



**Susan Combs** Texas Comptroller of Public Accounts

# TEXNET Payment Instructions Booklet

Effective January 2010



S U S A N

C O M B S

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

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



December 2009

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.

If you have questions, please call us at (800) 442-3453 or direct at (512) 463-3630.

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## GENERAL INFORMATION

### Who must **pay** electronically

Texas law requires every taxpayer or licensee who paid \$10,000 or more in a single tax category during the previous state fiscal year (Sept. 1 through Aug. 31) to 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** 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/report data electronically. Taxpayers within these tax categories who paid less than \$50,000 during the previous state fiscal year may voluntarily file their return/report 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/report data electronically. Taxpayers in other tax categories must manually file their return/report data by using the applicable tax reporting forms.

### How to **file** returns electronically

The Comptroller's office has developed two free programs that meet electronic filing requirements – WebFile is for Sales, Mixed Beverage, Hotel, Motor Vehicle Rental and Insurance Premium filers, and the Electronic Data Interchange (EDI) system is for Sales, Direct Pay, Crude Oil, Natural Gas, IFTA and Fuels tax filers. Taxpayers may also comply with electronic filing requirements by using approved commercial EDI software or writing their own program. For more information, access [www.window.state.tx.us](http://www.window.state.tx.us).

### 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](http://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

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 financial institution to debit your account and credit the state's bank account. ACH Credit transactions can be transmitted to TEXNET.

### 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.

# TEXNET ENROLLMENT INFORMATION

## HOW TO ENROLL IN TEXNET

TEXNET users must register for the system by accessing our Web site <https://texnet.cpa.state.tx.us> or by calling the TexNet Hotline at (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 (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> (page 8) or by calling the TEXNET hotline at (800) 531-5441, ext. 3-3010. 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 (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 must use the *TEXNET Change* form (<http://www.window.state.tx.us/taxinfo/taxforms/00-941.pdf>) to submit the change. If you are changing to ACH Debit, please allow at least two weeks prior to your next payment date to add your new financial institution information. Your designated contact person will receive written confirmation that the change has been made.

## 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](http://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 Web site, [www.window.state.tx.us](http://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 Web site <http://www.window.state.tx.us/taxinfo/etf/eft.html> 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  
(800) 442-3453**

# DUE DATES FOR 2010



## SCHEDULE OF ELECTRONIC FUNDS TRANSFER DUE DATES — 2010

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

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

(Continued on back)

# DUE DATES FOR 2010 (Continued)

Form 00-843 (Back)(Rev.7-09/22)

## SCHEDULE OF ELECTRONIC FUNDS TRANSFER DUE DATES — 2010

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

## 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**  
**(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 MAKE PAYMENT** – Payment must be received by the Comptroller’s office on or before the due date of the tax. Refer to the due date schedule on pages 4-5.

**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. For assistance, call the TEXNET hotline at (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 this feature on your account, please provide our company identification numbers to your financial institution.

TEXNET:	1846000199
WebEFT:	2146000311
EDI:	2146000902

## 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 (800) 531-5441, ext. 3-3010.

# TEXNET INTERNET PAYMENT

## TEXNET WEB SITE INSTRUCTIONS

The TEXNET Internet Web site 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 Web site.)
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 WEB SITE 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 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 (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 the account number information.

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

## Caution – Do Not Send Duplicate Payments

# TAX TYPE CODES FOR PAYMENTS

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

<b>Sales Tax</b>	
<i>Type of Tax</i>	<i>Code</i>
Sales and Use Tax .....	<b>26020</b>
Sales and Use Tax – Prepayment.....	<b>26050</b>
Protested Sales and Use Tax .....	<b>26820</b>
Direct Pay Permit .....	<b>27020</b>
Protested Direct Pay Permit .....	<b>27820</b>

