



ELECTRONIC FUNDS TRANSFER

Payment Instruction Booklet



January 2006

CAROLE KEETON STRAYHORN
Texas Comptroller



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Texas Comptroller

TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

P.O. BOX 13528
AUSTIN, TEXAS 78711-3528

November 2005

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 EFT 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. Taxpayers paying \$100,000 or more annually per tax type are required by law to remit payments via EFT. Taxpayers remitting less than \$100,000 annually may voluntarily use this program.

If you have questions, please call us at 1-800-531-5441, extension 3-3630, or direct at 512/463-3630.

Sincerely,

Robert Daniels
Manager
Account Maintenance Division

IMPORTANT TIPS/FREQUENTLY ASKED QUESTIONS

ACH Debit

ACH Debit Payment Options:

- To make a Sales Tax payment, use any of the following:
 - WebFile Internet (*tax return*): **www.window.state.tx.us** to link to TEXNET Internet (*payment only*)
 - EDI (*Electronic Data Interchange*) (*tax return and payment*): **www.window.state.tx.us** (page 5)
 - TEXNET Internet (*payment only*): **https://texnet.cpa.state.tx.us** (page 7)
 - TEXNET telephone (*payment only*): (800) 636-4003 (page 9)
- To make a Direct Pay, Gasoline, Diesel Fuel, IFTA, Crude Oil, or Natural Gas payment, use any of the following:
 - EDI (*tax return and payment*): **www.window.state.tx.us** (page 5)
 - TEXNET Internet (*payment only*): **https://texnet.cpa.state.tx.us** (page 7)
 - TEXNET telephone (*payment only*): (800) 636-4003 (page 9)
- To make a payment for all other taxes or fees, use any of the following:
 - TEXNET Internet (*payment only*): **https://texnet.cpa.state.tx.us** (page 7)
 - TEXNET telephone (*payment only*): (800) 636-4003 (page 9)

Use your TEXNET **Identification, Location, and Password** to access TEXNET Internet or TEXNET telephone.

ACH Debit Payment Deadlines:

- EDI payment – 2:30 pm Central Time (CT) on the business day before the due date
- TEXNET payment – 6:00 pm (CT) on the business day before the due date (pages 2-3)
- TEXNET payments via WebFile – 6:00 pm (CT) on the business day before the due date (pages 2-3)

Caution – Do Not Send Duplicate Payments

Warehousing:

This option allows you to submit your payment up to 30 days in advance of the due date. The payment will be stored until the settlement date you indicate.

Penalty/Additional Payments:

These payments can be submitted at **https://texnet.cpa.state.tx.us** (page 7) or by telephone (page 9).

ACH Credit

- You do not need to contact the TEXNET system to make a payment.
- You should first contact your financial institution to be sure they can originate ACH credits and that you are eligible to use their service.
- You must send an addenda record in the TXP format with your payment (pages 12 and 13).
- You must send your payment to the designated receiving bank account (page 11).

Do I still submit my tax return? Yes, except for the prepayment return (Form 01-118). Sales, Direct Pay, Crude Oil, Natural Gas, IFTA, and Fuels tax returns can now be filed electronically (page 5).

- If you pay \$100,000 or more annually for any of these taxes, you are required to file your tax return electronically.
- Tax Returns can also be filed electronically if you pay less than \$100,000 annually for any of these taxes.

What's my tax due date? Refer to the due date schedule on pages 2 and 3.

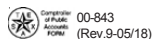
What if I miss the deadline to submit my payment? See page 14 for this procedure.

How do I change my bank account information? Access **https://texnet.cpa.state.tx.us** (page 16).

