230 = Public Utilities Gross Receipts Assessment
32660 = Sexual Assault/Substance Abuse
42020 = Sexually Oriented Business Fee
42820 = Sexually Oriented Business Fee - Protested
33020 = Sports Venue District Tax
20020 = Sulphur Tax
18020 = Tobacco Products
81020 = Volunteer Fire Dept. Insurance
81820 = Volunteer Fire Dept. Insurance - Protested
93020 = 9-1-1 Equalization Surcharge
93820 = 9-1-1 Equalization Surcharge - Protested
92020 = 9-1-1 Emergency Service
92820 = 9-1-1 Emergency Service - Protested
94020 = 9-1-1 Prepaid Wireless Emergency Service Fee
94820 = 9-1-1 Prepaid Wireless Emergency Service Fee - Protested
91020 = 9-1-1 Wireless Service
91820 = 9-1-1 Wireless Service - Protested

If you have questions, please call
1-800-531-5441, ext. 3-3010.

Missed Your TEXNET Payment Deadline?

When payment information for ACH Debit transactions cannot be submitted before 6 p.m. (CT) on the bank business day before the due date, or when ACH Credit with addenda transactions cannot be originated for settlement on the due date, you must use the following procedure to ensure a timely payment:

IMPORTANT: This procedure is to be used ONLY in case of a missed TEXNET payment deadline. Failure to comply with TEXNET rules may result in the assessment of a penalty equal to 5% of the payment amount. You must be enrolled in the TEXNET Electronic Payment Network to be eligible to send a wire transfer payment.

1. **Call the Comptroller's office to report payment information as early as possible** on the payment due date by calling the TEXNET hotline at 1-800-531-5441, ext. 3-3010. *This call is very important – without it, we will not have the necessary information to apply the payment to your tax account.*

2. Instruct your financial institution to **wire transfer your payment** to:

   Bank name: **Texas Comptroller of Public Accounts**
   Routing #: **114900164**
   Account name: **Texas Comptroller of Public Accounts**
   Account #: **883083001**

The Comptroller of Public Accounts is the receiving bank and is located in Austin, Texas. **You must include your 11-digit Comptroller taxpayer identification number in the wire, as well as company name, contact person and/or phone number.**

Penalty Information

Penalties

Late EFT payments are subject to the same penalties and loss of timely filing and/or prepayment discounts as any other late payment. Also, failure to follow the EFT requirements could result in an additional 5% penalty assessment.

A due date schedule can be obtained from our website **http://window.state.tx.us/taxinfo/etf/eft.html**, under Forms. To have a due date schedule faxed to you, call 1-800-531-1441 and enter form 00843. When a due date falls on a weekend or holiday, it is important to originate the ACH transaction no later than the bank business day before the weekend or holiday.

Proof of Payment

If a payment is received after the due date, and the taxpayer and the financial institution do not think they are responsible for the delay, one of the following items must be furnished:

- the trace number provided by the TEXNET System when using ACH Debit;
- the bank-assigned ACH trace number when using ACH Credit with addenda; or
- the Federal Reserve Bank wire transfer reference number when using the missed TEXNET payment deadline procedure.

If the Comptroller's office determines that the taxpayer did attempt to transfer the payment in a timely manner, payment records can be corrected upon receipt of appropriate documentation. Please call the TEXNET Hotline at 1-800-531-5441, ext. 3-3010 for assistance.

For more information, visit our website www.window.state.tx.us

We're Here To Help! *Call Toll-Free!*

If you have questions or need information on a specific tax, please call our toll-free numbers:

1-800-252-5555
- 911 Emergency Service/Equalization Surcharge
- Automotive Oil Fee
- Battery Fee
- Boat and Boat Motor Sales Tax
- Customs Broker
- Fireworks Tax
- Mixed Beverage Tax
- Off-Road, Heavy-Duty Diesel Equipment Surcharge
- Oyster Fee
- Sales and Use Taxes
- Telecommunications Infrastructure Fund

1-800-531-5441
- Cement Tax
- Inheritance Tax
- Local Revenue
- Miscellaneous Gross Receipts Taxes
- Oil Well Servicing Tax
- Sulphur Tax

1-800-531-5441, ext. 3-3630
- 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 Machine Tax
- Hotel Occupancy Tax

1-800-252-1386
- Certificates of Account Status/Good Standing
- 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

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