



Glenn Hegar Texas Comptroller of Public Accounts

TEXNET

Payment Instructions Booklet

Effective January 2017





GLENN HEGAR TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

December 2016

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 explains 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, Mixed Beverage Sales 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 comptroller.texas.gov/webfile or please call us at 800-442-3453 or direct at 512-463-3630.



Table of Contents

General Information	1
TEXNET Enrollment Information	
How to Enroll in TEXNET	2
Make Changes to TEXNET Information	2
Electronic Reporting	3
Schedule of Due Dates for 2017	4-5
ACH Debit Options and Deadlines	6
ACH Debit via TEXNET	
Payments	7
How to Practice	7
TEXNET Internet Payment	
Website Instructions	8
Website Menu Options	8
TEXNET Telephone Payment	
Touch-Tone Instructions	9
Touch-Tone Options	9
Payment Worksheet	10
Tax Type Codes for Payments	
Sales Tax	11
Other Taxes	11
ACH Credit via TEXNET	
Payments	12
Specific Instructions	12
Addenda Record Format for Sales Tax	13
Addenda Record Format For Other Than Sales Tax	14
Missed Your TEXNET Payment Deadline?	15
Penalty Information	16
Proof of Payment	16



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, Mixed Beverage Sales 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, Mixed Beverage Sales, 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 at **Comptroller.Texas.Gov** for more information.

How to **Pay** Electronically

WebEFT (electronic check) and credit card payments are available via WebFile (**Comptroller.Texas.Gov**) for taxpayers paying less than \$100,000 per year.

TEXNET, the State of Texas Financial Network, is designed 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's 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 at <https://texnet.cpa.state.tx.us> or by calling the TEXNET Hotline at 800-636-4003.

Enroll Via Internet

Access the TEXNET payment network at <https://texnet.cpa.state.tx.us>. Select "Comptroller of Public Accounts Account Activation."

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

Choose the available tax type that you want to set up.

Enter your contact information.

Choose the payment method: ACH Debit (pages 6 and 7) or ACH Credit with addenda (pages 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. Retain this information for future use.

To make a payment, access the TEXNET payment network at <https://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 set up this type of payment through your financial institution. Retain this information for future use.

Enroll Via TEXNET Hotline

Call 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 set up.

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

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 800-636-4003.

Changing TEXNET Information

You may make changes to your TEXNET account by accessing <https://texnet.cpa.state.tx.us> or by calling 800-636-4003 (additional information on pages 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 more than \$50,000 annually for certain taxes must also file their return/report electronically.

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 their financial institution software.

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 TEXNET rules and complete payment transactions before 6:00 p.m. (CT) on the bank business day before the due date. For more information about WebFile, access **Comptroller.Texas.Gov**.

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, Comptroller.Texas.Gov by typing "EDI" in the "Find" bar and selecting the Electronic Data Interchange (EDI) link. Then choose the desired tax type to download. 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 at <http://ctgacc/programs/systems/developers/edi-maps/>.

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

Questions About WebFile or EDI

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

Electronic Reporting
800-442-3453

Due Dates for 2017

Comptroller of Public Accounts (Rev. 7-16/30)

