

TEXNET ELECTRONIC FUNDS TRANSFER

APRIL 2015



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Texas Comptroller of
Public Accounts

TEACHER RETIREMENT SYSTEM

PAYMENT INSTRUCTIONS

GENERAL INFORMATION

Texas law, along with the Teacher Retirement System Agency Rule, requires school districts to make their payments using electronic funds transfer (EFT). TEXNET, the State of Texas Financial Network, was designed to facilitate electronic payments from taxpayers and holders.

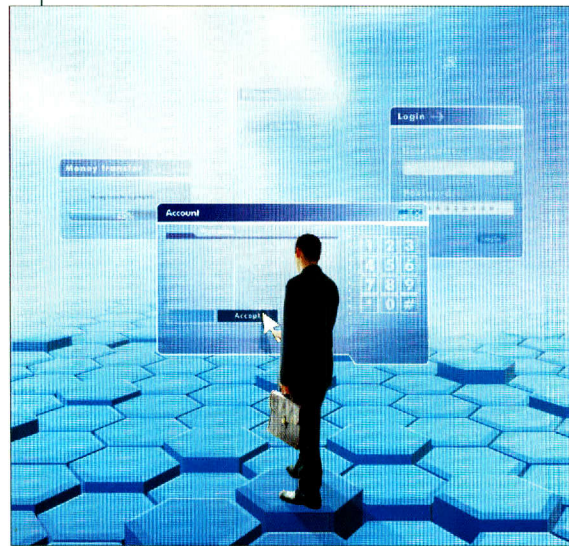
SECURITY

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

HOLIDAYS OR WEEKENDS

Currently, "same day" settlement of an Automated Clearing House (ACH) transaction is not available. When a due date falls on a weekend or holiday, it is important to originate the ACH transaction no later than the 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.

If a payment is received after the due date, and the entity and its financial institution do not think they are responsible for the delay, the trace number provided by the TEXNET System must be furnished.



If the Comptroller's office determines that the entity 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.

PENALTIES

If you neglect to transfer payments electronically by the due date as required, you may be subject to penalties.

PAYMENT OPTIONS

To make a payment, use either of the following:

TEXNET Telephone - Instructions on page 3.

TEXNET Internet - Instructions on page 4.

Today **12 agencies** collect more than 100 types of taxes and fees through the TEXNET System. More than \$40 billion flows through this system annually.

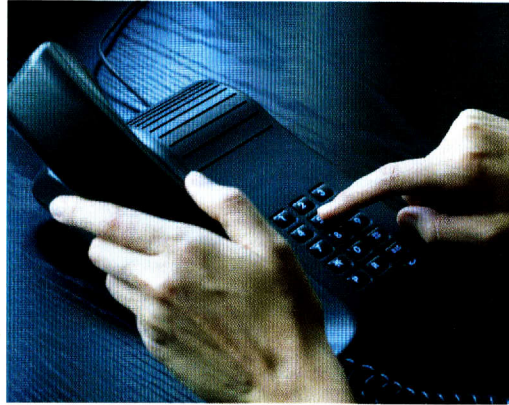
**FOR MORE INFORMATION,
VISIT OUR WEBSITE
Comptroller.Texas.Gov.**

**RECEIVE TAX HELP AT
[comptroller.texas.gov/
taxhelp](http://comptroller.texas.gov/taxhelp).**

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

TEXNET – ELECTRONIC FUNDS TRANSFER

ACH DEBIT



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 assessment of a penalty.

**FOR MORE INFORMATION,
CALL THE TEXNET
HOTLINE TOLL-FREE
1-800-531-5441,
ext. 3-3010**

**OR, VISIT OUR WEBSITE
[comptroller.texas.gov/
treasops/texnet/](http://comptroller.texas.gov/treasops/texnet/)**

WHEN TO MAKE PAYMENT

Payments must be received by the Comptroller on or before the due date of the transfer.

WHEN TO CONTACT THE TEXNET SYSTEM

You must contact the TEXNET System before 6 p.m. Central Time (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. For assistance, call the TEXNET Hotline at 1-800-531-5441, ext. 3-3010.

HOW TO PRACTICE

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

Identification 67300
Location 99999
Password 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 assigned codes when making actual payments.

TELEPHONE INQUIRIES AND CORRECTIONS

INQUIRE

To inquire about a pending transaction, repeat your call, and press 4 to inquire. The system will give information about all pending transactions, including the trace number.

