



Susan Combs Texas Comptroller of Public Accounts

TEXNET Payment Instructions Booklet

Effective January 2013



S U S A N

C O M B S

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

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



December 2012

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.

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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, 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

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.

WebEFT (electronic check) and credit card payments are available via WebFile (www.window.state.tx.us) for Sales Tax filers and other taxes who pay less than \$100,000.

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 must register by accessing our website <https://texnet.cpa.state.tx.us> or by calling the TexNet Hotline at 1-800-636-4003 and entering your 11-digit taxpayer identification number and the zip code on your permanent tax record.

Changes to TEXNET Enrollment Information

Taxpayer Information

If you would like to make changes to taxpayer information, including:

- Taxpayer Identification Number
- Business Name

Please contact the Comptroller's office at 1-800-442-3453, to receive instructions on how to change this type of information.

Contact Information

If you would like to make changes to your contact information, including:

- Contact Name
- Contact Title
- Mailing Address
- Telephone

You may make those changes by accessing <https://texnet.cpa.state.tx.us> (see page 8). It is important for us to have current information on file to be able to contact you immediately about research or problems concerning your payment. The mailing address is used for all correspondence about TEXNET.

Changes to TEXNET Payment Information

Financial Institution

If you need to report a change of financial institution's routing and/or account number, please make the changes by accessing <https://texnet.cpa.state.tx.us> (page 8) or by calling 1-800-636-4003 (page 9). Your bank information is changed immediately and your payment transaction can then be submitted.

Remittance Method

If you would like to change your remittance method (ACH Debit or ACH Credit with addenda record), you may contact TEXNET hotline at 1-800-531-5441 ext. 3-3010.

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 clicking on Electronic Reporting, Electronic Data Interchange and selecting 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/> or call us for an information packet.

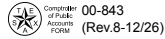
Failure to comply with the mandatory electronic reporting requirement can result in a 5-percent penalty being assessed.

Questions About WebFile or EDI

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

Electronic Reporting
1-800-442-3453

Due Dates for 2013



Schedule of Electronic Funds Transfer Due Dates – 2013

- 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			1					1				
	SUBMIT BY			2/28					7/31				
Automotive Oil Sales Fee	PAYMENT DUE IN	25			25			25			25		
	SUBMIT BY	24			24			24			24		
Bank Franchise Return or 1st Extension Request	PAYMENT DUE IN					15							
	SUBMIT BY					14							
Bank Franchise Return or 2nd Extension Request	PAYMENT DUE IN							*15					
	SUBMIT BY							*14					
Bank Franchise Return (if 2nd extension filed)	PAYMENT DUE IN											15	
	SUBMIT BY											14	
Battery Sales Fee	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20	20
	SUBMIT BY	18	19	19	19	17	19	19	19	19	18	19	19
Bexar County Sports & Community Venue Tax	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20	20
	SUBMIT BY	18	19	19	19	17	19	19	19	19	18	19	19
Boat & Boat Motor Sales Tax	PAYMENT DUE IN	10	11	11	10	10	10	10	12	10	10	12	10
	SUBMIT BY	9	8	8	9	9	7	9	9	9	9	8	9
Cement Tax	PAYMENT DUE IN	25	25	25	25	28	25	25	26	25	25	25	26
	SUBMIT BY	24	22	22	24	24	24	24	23	24	24	22	24
City of Eules	PAYMENT DUE IN	31	28	4/1	30	31	7/1	31	9/3	30	31	12/2	31
	SUBMIT BY	30	27	29	29	30	28	30	30	27	30	29	30
Civil Fees Quarterly	PAYMENT DUE IN	31			30			31			31		
	SUBMIT BY	30			29			30			30		
Coastal Protection Fee	PAYMENT DUE IN	31	28	4/1	30	31	7/1	31	9/3	30	31	12/2	31
	SUBMIT BY	30	27	29	29	30	28	30	30	27	30	29	30
Criminal Costs & Fees	PAYMENT DUE IN	31			30			31			31		
	SUBMIT BY	30			29			30			30		
Crude Oil Tax	PAYMENT DUE IN	25	25	25	25	28	25	25	26	25	25	25	26
	SUBMIT BY	24	22	22	24	24	24	24	23	24	24	22	24
Diesel Fuel Tax	PAYMENT DUE IN	25	25	25	25	28	25	25	26	25	25	25	26
	SUBMIT BY	24	22	22	24	24	24	24	23	24	24	22	24
Direct Pay Permit Sales Tax	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20	20
	SUBMIT BY	18	19	19	19	17	19	19	19	19	18	19	19
Drug Court Program	PAYMENT DUE IN	31			30			31			31		
	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							*15					
	SUBMIT BY							*14					
Franchise Return (if 2nd extension filed)	PAYMENT DUE IN											15	
	SUBMIT BY											14	
Gasoline Tax	PAYMENT DUE IN	25	25	25	25	28	25	25	26	25	25	25	26
	SUBMIT BY	24	22	22	24	24	24	24	23	24	24	22	24
Gross Receipts Assessments	PAYMENT DUE IN								15				
	SUBMIT BY								14				
Gross Receipts Utilities Tax	PAYMENT DUE IN	31			30			31			31		
	SUBMIT BY	30			29			30			30		
Hotel Occupancy Tax	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20	20
	SUBMIT BY	18	19	19	19	17	19	19	19	19	18	19	19
Insurance Maintenance/ Assessment/Retaliatory Tax	PAYMENT DUE IN			1									
	SUBMIT BY			2/28									
Insurance Premium Tax	PAYMENT DUE IN			1				1					
	SUBMIT BY			2/28				7/31					
International Fuel Tax Agreement (IFTA)	PAYMENT DUE IN	31			30			31			31		
	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.