Schedule of Electronic Funds Transfer Due Dates – 2017

- Select the month in which payment is due. (Example: December payment due in January, go to "JAN" column.)
- ACH debit 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					12							
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	20	21	20	20	22	20	20	21	20	20	20	20
	SUBMIT BY	19	17	17	19	19	19	19	18	19	19	17	19
Bexar County Sports & Community Venue Tax	PAYMENT DUE IN	20	21	20	20	22	20	20	21	20	20	20	20
	SUBMIT BY	19	17	17	19	19	19	19	18	19	19	17	19
Boat & Boat Motor Sales Tax	PAYMENT DUE IN	10	10	10	10	10	12	10	10	11	10	10	11
	SUBMIT BY	9	9	9	7	9	9	7	9	8	6	9	8
Cement Tax	PAYMENT DUE IN	25	27	27	25	25	26	25	25	25	25	27	26
	SUBMIT BY	24	24	24	24	24	23	24	24	22	24	24	22
City of Euless	PAYMENT DUE IN	31	28	31	5/1	31	30	31	31	10/2	31	30	1/2
	SUBMIT BY	30	27	30	28	30	29	28	30	29	30	29	29
Civil Fees Quarterly	PAYMENT DUE IN	31			5/1			31			31		
	SUBMIT BY	30			28			28			30		
Coastal Protection Fee	PAYMENT DUE IN	31	28	31	5/1	31	30	31	31	10/2	31	30	1/2
	SUBMIT BY	30	27	30	28	30	29	28	30	29	30	29	29
Compressed Natural Gas / Liquefied Natural Gas (CNG/LNG)	PAYMENT DUE IN	25			25			25			25		
	SUBMIT BY	24			24			24			24		
Criminal Costs & Fees	PAYMENT DUE IN	31			5/1			31			31		
	SUBMIT BY	30			28			28			30		
Crude Oil Tax	PAYMENT DUE IN	25	27	27	25	25	26	25	25	25	25	27	26
	SUBMIT BY	24	24	24	24	24	23	24	24	22	24	24	22
Diesel Fuel Tax	PAYMENT DUE IN	25	27	27	25	25	26	25	25	25	25	27	26
	SUBMIT BY	24	24	24	24	24	23	24	24	22	24	24	22
Direct Pay Permit Sales Tax	PAYMENT DUE IN	20	21	20	20	22	20	20	21	20	20	20	20
	SUBMIT BY	19	17	17	19	19	19	19	18	19	19	17	19
Drug Court Program	PAYMENT DUE IN	31			5/1			31			31		
	SUBMIT BY	30			28			28			30		
Franchise Return or 1st Extension Request	PAYMENT DUE IN					15							
	SUBMIT BY					12							
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	27	27	25	25	26	25	25	25	25	27	26
	SUBMIT BY	24	24	24	24	24	23	24	24	22	24	24	22
Gross Receipts Assessments	PAYMENT DUE IN								15				
	SUBMIT BY								14				
Gross Receipts Utilities Tax	PAYMENT DUE IN	31			5/1			31			31		
	SUBMIT BY	30			28			28			30		
Hotel Occupancy Tax	PAYMENT DUE IN	20	21	20	20	22	20	20	21	20	20	20	20
	SUBMIT BY	19	17	17	19	19	19	19	18	19	19	17	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				

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

(Continued on back)

Find a current Due Date Schedule at www.comptroller.texas.gov/forms/00-843.pdf or call 1-800-531-1441 for a faxed copy, request form 00843.

Due Dates for 2017 (Continued)

Form 00-843 (Back)(Rev.7-16/30)