CORRECTIONS

If an error is found after the trace number is given, repeat your call and press 3 to delete the transaction and start over. You will need the trace number in order to delete your transaction. If you don't have the trace number, press 4 to inquire.

NOTE: Corrections must be made before 6 p.m. (CT) on the business day before your settlement date.

HOW TO CHANGE ENROLLMENT INFORMATION

CONTACT INFORMATION

If you would like to make changes to your contact information, including Contact Name, Contact Title, Mailing Address and Telephone Number, you may make those changes by accessing <https://texnet.cpa.state.tx.us> or by calling 1-800-531-5441, ext. 3-3010.

REMITTANCE METHOD

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

Payment information **can be transmitted** to TEXNET through the **Internet** or by **telephone**.

TELEPHONE PAYMENT INSTRUCTIONS

Dial 1-800-636-4003

The system will prompt you to enter the following in order:

Enter your **identification number**, followed by #.

Enter your **location number**, followed by #.

Enter your **password**, followed by #.

Enter **1** to add a transaction.

Enter the **payment amount**, followed by #.

Enter the **report period**, followed by #. Use MM format following the state fiscal year.
For example: enter **01** for September, **02** for October, etc.

Enter the **Retirement Contribution** amount from TRS Form 1 or 4, followed by #.

Enter the **Insurance Contribution** amount from TRS Form 374, followed by #.

Enter the **Federal Fund Contribution** amount from TRS Form 2 or 2B, followed by #.

Enter the **Statutory Minimum Contribution** amount from TRS Form 372, followed by #.

Enter the **Non-Education Contribution** amount from TRS Form 370, followed by #.

Enter the **Interest** amount due from TRS Form 376, followed by #.

Enter the **Federal Insurance** amount due from TRS Form 488, followed by #.

Enter the **Education/General-Local Funds** amount due from TRS Form 553, followed by #.

Enter the **SSBB Payroll Deduction** amount due from TRS Form 565, followed by #.

Enter the **TRS Active Care** billed amount due, followed by #.

Enter the **Reporting Entity TRS-Care Contribution** amount from TRS Form 374, followed by #.

Enter the **Reporting Entity Payments for New Members**, followed by #.

Enter the **Reporting Entity Pension Surcharge for Retirees**, followed by #.

Enter the **Reporting Entity TRS-Care Surcharge for Retirees**, followed by #.

Enter the **Community/Junior College Contribution** amount, followed by #.

Enter the **Reporting Entity Payment for Non-OASDI Members**, followed by #.

To accept the **settlement date** (funds transfer date), press 1. To change the date, press 2. Use MMDDYY format; for example, enter 010115 for January 1, 2015.

The system gives a trace number. **Record this number for future reference.**

Press **9** to exit.

What if an error is found after the trace number is given? Repeat your call as before, press **3** to delete the transaction and start over. If you don't have the trace number, press **4** to inquire.

NOTE: Corrections must be made by 6 p.m. (CT) on the business day **before** your settlement date.

MAIN MENU OPTIONS

Add a transaction.....	1
Delete a transaction.....	3
Inquire about a transaction.....	4
Change bank information.....	5
Exit.....	9
Decimal point.....	*

Payment Amount
Report Period
Retirement TRS 1 or 4
Insurance TRS 374
Federal Fund TRS 2 or 2B
Statutory Minimum TRS 372
Non-Education TRS 370
Interest Due TRS 376
Federal Insurance TRS 488
ED/Gen-Local Funds TRS 553
SSBB Deduction TRS 565
Active Care
TRS-Care 374
Payments for New Members
Pension Surcharge
TRS-Care Surcharge
CJ Contribution
Non-OASDI Member Payment
Settlement Date
Trace Number

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 payment request and your account will be debited on the settlement date you indicate.

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ext. 3-3010**

**OR, VISIT OUR WEBSITE
[comptroller.texas.gov/
treasops/texnet/](http://comptroller.texas.gov/treasops/texnet/)**

INTERNET PAYMENT WEBSITE

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. The website can be accessed directly through your Web browser.

1. Using your Web browser, access <https://texnet.cpa.state.tx.us>.
2. Enter your identification number, location and password. These numbers were sent in a letter along with these instructions and can be used for both TEXNET Internet and TEXNET telephone payments. Please keep these numbers with the booklet.

Identification
Location
Password

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.
4. To enter your 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 business day before the settlement date.



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