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DUE DATES FOR 2006



SCHEDULE OF ELECTRONIC FUNDS TRANSFER DUE DATES — 2006

- Select the month in which payment is due. (Example: December payment due in January, go to "JAN" column.)
- Payment information must be completed by **6:00 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 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
	SUBMIT BY	19	17	17	19	19	19	19	18	19	19	17
Bexar County Sports & Community Venue 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
Boat & Boat Motor Sales Tax	PAYMENT DUE IN	10	10	10	10	10	12	10	10	11	10	11
	SUBMIT BY	9	9	9	7	9	9	7	9	8	6	9
Cement Tax	PAYMENT DUE IN	25	27	27	25	25	26	25	25	25	25	26
	SUBMIT BY	24	24	24	24	24	23	24	24	22	24	22
City of Euless	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
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
	SUBMIT BY	30	27	30	28	30	29	28	30	29	30	29
Commercial Mobile Service Providers Assessment Tax	PAYMENT DUE IN	31			5/1			31			31	
	SUBMIT BY	30			28			28			30	
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	26
	SUBMIT BY	24	24	24	24	24	23	24	24	22	24	22
Diesel Fuel Tax	PAYMENT DUE IN	25	27	27	25	25	26	25	25	25	25	26
	SUBMIT BY	24	24	24	24	24	23	24	24	22	24	22
Direct Pay Permit 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
Fireworks Sales Tax	PAYMENT DUE IN		21						21			
	SUBMIT BY		17						18			
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	26
	SUBMIT BY	24	24	24	24	24	23	24	24	22	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
	SUBMIT BY	19	17	17	19	19	19	19	18	19	19	17
Insurance Maintenance/Assessment/Retaliatory Tax	PAYMENT DUE IN			1								
	SUBMIT BY			2/28								

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

DUE DATES FOR 2006 (Continued)

Form 00-843(Back)(Rev.9-05/18)

SCHEDULE OF ELECTRONIC FUNDS TRANSFER DUE DATES — 2006

- Select the month in which payment is due. (Example: December payment due in January, go to "JAN" column.)
- Payment information must be completed by **6:00 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
Insurance Premium Tax	PAYMENT DUE IN			1					1				
	SUBMIT BY			2/28					7/31				
International Fuel Tax Agreement (IFTA)	PAYMENT DUE IN	31			5/1			31			31		
	SUBMIT BY	30			28			28			30		
Manufactured Housing Sales and Use Tax	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
Mixed Beverage Gross Receipts 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
Motor Vehicle Registration Surcharge	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
Motor Vehicle Rental 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
Motor Vehicle Rental Tax Prepayments	PAYMENT DUE IN	17	15	15	17	15	15	17	15	15	16	15	15
	SUBMIT BY	13	14	14	14	12	14	14	14	14	13	14	14
Motor Vehicle Sales Tax Surcharge	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
Motor Vehicle Seller Financed 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
Motor Vehicle Seller Financed Sales Tax Prepayment	PAYMENT DUE IN	17	15	15	17	15	15	17	15	15	16	15	15
	SUBMIT BY	13	14	14	14	12	14	14	14	14	13	14	14
Motor Vehicle Seller Financed Sales Tax Surcharge	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
Motor Vehicle Title Application Emission Fee	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
Natural Gas 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
Off-Road Diesel Equipment Surcharge	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
Oil & Gas Well Servicing 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
Petroleum Products Delivery Fee	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
Sales and Use 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
Sales Tax Prepayments	PAYMENT DUE IN	17	15	15	17	15	15	17	15	15	16	15	15
	SUBMIT BY	13	14	14	14	12	14	14	14	14	13	14	14
Sexual Assault/ Substance Abuse Programs	PAYMENT DUE IN	31			5/1			31			31		
	SUBMIT BY	30			28			28			30		
Sports Venue District Tax	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
Sulphur Tax	PAYMENT DUE IN	31			5/1			31			31		
	SUBMIT BY	30			28			28			30		
Telecommunications Utilities Assessment Tax	PAYMENT DUE IN	31			5/1			31			31		
	SUBMIT BY	30			28			28			30		
Tobacco Products Tax	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
Volunteer Fire Department Insurance Tax	PAYMENT DUE IN								1				
	SUBMIT BY								7/31				
911 Wireless Service 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
911 Local Exchange & Equalization Surcharge Fees	PAYMENT DUE IN	30	3/2	30	5/1	30	30	31	30	10/2	30	30	1/2
	SUBMIT BY	27	3/1	29	28	26	29	28	29	29	27	29	29

GENERAL 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.

