



**Glenn Hegar** Texas Comptroller of Public Accounts

# TEXNET

# Payment Instructions Booklet

Effective January 2024







## **Glenn Hegar** TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

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December 2023

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.

Taxpayers who paid \$500,000 or more for a specific tax are required to transmit payments using the TEXNET system.

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 and Use, 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 and Use filers who remit less than \$500,000 for Sales Tax can make their electronic payments by credit card or electronic check via Webfile.

For additional information on electronic payments, visit our website at [comptroller.texas.gov/webfile](https://comptroller.texas.gov/webfile) or please call us at 800-442-3453 or 512-463-3630.



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### Who Must **Pay** Electronically

Texas Sales and Use, 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 and Use, 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 \$1,000,000 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

Electronic check and credit card payments are available via Webfile at **Comptroller.Texas.Gov** for taxpayers paying less than \$500,000 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, Webfile and EDI.

ACH Credit authorizes your account to be debited through your financial institution software and credit the state's bank account. ACH Credit transactions are accepted via TEXNET only.

### 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

## CREATING A TEXNET ACCOUNT

1. Access the TEXNET Electronic Payment Network website at **texnet.cpa.texas.gov**.
2. Select the button next to “First Time User” and follow the prompts for setting up your User Profile on TEXNET.
3. Enter your email address, first name, last name and phone number; then, select “Continue” to create your User Profile.
4. You will see a “User ID Confirmation” page, and a temporary password will be emailed to you.
5. Return to the TEXNET website and log in with your User ID and temporary password.
6. The system will prompt you to set up your new password and choose security questions.
7. After completion, you will be directed to your User Dashboard.

**NOTE:** After successfully logging into TEXNET, the landing page is your User Dashboard. You will have the opportunity to add multiple entities and tax and/or fee payment types to your dashboard; it will list all your accounts.

## ADDING AN ACCOUNT TO YOUR USER DASHBOARD

1. Log in to the TEXNET Electronic Payment Network website at **texnet.cpa.texas.gov**.
2. Select the “Add an Account” button on your User Dashboard.
3. Select the drop-down arrow and select Texas Comptroller of Public Accounts as the Agency.
4. Select a Payment Type from the drop-down menu.
5. Enter your 11-digit Texas taxpayer number and ZIP Code.
6. The entity name will appear – verify the information is correct. If the information is incorrect, please try again or call the TEXNET hotline at 800-531-5441, ext. 3-3010 for assistance.
7. Verify the “Payment Types” displayed and select, “Continue”.
8. Select the payment method – either ACH Debit or Credit – and continue following the prompts.
9. Once completed, you will receive a confirmation page with the entity name and payment instructions.
10. Your account will now appear on your User Dashboard. Select any account on the dashboard to make an ACH Debit payment.

## CHANGING TEXNET INFORMATION

You may make changes to your TEXNET account by accessing **texnet.cpa.texas.gov** 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 scheduling TEXNET payments via Webfile must comply with the TEXNET rules and complete transactions for payments greater than \$1,000,000 before 8 p.m. (CT) on the bank business day prior to the due date. Payments of \$1,000,000 or less must be completed before 10 a.m. (CT) on the due date. For more information about Webfile, access **Comptroller.Texas.Gov**.

#### **Electronic Data Interchange (EDI) for 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 may 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 **comptroller.texas.gov/programs/systems/developers/edi-maps/**.

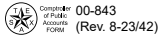
Failure to comply with the mandatory electronic reporting requirement can result in a 5 percent penalty assessment.