Schedule of Electronic Funds Transfer Due Dates – 2017

- Select the month in which payment is due. (Example: December payment due in January, go to "JAN" column.)
- ACH debit 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
International Fuel Tax Agreement (IFTA)	PAYMENT DUE IN	31			5/1			31			31	
	SUBMIT BY	30			28			28			30	
Interstate Trucker Diesel / Gasoline / CNG / LNG	PAYMENT DUE IN	25			25			25			25	
	SUBMIT BY	24			24			24			24	
Manufactured Housing Sales and Use Tax	PAYMENT DUE IN	31	28	31	5/1	31	30	31	31	10/2	31	30
	SUBMIT BY	30	27	30	28	30	29	28	30	29	30	29
Mixed Beverage Gross Receipts Tax	PAYMENT DUE IN	20	21	20	20	22	20	20	21	20	20	20
	SUBMIT BY	19	17	17	19	19	19	19	18	19	19	17
Mixed Beverage Sales Tax	PAYMENT DUE IN	20	21	20	20	22	20	20	21	20	20	20
	SUBMIT BY	19	17	17	19	19	19	19	18	19	19	17
Motor Vehicle Registration Surcharge	PAYMENT DUE IN	10	10	10	10	10	12	10	10	11	10	10
	SUBMIT BY	9	9	9	7	9	9	7	9	8	6	9
Motor Vehicle Rental Tax	PAYMENT DUE IN	20	21	20	20	22	20	20	21	20	20	20
	SUBMIT BY	19	17	17	19	19	19	19	18	19	19	17
Motor Vehicle Rental Tax Prepayments	PAYMENT DUE IN	17	15	15	17	15	15	17	15	15	16	15
	SUBMIT BY	13	14	14	14	12	14	14	14	14	13	14
Motor Vehicle Sales Tax Surcharge	PAYMENT DUE IN	10	10	10	10	10	12	10	10	11	10	10
	SUBMIT BY	9	9	9	7	9	9	7	9	8	6	9
Motor Vehicle Seller Financed Sales Tax	PAYMENT DUE IN	20	21	20	20	22	20	20	21	20	20	20
	SUBMIT BY	19	17	17	19	19	19	19	18	19	19	17
Motor Vehicle Seller Financed Sales Tax Prepayment	PAYMENT DUE IN	17	15	15	17	15	15	17	15	15	16	15
	SUBMIT BY	13	14	14	14	12	14	14	14	14	13	14
Motor Vehicle Seller Financed Sales Tax Surcharge	PAYMENT DUE IN	20	21	20	20	22	20	20	21	20	20	20
	SUBMIT BY	19	17	17	19	19	19	19	18	19	19	17
Motor Vehicle Title Application Emission Fee	PAYMENT DUE IN	10	10	10	10	10	12	10	10	11	10	10
	SUBMIT BY	9	9	9	7	9	9	7	9	8	6	9
Natural Gas Tax	PAYMENT DUE IN	20	21	20	20	22	20	20	21	20	20	20
	SUBMIT BY	19	17	17	19	19	19	19	18	19	19	17
Off-Road Diesel Equipment Surcharge	PAYMENT DUE IN	20	21	20	20	22	20	20	21	20	20	20
	SUBMIT BY	19	17	17	19	19	19	19	18	19	19	17
Oil & Gas Well Servicing Tax	PAYMENT DUE IN	20	21	20	20	22	20	20	21	20	20	20
	SUBMIT BY	19	17	17	19	19	19	19	18	19	19	17
Petroleum Products Delivery Fee	PAYMENT DUE IN	25	27	27	25	25	26	25	25	25	25	27
	SUBMIT BY	24	24	24	24	24	23	24	24	22	24	24
Sales and Use Tax	PAYMENT DUE IN	20	21	20	20	22	20	20	21	20	20	20
	SUBMIT BY	19	17	17	19	19	19	19	18	19	19	17
Sales Tax Prepayments	PAYMENT DUE IN	17	15	15	17	15	15	17	15	15	16	15
	SUBMIT BY	13	14	14	14	12	14	14	14	14	13	14
Sexual Assault/ Substance Abuse Programs	PAYMENT DUE IN	31			5/1			31			31	
	SUBMIT BY	30			28			28			30	
Sexually Oriented Business Fee	PAYMENT DUE IN	20			20			20			20	
	SUBMIT BY	19			19			19			19	
Sports Venue District Tax	PAYMENT DUE IN	31	28	31	5/1	31	30	31	31	10/2	31	30
	SUBMIT BY	30	27	30	28	30	29	28	30	29	30	29
Tobacco Products/ Cigarette Tax	PAYMENT DUE IN	31	28	31	5/1	31	30	31	31	10/2	31	30
	SUBMIT BY	30	27	30	28	30	29	28	30	29	30	29
Volunteer Fire Department Insurance Tax	PAYMENT DUE IN								1			
	SUBMIT BY								7/31			
9-1-1 Wireless Service Fee	PAYMENT DUE IN	20	21	20	20	22	20	20	21	20	20	20
	SUBMIT BY	19	17	17	19	19	19	19	18	19	19	17
9-1-1 Emergency Service & Equalization Surcharge Fees	PAYMENT DUE IN	30	3/2	30	5/1	30	30	31	30	10/2	30	30
	SUBMIT BY	27	3/1	29	28	26	29	28	29	29	27	29
9-1-1 Prepaid Wireless Emergency Service Fee	PAYMENT DUE IN	30			5/1			31			30	
	SUBMIT BY	27			28			28			27	

Find a current Due Date Schedule at www.comptroller.texas.gov/forms/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 (see schedule, pages 4 and 5)
- TEXNET payments – **6 p.m. (CT)** on the bank business day before the due date (see schedule, pages 4 and 5)
- TEXNET payments via WebFile – **6 p.m. (CT)** on the bank business day before the due date (see schedule, pages 4 and 5)
- WebEFT/Non TEXNET payments – **11:59 p.m. (CT)** on the due date

Holidays or Weekends:

When a due date occurs 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

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

800-442-3453

ACH Debit via TEXNET

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 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 a penalty.

Schedule A Payment 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 Taxes	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 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 may 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 TEXNET Internet password according to the instructions on the website. Please be sure to record your new password for future use.
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 8-10 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 shown 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. **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 unique identification numbers assigned by the Comptroller's office 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.

ITEMS 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 about 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 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 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 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 account number.
NOTE: This change will affect all current transactions as well as any pending transactions.
4. To hear the current due date, call 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 800-636-4003 and follow steps 2-5 on page 10 and press **7**. The system will prompt you to enter your fax number.

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 you will hear from the TEXNET system are shown as "SYSTEM." Your entry item is shown for each message.