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 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.

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>.

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 payment in a timely manner, payment records can be corrected upon receipt of appropriate documentation. Please call the TEXNET Hotline at 1-800-531-5441, extension 3-3010 for assistance.

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*.

QUESTIONS ABOUT TEXNET ELECTRONIC PAYMENTS?

For questions regarding electronic payments, please call:

TEXNET Hotline
1-800-531-5441, extension 3-3010

ELECTRONIC REPORTING

File Early – Pay Later in One Easy Transaction!

Texas Sales, Direct Pay, Crude Oil, Natural Gas, IFTA and Fuels tax filers who are required to use TEXNET to electronically transmit their money are ALSO required to electronically file their return/report data. We will no longer send you a paper return because of your company's mandatory electronic reporting requirement for these taxes.

The Comptroller's office has developed two free programs you can use to help you meet the electronic reporting requirement. **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.

Taxpayers can also voluntarily file electronically using either **WebFile** or **Electronic Data Interchange (EDI)**. WebFile is available for sales tax only. EDI is available for Sales, Direct Pay, Natural Gas, Crude Oil, IFTA and Fuels taxes.

WebFile (Sales Tax Only)

WebFile provides **sales tax** filers with one-stop, on-line filing of sales tax returns and payments over the Internet. No testing or prior approval is needed. WebFile is recommended for businesses reporting less than 30 outlets or taxing authorities. To access WebFile, access **www.window.state.tx.us**, click on WebFile, and enter the return information. When the confirmation page is displayed, you can click on the link provided to make your TEXNET ACH debit payment. Taxpayers must comply with TEXNET rules and complete payment transactions by 6:00 p.m. (CT) on the bank business day before the due date.

Electronic Data Interchange (EDI) {Sales, Direct Pay, Natural Gas, Crude Oil, 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** then 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 on-line testing and approval process. Once approved, you can file your return and payment via the Internet in one transaction. Transactions with payments must be completed by 2:30 p. m. (CT) on the bank business day before the due date.

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 or call us for an information packet.

Failure to comply with the mandatory electronic reporting requirement can result in a 5-percent (5%) penalty being assessed.

QUESTIONS ABOUT WEBFILE OR EDI?

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

Electronic Reporting: 1-800-531-5441, extension 3-3630

ACH DEBIT

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 2-3.

WHEN TO CONTACT THE TEXNET SYSTEM – *You must contact the TEXNET System before 6:00 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 1-800-531-5441, extension 3-3010.

In the event that payment information is communicated to the TEXNET System after 6:00 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 call the TEXNET hotline at 1-800-531-5441, extension 3-3010 for instructions on how to make the payment process successfully.

HOW TO PRACTICE – If you would like to test the TEXNET System before making an actual payment, you may enter transactions using the following test 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 assigned codes on the enclosed TEXNET payment procedures letter when making actual payments.

If you have any questions, please call the TEXNET hotline at 1-800-531-5441, extension 3-3010.

TEXNET INTERNET PAYMENT WEB SITE

The TEXNET Internet web site can be used to make payments, inquire or change a pending payment, delete a pending payment, and change bank information. This web site can be accessed from a link through the Web-File Internet site or directly through your web browser.

1. Using your web browser, access **https://texnet.cpa.state.tx.us**. For security reasons, this address is **not** accessible through a search engine (ex: Yahoo, MSN, AOL, etc.).
NOTE: You may want to bookmark this site for future use.
2. Enter your identification number, location, and password. These numbers were sent in a letter along with this booklet and can be used for both TEXNET Internet and TEXNET telephone payments. Please keep these numbers with the booklet. 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.
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 6:00 p.m. (CT) on the business day before the settlement date.

TEXNET 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 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.
5. 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.

TOUCH-TONE INSTRUCTIONS

WORKSHEET INSTRUCTIONS

ITEMS 2, 3, and 4 – These are unique identification numbers assigned by the Comptroller’s office which 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 10. 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, change, or delete the information you entered as long as you do so before 6:00 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.