## Questions About Webfile or EDI

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

**Electronic Reporting**  
**800-442-3453**

# Due Dates for 2024



## Schedule of Electronic Funds Transfer Due Dates — 2024

- Select the month in which payment is due. (Example: December payment due in January, go to "JAN" column.)
- TEXNET payments and TEXNET payments via Webfile must be completed by 8:00 p.m. (CT) on the submit by date indicated below.
- If your payment is \$1,000,000 or less you may submit an ACH debit payment before 10:00 a.m. (CT) on the "payment due in" date indicated below.
- Schedule a Payment! — 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
Automotive Oil Sales Fee	PAYMENT DUE IN	25			25			25			25		
	SUBMIT BY	24			24			24			24		
Bank Franchise Return or 1st Extension Request	PAYMENT DUE IN					15							
	SUBMIT BY					14							
Bank Franchise Return or 2nd Extension Request	PAYMENT DUE IN							15					
	SUBMIT BY							14					
Bank Franchise Return (if 2nd extension filed)	PAYMENT DUE IN											15	
	SUBMIT BY											14	
Battery Sales Fee	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20	20
	SUBMIT BY	19	16	19	19	17	18	19	19	19	18	19	19
Bexar County Sports & Community Venue Tax	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20	20
	SUBMIT BY	19	16	19	19	17	18	19	19	19	18	19	19
Boat & Boat Motor Sales Tax	PAYMENT DUE IN	10	12	11	10	10	10	10	12	10	10	12	10
	SUBMIT BY	9	9	8	9	9	7	9	9	9	9	8	9
Cameron County Short Term MV Rentals (Venue Tax)	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20	20
	SUBMIT BY	19	16	19	19	17	18	19	19	19	18	19	19
Cement Tax	PAYMENT DUE IN	25	26	25	25	28	25	25	26	25	25	25	26
	SUBMIT BY	24	23	22	24	24	24	24	23	24	24	22	24
City of Euless Short Term MV Rentals	PAYMENT DUE IN	31	29	4/1	30	31	7/1	31	9/3	30	31	12/2	31
	SUBMIT BY	30	28	29	29	30	28	30	30	27	30	29	30
Civil Fees Quarterly	PAYMENT DUE IN	31			30			31			31		
	SUBMIT BY	30			29			30			30		
Coastal Protection Fee	PAYMENT DUE IN	31	29	4/1	30	31	7/1	31	9/3	30	31	12/2	31
	SUBMIT BY	30	28	29	29	30	28	30	30	27	30	29	30
Compressed Natural Gas/Liquefied Natural Gas (CNG/LNG) Dealer	PAYMENT DUE IN	25			25			25			25		
	SUBMIT BY	24			24			24			24		
Criminal Costs & Fees	PAYMENT DUE IN	31			30			31			31		
	SUBMIT BY	30			29			30			30		
Crude Oil Tax	PAYMENT DUE IN	25	26	25	25	28	25	25	26	25	25	25	26
	SUBMIT BY	24	23	22	24	24	24	24	23	24	24	22	24
Diesel Fuel Tax	PAYMENT DUE IN	25	26	25	25	28	25	25	26	25	25	25	26
	SUBMIT BY	24	23	22	24	24	24	24	23	24	24	22	24
Direct Pay Permit Sales Tax	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20	20
	SUBMIT BY	19	16	19	19	17	18	19	19	19	18	19	19
Franchise Return or 1st Extension Request	PAYMENT DUE IN					15							
	SUBMIT BY					14							
Franchise Return or 2nd Extension Request	PAYMENT DUE IN							15					
	SUBMIT BY							14					
Franchise Return (if 2nd extension filed)	PAYMENT DUE IN											15	
	SUBMIT BY											14	
Gasoline Tax	PAYMENT DUE IN	25	26	25	25	28	25	25	26	25	25	25	26
	SUBMIT BY	24	23	22	24	24	24	24	23	24	24	22	24
Hotel Occupancy Tax	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20	20
	SUBMIT BY	19	16	19	19	17	18	19	19	19	18	19	19
Insurance Maintenance/Assessment/Retaliatory Tax	PAYMENT DUE IN			1									
	SUBMIT BY			2/29									
Insurance Premium Tax/Prepayment	PAYMENT DUE IN			1				1					
	SUBMIT BY			2/29				7/31					
International Fuel Tax Agreement (IFTA)	PAYMENT DUE IN	31			30			31			31		
	SUBMIT BY	30			29			30			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	29	4/1	30	31	7/1	31	9/3	30	31	12/2	31
	SUBMIT BY	30	28	29	29	30	28	30	30	27	30	29	30
McLennan County Venue Tax	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20	20
	SUBMIT BY	19	16	19	19	17	18	19	19	19	18	19	19

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

(Continued on back)

Find a current Due Date Schedule at [www.Comptroller.Texas.Gov/forms/00-843.pdf](http://www.Comptroller.Texas.Gov/forms/00-843.pdf) or call 800-531-1441 for a faxed copy (request Form 00-843.)