Due Dates for 2013 (Continued)

Form 00-843 (Back)(Rev.8-12/26)

Schedule of Electronic Funds Transfer Due Dates – 2013

- 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	25			25						25	
	SUBMIT BY	24			24						24	
Liquefied Gas Tax	PAYMENT DUE IN	25										
	SUBMIT BY	24										
Manufactured Housing Sales and Use Tax	PAYMENT DUE IN	31	28	4/1	30	31	7/1	31	9/3	30	31	12/2
	SUBMIT BY	30	27	29	29	30	28	30	30	27	30	29
Mixed Beverage Gross Receipts Tax	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20
	SUBMIT BY	18	19	19	19	17	19	19	19	19	18	19
Motor Vehicle Registration Surcharge	PAYMENT DUE IN	10	11	11	10	10	10	10	12	10	10	12
	SUBMIT BY	9	8	8	9	9	7	9	9	9	8	9
Motor Vehicle Rental Tax	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20
	SUBMIT BY	18	19	19	19	17	19	19	19	19	18	19
Motor Vehicle Rental Tax Prepayments	PAYMENT DUE IN	15	15	15	15	15	17	15	15	16	15	16
	SUBMIT BY	14	14	14	12	14	14	12	14	13	11	14
Motor Vehicle Sales Tax Surcharge	PAYMENT DUE IN	10	11	11	10	10	10	10	12	10	10	12
	SUBMIT BY	9	8	8	9	9	7	9	9	9	8	9
Motor Vehicle Seller Financed Sales Tax	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20
	SUBMIT BY	18	19	19	19	17	19	19	19	19	18	19
Motor Vehicle Seller Financed Sales Tax Prepayment	PAYMENT DUE IN	15	15	15	15	15	17	15	15	16	15	16
	SUBMIT BY	14	14	14	12	14	14	12	14	13	11	14
Motor Vehicle Seller Financed Sales Tax Surcharge	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20
	SUBMIT BY	18	19	19	19	17	19	19	19	19	18	19
Motor Vehicle Title Application Emission Fee	PAYMENT DUE IN	10	11	11	10	10	10	10	12	10	10	12
	SUBMIT BY	9	8	8	9	9	7	9	9	9	8	9
Natural Gas Tax	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20
	SUBMIT BY	18	19	19	19	17	19	19	19	19	18	19
Off-Road Diesel Equipment Surcharge	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20
	SUBMIT BY	18	19	19	19	17	19	19	19	19	18	19
Oil & Gas Well Servicing Tax	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20
	SUBMIT BY	18	19	19	19	17	19	19	19	19	18	19
Petroleum Products Delivery Fee	PAYMENT DUE IN	25	25	25	25	28	25	25	26	25	25	26
	SUBMIT BY	24	22	22	24	24	24	24	23	24	24	24
Sales and Use Tax	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20
	SUBMIT BY	18	19	19	19	17	19	19	19	19	18	19
Sales Tax Prepayments	PAYMENT DUE IN	15	15	15	15	15	17	15	15	16	15	16
	SUBMIT BY	14	14	14	12	14	14	12	14	13	11	14
Sexual Assault/ Substance Abuse Programs	PAYMENT DUE IN	31			30			31			31	
	SUBMIT BY	30			29			30			30	
Sexually Oriented Business Fee	PAYMENT DUE IN	22			22			22			21	
	SUBMIT BY	18			19			19			18	
Sports Venue District Tax	PAYMENT DUE IN	31	28	4/1	30	31	7/1	31	9/3	30	31	12/2
	SUBMIT BY	30	27	29	29	30	28	30	30	27	30	29
Sulphur Tax	PAYMENT DUE IN	31			30			31			31	
	SUBMIT BY	30			29			30			30	
Tobacco Products Tax	PAYMENT DUE IN	31	28	4/1	30	31	7/1	31	9/3	30	31	12/2
	SUBMIT BY	30	27	29	29	30	28	30	30	27	30	29
Volunteer Fire Department Insurance Tax	PAYMENT DUE IN							1				
	SUBMIT BY							7/31				
9-1-1 Wireless Service Fee	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20
	SUBMIT BY	18	19	19	19	17	19	19	19	19	18	19
9-1-1 Emergency Service & Equalization Surcharge Fees	PAYMENT DUE IN	30	3/4	4/1	30	30	7/1	30	30	30	30	12/2
	SUBMIT BY	29	3/1	29	29	29	28	29	29	27	29	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 (pages 4-5)
- TEXNET payments – 6 p.m. (CT) on the bank business day before the due date (pages 4-5)
- TEXNET payments via WebFile – 6 p.m. (CT) on the bank business day before the due date (pages 4-5)
- 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