<b>Other Taxes</b>	
<i>Type of Tax</i>	<i>Code</i>
Automobile Theft Prevention Authority (ATPA).....	<b>76020</b>
Automotive Oil Sales Fee.....	<b>69020</b>
Bank Tax (2008 or after) .....	<b>16050</b>
Bank Tax Extension.....	<b>16080</b>
Bank Tax – Protested (2008 or after) .....	<b>16950</b>
Bank Tax (2007 or prior) .....	<b>16020</b>
Bank Tax – Protested (2007 or prior) .....	<b>16820</b>
Battery Sales Fee.....	<b>67020</b>
Bexar County Sports Venue Project Tax .....	<b>90001</b>
Boat and Boat Motor Sales Tax .....	<b>57020</b>
Cement Tax .....	<b>22020</b>
Cigarette Internet Sales .....	<b>47020</b>
Cigarette Internet Sales – Protested .....	<b>47820</b>
Civil Fees Quarterly .....	<b>32640</b>
Coastal Protection Fee .....	<b>66020</b>
Criminal Costs and Fees – City.....	<b>32600</b>
Criminal Costs and Fees – County .....	<b>32620</b>
Crude Oil Tax – Producer .....	<b>48020</b>
Crude Oil Tax – Producer – Protested .....	<b>48820</b>
Crude Oil Tax – Purchaser .....	<b>36020</b>
Crude Oil Tax – Purchaser – Protested.....	<b>36820</b>
Drug Court Program .....	<b>32080</b>
Eules City Sports Venue Tax .....	<b>90002</b>
Fireworks Sales Tax.....	<b>30020</b>
Fireworks Sales Tax – Protested.....	<b>30820</b>
Franchise Tax (2008 or after).....	<b>13050</b>
Franchise Tax Extension .....	<b>13080</b>
Franchise Tax – Protested (2008 or after).....	<b>13950</b>
Franchise Tax (2007 or prior).....	<b>13020</b>
Franchise Tax – Protested (2007 or prior).....	<b>13820</b>
Fuel Tax – Diesel .....	<b>07020</b>
Fuel Tax – Diesel: Interstate Trucker .....	<b>97020</b>
Fuel Tax – Gasoline.....	<b>06020</b>
Fuel Tax – Gasoline: Interstate Trucker .....	<b>96020</b>
Gross Receipts Tax – Utilities.....	<b>23020</b>
Hotel Occupancy Tax.....	<b>75020</b>

<i>Type of Tax</i>	<i>Code</i>
Insurance Maintenance/Assessment/Retaliatory Tax ..	<b>72020</b>
Insurance Premium/Surplus Lines Tax.....	<b>71020</b>
Interest Earned .....	<b>90100</b>
International Fuel Tax Agreement (IFTA) .....	<b>56020</b>
Liquefied Gas .....	<b>08020</b>
Liquefied Gas: Interstate Trucker.....	<b>98020</b>
Manufactured Housing.....	<b>46020</b>
Mixed Beverage Gross Receipts Tax.....	<b>73020</b>
Mtr Vehicle Registration Surcharge .....	<b>21020</b>
Mtr Vehicle Registration Surcharge – Protested .....	<b>21820</b>
Mtr Vehicle Rental Tax.....	<b>15020</b>
Mtr Vehicle Sales Tax .....	<b>14020</b>
Mtr Vehicle Sales Tax – Protested .....	<b>14820</b>
Mtr Vehicle Sales Tax Surcharge .....	<b>17020</b>
Mtr Vehicle Sales Tax Surcharge – Protested.....	<b>17820</b>
Mtr Vehicle Seller Financed Sales Tax .....	<b>70020</b>
Mtr Vehicle Seller Financed Sales Tax – Protested.....	<b>70820</b>
Mtr Vehicle Seller Financed Sales Tax Surcharge.....	<b>78020</b>
Mtr Vehicle Seller Financed Sales Tax Surcharge – Protested .....	<b>78820</b>
Mtr Vehicle Title Application Fee.....	<b>12020</b>
Mtr Vehicle Title Application Fee – Protested.....	<b>12820</b>
Natural Gas Tax – Producer .....	<b>49020</b>
Natural Gas Tax – Producer – Protested .....	<b>49820</b>
Natural Gas Tax – Purchaser .....	<b>37020</b>
Natural Gas Tax – Purchaser – Protested .....	<b>37820</b>
Off-Road Diesel Equipment Surcharge.....	<b>50020</b>
Off-Road Diesel Equipment Surcharge – Protested ...	<b>50820</b>
Oil and Gas Well Servicing Tax.....	<b>19020</b>
Petroleum Products Delivery Fee .....	<b>64020</b>
Photo Enforcement .....	<b>32070</b>
Public Utilities Gross Receipts Assessment .....	<b>90230</b>
Sexual Assault/Substance Abuse .....	<b>32660</b>
Sexually Oriented Business Fee.....	<b>42020</b>
Sexually Oriented Business Fee – Protested .....	<b>42820</b>
Sports Venue District Tax.....	<b>33020</b>
Sulphur Tax.....	<b>20020</b>
Tobacco Products.....	<b>18020</b>
Volunteer Fire Dept Insurance.....	<b>81020</b>
Volunteer Fire Dept Insurance – Protested .....	<b>81820</b>
911 Equalization Surcharge .....	<b>93020</b>
911 Equalization Surcharge – Protested.....	<b>93820</b>
911 Emergency Service .....	<b>92020</b>
911 Emergency Service – Protested.....	<b>92820</b>
911 Wireless Service .....	<b>91020</b>
911 Wireless Service – Protested.....	<b>91820</b>