# Due Dates for 2024 (Continued)

Form 00-843 (Back)(Rev. 1-23/42)

## Schedule of Electronic Funds Transfer Due Dates — 2024

- Select the month in which payment is due. (Example: December payment due in January, go to "JAN" column.)
- TEXNET payments and TEXNET payments via Webfile must be completed by 8:00 p.m. (CT) on the submit by date indicated below.
- If your payment is \$1,000,000 or less you may submit an ACH debit payment before 10:00 a.m. (CT) on the "payment due in" date indicated below.
- Schedule a Payment! — 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
Miscellaneous Gross Receipts Tax - Utilities	PAYMENT DUE IN	31			30			31			31		
	SUBMIT BY	30			29			30			30		
Mixed Beverage Gross Receipts Tax	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20	20
	SUBMIT BY	19	16	19	19	17	18	19	19	19	18	19	19
Mixed Beverage Sales Tax	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20	20
	SUBMIT BY	19	16	19	19	17	18	19	19	19	18	19	19
Motor Vehicle Crime Prevention Authority Assessment	PAYMENT DUE IN			1					1				
	SUBMIT BY			2/29					7/31				
Motor Vehicle Registration Surcharge	PAYMENT DUE IN	10	12	11	10	10	10	10	12	10	10	12	10
	SUBMIT BY	9	9	8	9	9	7	9	9	9	9	8	9
Motor Vehicle Rental Tax	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20	20
	SUBMIT BY	19	16	19	19	17	18	19	19	19	18	19	19
Motor Vehicle Rental Tax Prepayments	PAYMENT DUE IN	16	15	15	15	15	17	15	15	16	15	15	16
	SUBMIT BY	12	14	14	12	14	14	12	14	13	11	14	13
Motor Vehicle Sales Tax	PAYMENT DUE IN	10	12	11	10	10	10	10	12	10	10	12	10
	SUBMIT BY	9	9	8	9	9	7	9	9	9	8	9	9
Motor Vehicle TERP Registration Surcharge	PAYMENT DUE IN	10	12	11	10	10	10	10	12	10	10	12	10
	SUBMIT BY	9	9	8	9	9	7	9	9	9	8	9	9
Motor Vehicle Seller Financed Sales Tax	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20	20
	SUBMIT BY	19	16	19	19	17	18	19	19	19	18	19	19
Motor Vehicle Seller Financed Sales Tax Prepayment	PAYMENT DUE IN	16	15	15	15	15	17	15	15	16	15	15	16
	SUBMIT BY	12	14	14	12	14	14	12	14	13	11	14	13
Motor Vehicle Seller Financed Sales Tax Surcharge	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20	20
	SUBMIT BY	19	16	19	19	17	18	19	19	19	18	19	19
Motor Vehicle Title Application Fee	PAYMENT DUE IN	10	12	11	10	10	10	10	12	10	10	12	10
	SUBMIT BY	9	9	8	9	9	7	9	9	9	8	9	9
Natural Gas Tax	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20	20
	SUBMIT BY	19	16	19	19	17	18	19	19	19	18	19	19
Off-Road Diesel Equipment Surcharge	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20	20
	SUBMIT BY	19	16	19	19	17	18	19	19	19	18	19	19
Oil & Gas Well Servicing Tax	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20	20
	SUBMIT BY	19	16	19	19	17	18	19	19	19	18	19	19
Petroleum Products Delivery Fee	PAYMENT DUE IN	25	26	25	25	28	25	25	26	25	25	25	26
	SUBMIT BY	24	23	22	24	24	24	24	23	24	24	22	24
Public Utility Gross Receipts Assessments	PAYMENT DUE IN		15			15			15			15	
	SUBMIT BY		14			14			14			14	
Sales and Use Tax	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20	20
	SUBMIT BY	19	16	19	19	17	18	19	19	19	18	19	19
Sales Tax Prepayments	PAYMENT DUE IN	16	15	15	15	15	17	15	15	16	15	15	16
	SUBMIT BY	12	14	14	12	14	14	12	14	13	11	14	13
Sexual Assault/ Substance Abuse Programs	PAYMENT DUE IN	31			30			31			31		
	SUBMIT BY	30			29			30			30		
Sexually Oriented Business Fee	PAYMENT DUE IN	22			22			22			21		
	SUBMIT BY	19			19			19			18		
Specialty Court Program	PAYMENT DUE IN	31			30			31			31		
	SUBMIT BY	30			29			30			30		
Sports Venue District Tax	PAYMENT DUE IN	31	29	4/1	30	31	7/1	31	9/3	30	31	12/2	31
	SUBMIT BY	30	28	29	29	30	28	30	30	27	30	29	30
Tobacco Products/ Cigarette Tax	PAYMENT DUE IN	25	26	25	25	28	25	25	26	25	25	25	26
	SUBMIT BY	24	23	22	24	24	24	24	23	24	24	22	24
Volunteer Fire Department Insurance Tax	PAYMENT DUE IN								1				
	SUBMIT BY								7/31				
9-1-1 Wireless Service Emergency Fee	PAYMENT DUE IN	22	20	20	22	20	20	22	20	20	21	20	20
	SUBMIT BY	19	16	19	19	19	18	19	19	19	18	19	19
9-1-1 Emergency Service & Equalization Surcharge Fees	PAYMENT DUE IN	30	3/1	4/1	30	30	7/1	30	30	30	30	12/2	30
	SUBMIT BY	29	29	29	29	29	28	29	29	27	29	29	27
9-1-1 Prepaid Wireless Emergency Service Fee	PAYMENT DUE IN	30			30			30			30		
	SUBMIT BY	29			29			29			29		