TOUCH-TONE INQUIRIES

To inquire about a pending transaction, call 1-800-636-4003 and follow steps 2-5 on page 9, pressing **4** to inquire. The system will give information about all pending transactions, including the trace numbers.

TOUCH-TONE DELETIONS

To delete a transaction, call 1-800-636-4003 and follow steps 2-5 on page 9 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 6:00 p.m. (CT) on the business day before your settlement date.

For further assistance, please call the TEXNET hotline at 1-800-531-5441, extension 3-3010.

TOUCH-TONE PAYMENT WORKSHEET

(Save and Photocopy this worksheet for future use)

Use the following procedure to report your tax payment information. The messages that you will hear from the TEXNET System are shown as "SYSTEM." Your entry item is shown for each message.

- Use * key to enter a decimal
- Complete payment information before 6:00 p.m. (CT) on banking business day before the due date (pages 2-3).

1. Call **1-800-636-4003** 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 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 * key for 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 10).
 Press #.

SYSTEM: "Enter the filing period followed by the # sign."

8. Enter the filing period.
 YR MO YR QTR YEAR
 OR OR Press #.

Complete # 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 Items 9 and 10 must equal Item 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 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."

TAX TYPE CODES FOR PAYMENTS

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

Sales Tax

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

Other Than Sales Tax

<i>Type of Tax</i>	<i>Code</i>
Automobile Theft Prevention Authority (ATPA)	76020
Automotive Oil Sales Fee	69020
Bank Tax–Annual	16020
Bank Tax–Annual Protested	16820
Bank Tax–Extension	16850
Battery Sales Fee	67020
Bexar County Sports Venue Project Tax	90001
Boat and Boat Motor Sales Tax	57020
Cement Tax	22020
Cigarette Internet Sales	47020
Cigarette Internet Sales–Protested	47820
Civil Fees Quarterly	32640
Civil Fees Quarterly–Protested	32870
Coastal Protection Fee	66020
Commercial Mobile Service Providers	25020
Criminal Costs and Fees–City	32600
Criminal Costs and Fees–City (Protested)	32850
Criminal Costs and Fees–County	32620
Criminal Costs and Fees–County (Protested)	32860
Crude Oil Tax	10020
Eules City Sports Venue Tax	90002
Fireworks Sales Tax	30020
Fireworks Sales Tax–Protested	30820
Franchise Tax–Annual	13020
Franchise Tax–Annual Protested	13820
Franchise Tax–Extension	13850
Fuel Tax–Diesel	07020
Fuel Tax–Diesel: Interstate Trucker	97020
Fuel Tax–Gasoline	06020
Fuel Tax–Gasoline: Interstate Trucker	96020
Gross Receipts Tax–Utilities	23020
Hotel Occupancy Tax	75020
Insurance Maintenance/Assessment/Retaliatory Tax ..	72020

<i>Type of Tax</i>	<i>Code</i>
Insurance Premium/Surplus Lines Tax	71020
Interest Earned	90100
International Fuel Tax Agreement (IFTA)	56020
Liquefied Gas Tax	08020
Liquefied Gas: Interstate Trucker	98020
Manufactured Housing	46020
Mixed Beverage Gross Receipts Tax	73020
Mtr Vehicle Registration Surcharge	21020
Mtr Vehicle Registration Surcharge–Protested	21820
Mtr Vehicle Rental Tax	15020
Mtr Vehicle Sales Tax	14020
Mtr Vehicle Sales Tax–Protested	14820
Mtr Vehicle Sales Tax Surcharge	17020
Mtr Vehicle Sales Tax Surcharge–Protested	17820
Mtr Vehicle Seller Financed Sales Tax	70020
Mtr Vehicle Seller Financed Sales Tax–Protested	70820
Mtr Vehicle Seller Financed Sales Tax Surcharge	78020
Mtr Vehicle Seller Financed Sales Tax Surcharge–Protested	78820
Mtr Vehicle Title Application Fee	12020
Mtr Vehicle Title Application Fee–Protested	12820
Natural Gas Tax	11020
Off-Road Diesel Equipment Surcharge	50020
Off-Road Diesel Equipment Surcharge–Protested	50820
Oil and Gas Well Servicing Tax	19020
Petroleum Products Delivery Fee	64020
Public Utilities Gross Receipts Assessment	90230
Sexual Assault/Substance Abuse	32660
Sexual Assault/Substance Abuse–Protested	32880
Sports Venue District Tax	33020
Sulphur Tax	20020
Telecommunications Utilities Assessment	24020
Tobacco Products	18020
Volunteer Fire Dept Insurance	81020
Volunteer Fire Dept Insurance–Protested	81820
911 Equalization/Surcharge	93020
911 Equalization/Surcharge–Protested	93820
911 Local Exchange Service	92020
911 Local Exchange Service–Protested	92820
911 Wireless Service	91020
911 Wireless Service–Protested	91820