# 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. One or two bank business days (*check with your financial institution to obtain ACH Credit origination deadlines*) prior to the due date, initiate the payment through your financial institution to the TEXNET receiving account. 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.
2. On the due date, the funds are electronically transferred and TEXNET uses the addenda information to credit your account with the payment.
3. File your tax return on or before the due date.

### BEFORE YOU MAKE YOUR FIRST ACH CREDIT PAYMENT

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 for delivery of your ACH Credit payments on or before your due date. Provide them with the addenda format information for the type of payment you wish to make.

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 (800) 531-5441, ext. 3-3010 with the transaction date and amount to inquire if your payment was received and the format was correct.

## 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 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:	<b>JPMorgan Chase</b>
Routing #:	<b>111000614</b>
Account name:	<b>Comptroller of Public Accounts</b>
Account #:	<b>00100000414</b>

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

# ACH CREDIT ADDENDA RECORD FORMAT FOR SALES TAX



STATE OF 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>
<b>TXP*17412345670*26020*091231*S*9000000*L*2620000\</b>			
Your 11-digit tax identification number <i>(Do not use hyphens)</i>	Period End Date <b>YYMMDD</b>	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:  
**(800) 531-5441, ext. 3-3010**

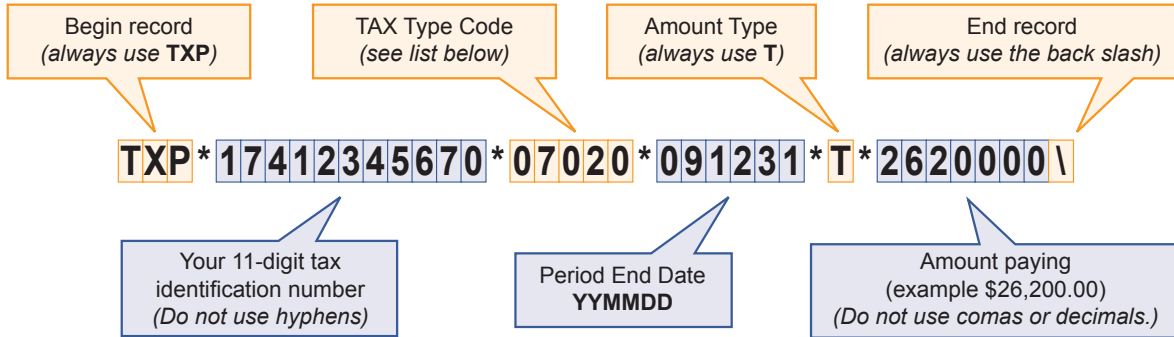
# ACH CREDIT ADDENDA RECORD FORMAT FOR OTHER THAN SALES TAX



STATE OF 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)     | 08020 = Liquefied Gas   |
| 69020 = Automotive Oil Sales Fee                         | 98020 = Liquefied Gas - Interstate Trucker                            |
| 16050 = Bank Tax (2008 or after)                         | 46020 = Manufactured Housing  |
| 16080 = Bank Tax Extension                               | 73020 = Mixed Beverage Gross Receipts Tax                             |
| 16950 = Bank Tax - Protested (2008 or after)             | 21020 = Motor Vehicle Registration Surcharge                          |
| 16020 = Bank Tax (2007 or prior)                         | 21820 = Motor Vehicle Registration Surcharge - Protested              |
| 16820 = Bank Tax - Protested (2007 or prior)             | 15020 = Motor Vehicle Rental Tax                                      |
| 67020 = Battery Sales Fee                                | 14020 = Motor Vehicle Sales Tax                                       |
| 90001 = Bexar County Sports Venue Project Tax            | 14820 = Motor Vehicle Sales Tax - Protested                           |
| 57020 = Boat & Boat Motor Sales Tax                      | 17020 = Motor Vehicle Sales Tax Surcharge                             |
| 22020 = Cement Tax                                       | 17820 = Motor Vehicle Sales Tax Surcharge - Protested                 |
| 47020 = Cigarette Internet Sales                         | 70020 = Motor Vehicle Seller Financed Sales Tax                       |
| 47820 = Cigarette Internet Sales - Protested             | 70820 = Motor Vehicle Seller Financed Sales Tax - Protested           |
| 32640 = Civil Fees Quarterly                             | 78020 = Motor Vehicle Seller Financed Sales Tax Surcharge             |
| 66020 = Coastal Protection Fee                           | 78820 = Motor Vehicle Seller Financed Sales Tax Surcharge - Protested |
| 32600 = Criminal Costs & Fees - City                     | 12020 = Motor Vehicle Title Application Fee                           |