Find a current Due Date Schedule at [www.Comptroller.Texas.Gov/forms/00-843.pdf](http://www.Comptroller.Texas.Gov/forms/00-843.pdf) or call 800-531-1441 for a faxed copy (request Form 00-843.)

## 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 and TEXNET payments via Webfile – For payments of \$1,000,000 or less, a payor has until **10:00 a.m. (CT)** on the due date to initiate the transaction in the TEXNET System. Payments above \$1,000,000 must be initiated in the TEXNET System by **8:00 p.m. (CT)** on the business day before the due date.
- Electronic check and credit card payments – **11:59 p.m. (CT)** on the due date.

### Holidays or Weekends

When a due date occurs after 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), payments above \$1,000,000 must be originated no later than 8:00 p.m. (CT) 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 Payments via TEXNET

## Payments – ACH Debit via TEXNET

**WHEN TO ACCESS THE TEXNET SYSTEM** – *For payments of \$1,000,000 or less, a payor has until 10:00 a.m. (CT) on the due date to initiate the transaction in the TEXNET System. Payments above \$1,000,000 must be initiated in the TEXNET System by 8:00 p.m. (CT) the 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 the deadline, 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/Company I.D.** – 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**

# TEXNET Internet Payment

## TEXNET Website Instructions

The TEXNET internet website can be used to make payments, inquire about a pending payment, delete a pending payment, change bank information and update your contact information.

1. Using your web browser, access **texnet.cpa.texas.gov**.  
**NOTE:** You may want to bookmark this site for future use.
2. Enter your User ID and Password. Check the box to agree to the Terms and Conditions and select the Login button.
3. To change your password, select the Menu Dropdown on the top right and select Change Password.
4. To change your contact information, select the Menu Dropdown on the top right and select User Profile.
5. To change your security questions, select the Menu Dropdown on the top right and select Security Questions.
6. On the User Dashboard, select the Account Number to access the TEXNET Menu Options.