- Use the * 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 **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 the * key to enter a 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 steps 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 steps 9 and 10 must equal step 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."

ACH Credit via TEXNET

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 "Comptroller of Public Accounts Account Activation" link. Complete all entries and 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 shown on the next two pages.
3. Initiate a test transaction to verify that 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 800-531-5441, Ext. 3-3010 with the transaction date and amount to confirm that 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 PAYMENTS – 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 may be assessed. Refer to the due date schedule on pages 4-5.

WHEN TO CONTACT YOUR FINANCIAL INSTITUTION – 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**:

<p>Begin record <i>(Always use TXP.)</i></p>	<p>TAX Type Code <i>(See list below.)</i></p>	<p>Amount Type <i>(See list below.)</i></p>	<p>End record <i>(Always use the back slash.)</i></p>
<p>TXP*17412345670*26020*161231*S*9000000*L*2620000\</p>			
<p>Your 11-digit tax identification number <i>(Do not use hyphens.)</i></p>	<p>Period End Date YYMMDD</p>	<p>Amount paying state (example \$90,000.00) <i>(Do not use commas or decimals.)</i></p>	<p>Amount paying local (example \$26,200.00) <i>(Do not use commas or decimals.)</i></p>

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

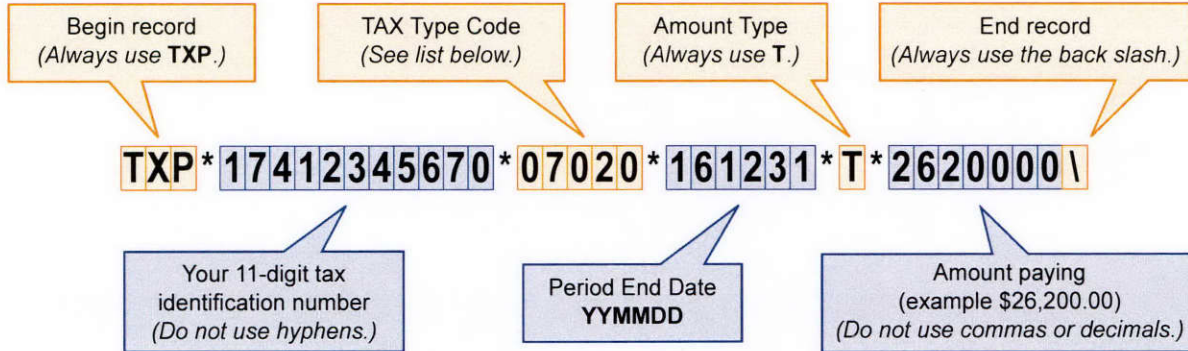
ACH Credit Addenda Record Format For Other Than Sales Tax



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**:



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 | 63020 = Mixed Beverage Sales Tax |
| 16950 = Bank Tax - Protested | 63820 = Mixed Beverage Sales Tax - Protested |
| 67020 = Battery Sales Fee | 21020 = Motor Vehicle Registration Surcharge |
| 67820 = Battery Sales Fee - Protested | 21820 = Motor Vehicle Registration Surcharge - Protested |
| 90001 = Bexar County Sports Venue Project Tax | 15020 = Motor Vehicle Rental Tax |
| 57020 = Boat & Boat Motor Sales Tax | 15820 = Motor Vehicle Rental Tax - Protested |
| 22020 = Cement Tax | 14020 = Motor Vehicle Sales Tax |
| 31020 = Cigarette Distributor NSM/SPM Fee | 14820 = Motor Vehicle Sales Tax - Protested |
| 47020 = Cigarette Internet Sales | 17020 = Motor Vehicle Sales Tax Surcharge |
| 47820 = Cigarette Internet Sales - Protested | 17820 = Motor Vehicle Sales Tax Surcharge - Protested |
| 32640 = Civil Fees Quarterly | 70020 = Motor Vehicle Seller Financed Sales Tax |
| 08020 = CNG/LNG Tax | 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 |
| 32470 = Electronic Filing System Fund | 50020 = Off-Road Diesel Equipment Surcharge |
| 90002 = Eules City Sports Venue Tax | 50820 = Off-Road Diesel Equipment Surcharge - Protested |
| 30020 = Fireworks Sales Tax | 19020 = Oil and Gas Well Servicing |
| 30820 = Fireworks Sales Tax - Protested | 64020 = Petroleum Products Delivery Fee |
| 13050 = Franchise Tax | 32070 = Photo Enforcement |
| 13080 = Franchise Tax Extension | 90230 = Public Utilities Gross Receipts Assessment |
| 13950 = Franchise Tax - Protested | 32660 = Sexual Assault/Substance Abuse |
| 07020 = Fuel Tax - Diesel | 42020 = Sexually Oriented Business Fee |
| 97020 = Fuel Tax - Diesel - Interstate Trucker | 42820 = Sexually Oriented Business Fee - Protested |
| 06020 = Fuel Tax - Gasoline | 33020 = Sports Venue District Tax |
| 96020 = Fuel Tax - Gasoline - Interstate Trucker | 20020 = Sulphur Tax |
| 23020 = Gross Receipts Tax - Utilities | 18020 = Tobacco Products |
| 75020 = Hotel Occupancy Tax | 81020 = Volunteer Fire Dept. Insurance |
| 75820 = Hotel Occupancy Tax - Protested | 81820 = Volunteer Fire Dept. Insurance - Protested |
| 72020 = Insurance Maintenance/Assessment/Retaliatory Tax | 93020 = 9-1-1 Equalization Surcharge |
| 72820 = Insurance Maintenance/Assessment/Retaliatory Tax - Protested | 93820 = 9-1-1 Equalization Surcharge - Protested |
| 71020 = Insurance Premium/Surplus Lines Tax | 92020 = 9-1-1 Emergency Service |
| 71020 = Insurance Premium/Surplus Lines Tax - Protested | 92820 = 9-1-1 Emergency Service - Protested |
| 90100 = Interest Earned | 94020 = 9-1-1 Prepaid Wireless Emergency Service Fee |
| 56020 = International Fuel Tax Agreement (IFTA) | 94820 = 9-1-1 Prepaid Wireless Emergency Service Fee - Protested |
| 56820 = International Fuel Tax Agreement (IFTA) - Protested | 91020 = 9-1-1 Wireless Service |
| 98020 = Interstate Trucker - CNG/LNG Tax | |

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 the 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. You must be enrolled in the TEXNET Electronic Payment Network to be eligible to send a wire transfer payment.

1. **Contact the Comptroller's office to report payment information as early as possible** on the payment due date by calling the TEXNET hotline at 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.* Check with your bank for wire transfer cutoff time.
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.

Note: See pages 4 and 5 for TEXNET payments Due Date Schedule.

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 may be corrected upon receipt of appropriate documentation. Please call the TEXNET hotline at 800-531-5441, Ext. 3-3010 for assistance.

For more information, visit our website: Comptroller.Texas.Gov

WE'RE HERE TO HELP!

If you have questions or need information, contact us:

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

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

 Sign up to receive email updates on
the Comptroller topics of your choice at
comptroller.texas.gov/subscribe/.

In compliance with the Americans with Disabilities
Act, this document may be requested in alternative
formats by calling the appropriate toll free number
listed or by sending a fax to 512-475-0900.

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

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

800-442-3453
WebFile Help

800-252-1381
Bank Franchise
Franchise Tax

800-252-7875
Spanish

800-531-1441
Fax on Demand (Most frequently requested
Sales and Franchise tax forms)

800-252-1382
Clean Vehicle Incentive Program
Manufactured Housing Tax
Motor Vehicle Sales Surcharge,
Rental and Seller Financed Sales Tax
Motor Vehicle Registration Surcharge

800-252-1383
Fuels Tax
IFTA
LG Decals
Petroleum Products Delivery Fee
School Fund Benefit Fee

800-252-1384
Coastal Protection
Crude Oil Production Tax
Natural Gas Production Tax

800-252-1387
Insurance Tax

800-252-1385
Coin-Operated Machines Tax
Hotel Occupancy Tax

800-252-1386
Account Status
Officer and Director Information

800-862-2260
Cigarette and Tobacco

888-4-FILING (888-434-5464)
TELEFILE: To File by Phone

800-252-1389
GETPUB: To Order Forms and Publications

800-654-FIND (800-654-3463)
Treasury Find

800-321-2274
Unclaimed Property Claimants
Unclaimed Property Holders
Unclaimed Property Name Searches
512-463-3120 in Austin

877-44RATE4 (877-447-2834)
Interest Rate

Publication #96-590 · Revised December 2016

Texas Comptroller of Public Accounts

Texas Comptroller of Public Accounts
Account Maintenance Division
Electronic Reporting Section
111 E. 17th Street
Austin, Texas 78711



PRSR STD
U.S. Postage PAID
Austin, TX
Permit No. 1411