ACH Debit via TEXNET

Payments – ACH Debit via TEXNET

WHEN TO CONTACT THE TEXNET SYSTEM – *You must contact 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 facilitate tracking your payment. Communication of payment information by this deadline is mandatory 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 that payment information is communicated 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 Internet Payment

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 PIN 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 Telephone Payment

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 Sale 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 YR QTR YEAR

OR OR 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	
<i>Type of Tax</i>	<i>Code</i>
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	
<i>Type of Tax</i>	<i>Code</i>
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 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
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

<i>Type of Tax</i>	<i>Code</i>
Interest Earned	90100
International Fuel Tax Agreement (IFTA)	56020
Liquefied Gas	08020
Liquefied Gas: Interstate Trucker.....	98020
Manufactured Housing.....	46020
Mixed Beverage Gross Receipts Tax.....	73020
Mixed Beverage Gross Receipts Tax – Protested	73820
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

ACH Credit via TEXNET

Payments – ACH Credit via TEXNET

You may choose to send your tax payments through your financial institution using an ACH Credit origination service. However, you should first contact your financial institution to be sure they offer this service and that you are eligible to use it.

How it Works

1. Contact your financial institution to set up your ACH Credit origination service and to determine the fees they will charge you to make these payments. Make sure you understand their ACH processing deadlines.
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 received and deposit 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.

ACH Credit Addenda Record Format for Sales Tax



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 <i>(always use TXP)</i>	TAX Type Code <i>(see list below)</i>	Amount Type <i>(see list below)</i>	End record <i>(always use the back slash)</i>
TXP*17412345670*26020*121231*S*9000000*L*2620000\			
Your 11-digit tax identification number <i>(Do not use hyphens)</i>	Period End Date YYMMDD	Amount paying state (example \$90,000.00) <i>(Do not use commas or decimals.)</i>	Amount paying local (example \$26,200.00) <i>(Do not use commas or decimals.)</i>