## TEXNET Website Menu Options

1. To enter your tax payment information, select the **Enter a Transaction** button on the menu screen. Fill out the required fields and select Submit to complete a transaction and receive a confirmation.  
**NOTE:** The TEXNET System will provide a "trace number" which can be used later to identify this payment. Please be sure to record the trace number for future reference.
2. To determine if your transaction is saved, select the **View Pending Transactions** 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 a Transaction** button on the menu screen. If there is a pending transaction, a trace number will appear on the screen.
4. To view your payment history, select the **View Payment History** button on the menu screen. This shows non-pending processed transactions that have occurred in the last 180 days shown in descending order by date.
5. To change your bank information, select the **Add/Remove Bank Account** button. **NOTE:** You may add multiple bank accounts.
6. To receive your Telephone Login credentials, select the **View Telephone Instructions** button. Your Identification, Location, and User ID will be displayed. Press the **Email Telephone PIN** for your 6-digit telephone PIN.

# 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, 4 and 5** – These unique identification numbers assigned by the Comptroller’s office identify you to the TEXNET system.

**ITEM 8** – 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 9** – Enter the monthly, quarterly or yearly filing period for this payment.

**ITEMS 10 and 11** – Complete only if paying Sales Tax or Direct Pay Tax.

**ITEM 12** – 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.

**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, then 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, then press 3. This option requires the trace number. If you don’t have the trace number, press **4** to inquire.
3. To add or remove a bank account call 800-636-4003 and follow steps 2-5 on page 10, then 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. 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.

# 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 8:00 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 User Number followed by the # sign."

4. Enter your User Number.

Press #.

**SYSTEM:** "Please enter your PIN followed by the # sign."

5. Enter your PIN.

Press #.

**SYSTEM:** "Press 1 to ADD (enter) a transaction.  
Press 3 to DELETE a transaction.  
Press 4 to INQUIRE about a pending transaction.  
Press 5 to ADD/REMOVE a bank account.  
Press 9 to EXIT."

**NOTE:** *To delete a transaction, you must enter the appropriate trace 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:** "If the last four digits of the bank account you want to use are . . ." "Press 1. To choose another bank account Press 2."

**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:** *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, 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."





## 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 [texnet.cpa.texas.gov](http://texnet.cpa.texas.gov).
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

## Addenda Record Format Instructions for Sales Tax Payments

Payment information must be formatted as shown in this **sample record**:

Begin record  
(Always use **TXP**.)

Tax Type Code  
(See list below.)

Amount Type  
(See list below.)

End record  
(Always use the  
backslash.)

**TXP\* 17412345670\* 26020\* 241231\* S\* 9000000\*L\* 2620000\**

Your 11-digit tax  
identification number  
(Do not use hyphens.)

Period End Date  
**YYMMDD**

Amount paying state  
(example: \$90,000.00)  
(Do not use commas  
or decimals.)

Amount paying local  
(example: \$26,200.00)  
(Do not use commas  
or decimals.)

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

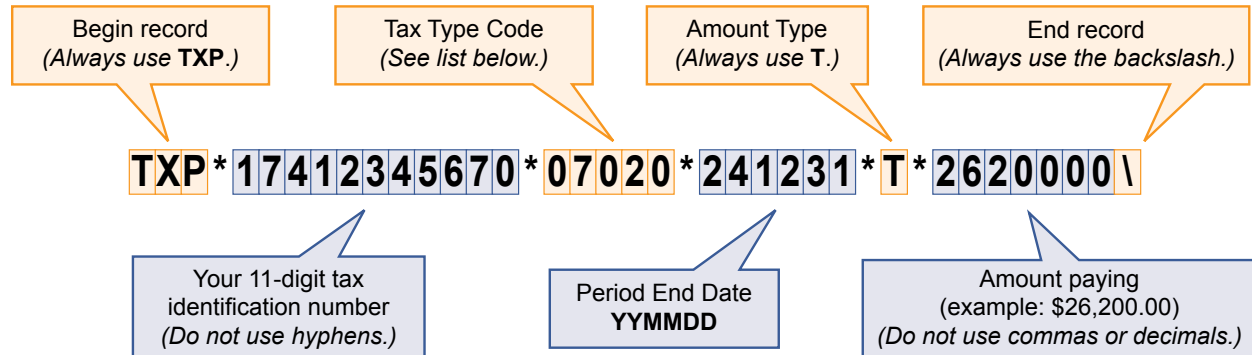
- The sum of the amounts **MUST** equal the total amount of tax being paid.
- If you do not have a liability in one of the amount types, it is not necessary to provide the amount type code or the corresponding amount (i.e., \$0).
- If you have a credit in one of the amount types, reduce the amount provided 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 Taxes Other Than Sales Tax

## Addenda Record Format Instructions for Taxes Other Than Sales Tax Payments

Payment information must be formatted as shown in this sample record:



Use "\*" to separate each entry.