| 32620 = Criminal Costs & Fees - County                   | 12820 = Motor Vehicle Title Application Fee - Protested               |
| 48020 = Crude Oil Tax - Producer                         | 49020 = Natural Gas Tax - Producer                                    |
| 48820 = Crude Oil Tax - Producer - Protested             | 49820 = Natural Gas Tax - Producer - Protested                        |
| 36020 = Crude Oil Tax - Purchaser                        | 37020 = Natural Gas Tax - Purchaser                                   |
| 36820 = Crude Oil Tax - Purchaser - Protested            | 37820 = Natural Gas Tax - Purchaser - Protested                       |
| 32080 = Drug Court Program                               | 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 (2008 or after)                    | 32070 = Photo Enforcement   |
| 13080 = Franchise Tax Extension                          | 90230 = Public Utilities Gross Receipts Assessment                    |
| 13950 = Franchise Tax - Protested (2008 or after)        | 32660 = Sexual Assault/Substance Abuse                                |
| 13020 = Franchise Tax (2007 or prior)                    | 42020 = Sexually Oriented Business Fee                                |
| 13820 = Franchise Tax - Protested (2007 or prior)        | 42820 = Sexually Oriented Business Fee - Protested                    |
| 07020 = Fuel Tax - Diesel                                | 33020 = Sports Venue District Tax                                     |
| 97020 = Fuel Tax - Diesel - Interstate Trucker           | 20020 = Sulphur Tax   |
| 06020 = Fuel Tax - Gasoline                              | 18020 = Tobacco Products  |
| 96020 = Fuel Tax - Gasoline - Interstate Trucker         | 81020 = Volunteer Fire Dept. Insurance                                |
| 23020 = Gross Receipts Tax - Utilities                   | 81820 = Volunteer Fire Dept. Insurance - Protested                    |
| 75020 = Hotel Occupancy Tax                              | 93020 = 9-1-1 Equalization Surcharge                                  |
| 72020 = Insurance Maintenance/Assessment/Retaliatory Tax | 93820 = 9-1-1 Equalization Surcharge - Protested                      |
| 71020 = Insurance Premium/Surplus Lines Tax              | 92020 = 9-1-1 Emergency Service                                       |
| 90100 = Interest Earned                                  | 92820 = 9-1-1 Emergency Service - Protested                           |
| 56020 = International Fuel Tax Agreement (IFTA)          | 91020 = 9-1-1 Wireless Service  |
| 55020 = IFTA - Jurisdiction                              | 91820 = 9-1-1 Wireless Service - Protested                            |

If you have questions, please call:  
(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 (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 Web site <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 (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 (800) 531-5441, ext. 3-3010 for assistance.

## NOTES

## NOTES

## NOTES

## NOTES



Receive tax help via e-mail at [tax.help@cpa.state.tx.us](mailto:tax.help@cpa.state.tx.us)  
For more information, visit our Web site [www.window.state.tx.us](http://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:

**(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

**(800) 531-5441**

Cement Tax  
Inheritance Tax  
Local Revenue  
Miscellaneous Gross Receipts Taxes  
Oil Well Servicing Tax  
Sulphur Tax

**(800) 531-5441, ext. 3-3630**

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 Machine Tax  
Hotel Occupancy Tax

**(800) 252-1386**

Certificates of Account Status/Good Standing  
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

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

## Texas Comptroller of Public Accounts

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



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