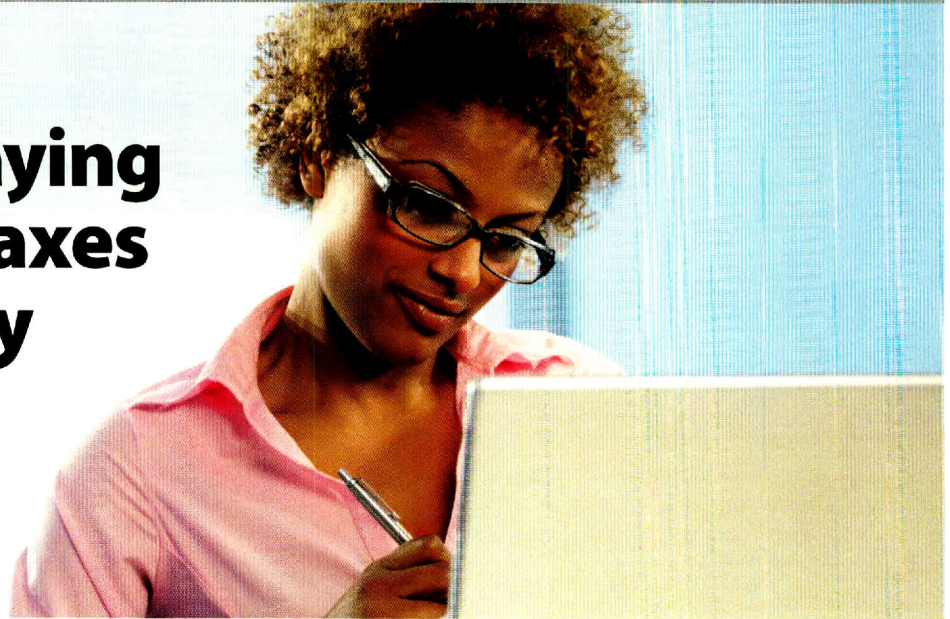




# Filing and Paying Your Texas Taxes Electronically



## Getting Started

The Comptroller's electronic filing and payment options are available 24 hours a day, 7 days a week. Use these services to save time, money and paper and to meet requirements to electronically file tax reports and submit payments to the Comptroller's office.

- Avoid the last minute rush: file early and schedule the payment for the due date.
- Choose from several electronic payment methods including credit card, electronic check and electronic funds transfer.
- View online demos and publications for detailed instructions.

## Step by Step Guide to Electronic Payment and Filing

- Step 1:** Go to <http://comptroller.texas.gov/taxes>
- Step 2:** Scroll down the page and click on the tax type you would like to file or pay.
- Step 3:** On the tax page, look to the box labeled "Filing Requirements" to learn about reporting and payment methods available to you.
- Step 4:** If using WebFile, look for the WebFile links in the orange "Electronic Filing" box to get started.
- Step 5:** When you have filed/paid, print the confirmation for your records.



**NOTE:** If you do not have access to a computer, you can comply with the electronic payment requirement by using the TEXNET telephone option. **Call 1-800-636-4003** and enter your taxpayer number to complete the automated activation process via the telephone.



## Details on Electronic Reporting and Paying Options

**WebFile:** is a quick and easy online way to file and pay taxes, save paper and mailing costs and file early with payment dates you can set for a later time.

WebFile can be used for certain taxes and fees including Sales tax. To see a full list of available taxes and fees go to [comptroller.texas.gov/webfile](http://comptroller.texas.gov/webfile). **Note:** Sales tax WebFile is recommended for those reporting 30 or less outlets/local jurisdictions.

### Payment options:

- Electronic check (will need to provide your bank account information)
- Credit card (American Express/Discover/MasterCard – a convenience fee applies)
- TEXNET (see TEXNET information below)

### Quick tips:

- You will need your taxpayer number and your WebFile number before you begin online registration. These numbers are on our preprinted forms and correspondences.
- WebFile demos and instructions are available online for first-time filers.
- Go to [comptroller.texas.gov/taxes](http://comptroller.texas.gov/taxes); find your tax type on the list and click its link; then, on the tax page, click the WebFile link in the orange “Electronic Filing” box.

**Electronic Data Interchange (EDI):** is software that can be downloaded from the Comptroller’s website or purchased from an approved software vendor.

Who can use: sales tax filers with 30 or more sales tax outlets/local jurisdictions, direct pay, natural gas, crude oil, international fuels tax agreement (IFTA), diesel fuel and gasoline tax.

### Quick tips:

- Taxpayers using EDI will need to complete a testing and approval process. A demo and Quick Reference Guide is available online.
- Go to [comptroller.texas.gov/webfile](http://comptroller.texas.gov/webfile), select your tax type, then choose the EDI link to get started.

**TEXNET:** the state of Texas Financial Network is an online payment system for the electronic transfer of funds.

Who can use: all taxpayers for payment purposes, but tax returns cannot be filed through this system. Taxpayers paying more than \$100,000 in any tax are required to pay through TEXNET.

### Quick tips:

- Enrollment is required before using TEXNET.
- Review the TEXNET Payment Instruction Booklet on the *Window on State Government* site at [comptroller.texas.gov/taxinfo/etf/96-590.pdf](http://comptroller.texas.gov/taxinfo/etf/96-590.pdf)
- Avoid penalties! **Due to banking processes, debit payments made through TEXNET must be completed by 6 p.m. (CT) on the bank business day BEFORE the due date.** This applies even if you are filing through WebFile and select the TEXNET payment option.
- Go to [comptroller.texas.gov/taxes](http://comptroller.texas.gov/taxes); find your tax type on the list and click its link; then, on the tax page, click the TEXNET link in the blue “Filing Requirements” box.



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