### Tax Type Codes

<b>76020</b> = Automobile Theft Prevention Authority (ATPA)	<b>98020</b> = Interstate Trucker - CNG/LNG Tax
<b>69020</b> = Automotive Oil Sales Fee	<b>46020</b> = Manufactured Housing
<b>16050</b> = Bank Tax	<b>90005</b> = McLennan County Venue Tax
<b>16080</b> = Bank Tax Extension	<b>73020</b> = Mixed Beverage Gross Receipts Tax
<b>16950</b> = Bank Tax - Protested	<b>73820</b> = Mixed Beverage Gross Receipts Tax - Protested
<b>67020</b> = Battery Sales Fee	<b>63020</b> = Mixed Beverage Sales Tax
<b>67820</b> = Battery Sales Fee - Protested	<b>63820</b> = Mixed Beverage Sales Tax - Protested
<b>90001</b> = Bexar County Sports Venue Project Tax	<b>21020</b> = Motor Vehicle Registration Surcharge
<b>57020</b> = Boat & Boat Motor Sales Tax	<b>21820</b> = Motor Vehicle Registration Surcharge - Protested
<b>90004</b> = Cameron County Venue Tax	<b>15020</b> = Motor Vehicle Rental Tax
<b>22020</b> = Cement Tax	<b>15820</b> = Motor Vehicle Rental Tax - Protested
<b>32060</b> = Child Safety Seat and Seat Belt Violation Fines	<b>14020</b> = Motor Vehicle Sales Tax
<b>31020</b> = Cigarette Distributor NSM/SPM Fee	<b>14820</b> = Motor Vehicle Sales Tax - Protested
<b>47020</b> = Cigarette Internet Sales	<b>17020</b> = Motor Vehicle Sales Tax Surcharge
<b>47820</b> = Cigarette Internet Sales - Protested	<b>17820</b> = Motor Vehicle Sales Tax Surcharge - Protested
<b>32640</b> = Civil Fees Quarterly	<b>70020</b> = Motor Vehicle Seller Financed Sales Tax
<b>08020</b> = CNG/LNG Tax	<b>70820</b> = Motor Vehicle Seller Financed Sales Tax - Protested
<b>66020</b> = Coastal Protection Fee	<b>78020</b> = Motor Vehicle Seller Financed Sales Tax Surcharge
<b>32600</b> = Criminal Costs & Fees - City	<b>78820</b> = Motor Vehicle Seller Financed Sales Tax Surcharge - Protested
<b>32620</b> = Criminal Costs & Fees - County	<b>12020</b> = Motor Vehicle Title Application Fee
<b>48020</b> = Crude Oil Tax - Producer	<b>12820</b> = Motor Vehicle Title Application Fee - Protested
<b>48820</b> = Crude Oil Tax - Producer - Protested	<b>49020</b> = Natural Gas Tax - Producer
<b>36020</b> = Crude Oil Tax - Purchaser	<b>49820</b> = Natural Gas Tax - Producer - Protested
<b>36820</b> = Crude Oil Tax - Purchaser - Protested	<b>37020</b> = Natural Gas Tax - Purchaser
<b>32080</b> = Drug Court Program	<b>37820</b> = Natural Gas Tax - Purchaser - Protested
<b>32470</b> = Electronic Filing System Fund	<b>50020</b> = Off-Road Diesel Equipment Surcharge
<b>90002</b> = Eules City Sports Venue Tax	<b>50820</b> = Off-Road Diesel Equipment Surcharge - Protested
<b>30020</b> = Fireworks Sales Tax	<b>19020</b> = Oil and Gas Well Servicing
<b>30820</b> = Fireworks Sales Tax - Protested	<b>64020</b> = Petroleum Products Delivery Fee
<b>13050</b> = Franchise Tax	<b>32070</b> = Photo Enforcement
<b>13080</b> = Franchise Tax Extension	<b>90230</b> = Public Utilities Gross Receipts Assessment
<b>13950</b> = Franchise Tax - Protested	<b>32660</b> = Sexual Assault/Substance Abuse
<b>07020</b> = Fuel Tax - Diesel	<b>42020</b> = Sexually Oriented Business Fee
<b>97020</b> = Fuel Tax - Diesel - Interstate Trucker	<b>42820</b> = Sexually Oriented Business Fee - Protested
<b>06020</b> = Fuel Tax - Gasoline	<b>33020</b> = Sports Venue District Tax
<b>96020</b> = Fuel Tax - Gasoline - Interstate Trucker	<b>20020</b> = Sulphur Tax
<b>23020</b> = Gross Receipts Tax - Utilities	<b>18020</b> = Tobacco Products
<b>90003</b> = Hill Country Village Venue Tax	<b>81020</b> = Volunteer Fire Dept. Insurance
<b>75020</b> = Hotel Occupancy Tax	<b>81820</b> = Volunteer Fire Dept. Insurance - Protested
<b>75820</b> = Hotel Occupancy Tax - Protested	<b>93020</b> = 9-1-1 Equalization Surcharge
<b>72020</b> = Insurance Maintenance/Assessment/Retaliatory Tax	<b>93820</b> = 9-1-1 Equalization Surcharge - Protested
<b>72820</b> = Insurance Maintenance/Assessment/Retaliatory Tax - Protested	<b>92020</b> = 9-1-1 Emergency Service
<b>71020</b> = Insurance Premium/Surplus Lines Tax	<b>92820</b> = 9-1-1 Emergency Service - Protested
<b>71020</b> = Insurance Premium/Surplus Lines Tax - Protested	<b>94020</b> = 9-1-1 Prepaid Wireless Emergency Service Fee
<b>90100</b> = Interest Earned	<b>94820</b> = 9-1-1 Prepaid Wireless Emergency Service Fee - Protested
<b>56020</b> = International Fuel Tax Agreement (IFTA)	<b>91020</b> = 9-1-1 Wireless Service
<b>56820</b> = International Fuel Tax Agreement (IFTA) - Protested	<b>91820</b> = 9-1-1 Wireless Service - Protested