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

ACH Credit Addenda Record Format For Other Than Sales Tax



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*17412345670*07020*121231*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) | 46020 = Manufactured Housing |
| 69020 = Automotive Oil Sales Fee | 73020 = Mixed Beverage Gross Receipts Tax |
| 16050 = Bank Tax | 73820 = Mixed Beverage Gross Receipts Tax - Protested |
| 16080 = Bank Tax Extension | 21020 = Motor Vehicle Registration Surcharge |
| 16950 = Bank Tax - Protested | 21820 = Motor Vehicle Registration Surcharge - Protested |
| 67020 = Battery Sales Fee | 15020 = Motor Vehicle Rental Tax |
| 67820 = Battery Sales Fee - Protested | 15820 = Motor Vehicle Rental Tax - Protested |
| 90001 = Bexar County Sports Venue Project Tax | 14020 = Motor Vehicle Sales Tax |
| 57020 = Boat & Boat Motor Sales Tax | 14820 = Motor Vehicle Sales Tax - Protested |
| 22020 = Cement Tax | 17020 = Motor Vehicle Sales Tax Surcharge |
| 47020 = Cigarette Internet Sales | 17820 = Motor Vehicle Sales Tax Surcharge - Protested |
| 47820 = Cigarette Internet Sales - Protested | 70020 = Motor Vehicle Seller Financed Sales Tax |
| 32640 = Civil Fees Quarterly | 70820 = Motor Vehicle Seller Financed Sales Tax - Protested |
| 66020 = Coastal Protection Fee | 78020 = Motor Vehicle Seller Financed Sales Tax Surcharge |
| 32600 = Criminal Costs & Fees - City | 78820 = Motor Vehicle Seller Financed Sales Tax Surcharge - Protested |
| 32620 = Criminal Costs & Fees - County | 12020 = Motor Vehicle Title Application Fee |
| 48020 = Crude Oil Tax - Producer | 12820 = Motor Vehicle Title Application Fee - Protested |
| 48820 = Crude Oil Tax - Producer - Protested | 49020 = Natural Gas Tax - Producer |
| 36020 = Crude Oil Tax - Purchaser | 49820 = Natural Gas Tax - Producer - Protested |
| 36820 = Crude Oil Tax - Purchaser - Protested | 37020 = Natural Gas Tax - Purchaser |
| 32080 = Drug Court Program | 37820 = Natural Gas Tax - Purchaser - Protested |
| 90002 = Euless City Sports Venue Tax | 50020 = Off-Road Diesel Equipment Surcharge |
| 30020 = Fireworks Sales Tax | 50820 = Off-Road Diesel Equipment Surcharge - Protested |
| 30820 = Fireworks Sales Tax - Protested | 19020 = Oil and Gas Well Servicing |
| 13050 = Franchise Tax | 64020 = Petroleum Products Delivery Fee |
| 13080 = Franchise Tax Extension | 32070 = Photo Enforcement |
| 13950 = Franchise Tax - Protested | 90230 = Public Utilities Gross Receipts Assessment |
| 07020 = Fuel Tax - Diesel | 32660 = Sexual Assault/Substance Abuse |
| 97020 = Fuel Tax - Diesel - Interstate Trucker | 42020 = Sexually Oriented Business Fee |
| 06020 = Fuel Tax - Gasoline | 42820 = Sexually Oriented Business Fee - Protested |
| 96020 = Fuel Tax - Gasoline - Interstate Trucker | 33020 = Sports Venue District Tax |
| 23020 = Gross Receipts Tax - Utilities | 20020 = Sulphur Tax |
| 75020 = Hotel Occupancy Tax | 18020 = Tobacco Products |
| 75820 = Hotel Occupancy Tax - Protested | 81020 = Volunteer Fire Dept. Insurance |
| 72020 = Insurance Maintenance/Assessment/Retaliatory Tax | 81820 = Volunteer Fire Dept. Insurance - Protested |
| 72820 = Insurance Maintenance/Assessment/Retaliatory Tax - Protested | 93020 = 9-1-1 Equalization Surcharge |
| 71020 = Insurance Premium/Surplus Lines Tax | 93820 = 9-1-1 Equalization Surcharge - Protested |
| 71020 = Insurance Premium/Surplus Lines Tax - Protested | 92020 = 9-1-1 Emergency Service |
| 90100 = Interest Earned | 92820 = 9-1-1 Emergency Service - Protested |
| 56020 = International Fuel Tax Agreement (IFTA) | 94020 = 9-1-1 Prepaid Wireless Emergency Service Fee |
| 55020 = IFTA - Jurisdiction | 94820 = 9-1-1 Prepaid Wireless Emergency Service Fee - Protested |
| 08020 = Liquefied Gas | 91020 = 9-1-1 Wireless Service |
| 98020 = Liquefied Gas - Interstate Trucker | 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 percent of the payment amount.

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-percent penalty assessment.

A due date schedule is provided to all taxpayers each calendar year. To obtain additional copies, please visit our website <http://www.window.state.tx.us/taxinfo/etf/eft.html>. 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 questions regarding penalties please contact the Electronic Reporting Section at 1-800-442-3453.

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

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512-463-4600 in Austin
512-475-0900 (FAX).

Texas Comptroller of Public Accounts

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