If you have questions, please call  
800-531-5441, ext. 3-3010.

## Missed Your TEXNET Payment Deadline?

When ACH Debit transactions cannot be submitted by the deadline (pg. 4-5), you have the following options to ensure a timely payment:

- Webfile – Available for taxpayers not required to pay via TEXNET. This option includes electronic check and credit card that can be submitted before 11:59 p.m. (CT) on the due date. To see the list of filing and payment methods available by tax type, refer to our website at [comptroller.texas.gov/taxes/file-pay/](http://comptroller.texas.gov/taxes/file-pay/).
- If you miss the 10:00 a.m. (CT) deadline or if your payment is more than \$1,000,000, you must use the following procedure to ensure timely payment:
- Wire Transfer – **IMPORTANT:** This procedure is to be used **ONLY** in the case of a missed TEXNET payment deadline (refer to pg. 4-5). 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:	<b>Texas Comptroller of Public Accounts</b>
Routing #:	<b>114900164</b>
Account name:	<b>Texas Comptroller of Public Accounts</b>
Account #:	<b>883083001</b>

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 the company name, tax type, filing period, contact person and 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](http://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](http://Comptroller.Texas.Gov)

Texas Comptroller of Public Accounts  
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Austin, Texas 78711-1440



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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 request-  
ed 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

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**800-252-1386**  
Account Status  
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**800-862-2260**  
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**888-4-FILING (888-434-5464)**  
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**800-654-FIND (800-654-3463)**  
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# Texas Comptroller of Public Accounts

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Account Maintenance Division  
Electronic Reporting Section  
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Austin, Texas 78711



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