ACH CREDIT

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 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 a zero dollar transaction with remittance data, a prenotification, or an actual dollar amount. Any funds received will be credited to your account as an early payment. Call 1-800-531-5441, extension 3-3010 with the transaction date and amount to inquire if your payment was received and the format was correct.

SPECIFIC INSTRUCTIONS – ACH CREDIT

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 2-3.

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 Texas 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 #:	113000609
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



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**:

TXP	*	17412345670	*	26020	*	051231	*	S	*	9000000	*	L	*	1420000	\
Begin record (always use TXP)		Your 11-digit tax identification number; do not include hyphens		Tax Type Code (see list below for codes)		Last day of period for which liability is being paid; use YYMMDD format (example: December 31, 2005)		Amount Type (see below)		Amount paying (example: \$90,000.00) Note: Do not use commas or decimals		Amount Type (see below)		Amount paying (example: \$14,200.00) Note: Do not use commas or decimals	End record (always use a back slash)

Use “ * ” to separate each entry, and end with “ \ ”.

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.

Addenda Record Format

FIELD NUMBER	DESCRIPTION	FIELD LENGTH	CONTENTS
1	Segment Identifier	3	TXP
	Separator	1	*
2	Taxpayer ID Number	11	Numeric
	Separator	1	*
3	Tax Type Code	5	Numeric
	Separator	1	*
4	Tax Period End Date	6	YYMMDD
	Separator	1	*
5	Amount Type	1	Alpha
	Separator	1	*
6	Amount	1-10	\$\$\$\$\$\$cc
	Separator	1	*
7	Amount Type	1	Alpha
	Separator	1	*
8	Amount	1-10	\$\$\$\$\$\$cc
	Terminator	1	\

If you have questions, please call:
1-800-531-5441, 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**:

TXP	*	17412345670	*	07020	*	051231	*	T	*	8340000	\
Begin record (always use TXP)		Your 11-digit tax identification number; do not include hyphens		Tax Type Code (example: 07020 for diesel fuel taxes; see list below for other codes)		Last day of period for which the liability is being paid; use YYMMDD format (example: December 31, 2005)		Amount Type (always use T)		Amount paying (example: \$83,400.00) Note: Do not use commas or decimals	End record (always use a back slash)

Use “ * ” to separate each entry, and end with “ \ ”.

Tax Type Codes:

- | | | |
|---|---|---|
| 76020 = Automobile Theft Prevention Authority Assessment
69020 = Automotive Oil Sales
16020 = Bank Tax - Annual
16820 = Bank Tax - Annual Protested
16850 = Bank Tax - Extension
67020 = Battery Sales
90001 = Bexar County Sports & Community Venue
57020 = Boat and Boat Motor Sales
22020 = Cement Production
32640 = Civil Fee
32870 = Civil Fees - Protested
66020 = Coastal Protection
25020 = Commercial Mobil Service Providers Assessment
32600 = Criminal Costs & Fees - City
32850 = Criminal Costs & Fees - City - Protested
32620 = Criminal Costs & Fees - County
32860 = Criminal Costs & Fees - County - Protested
10020 = Crude Oil Production
07020 = Diesel Fuel
97020 = Diesel Fuel Interstate Trucker
90002 = Eules City Sports Venue
30020 = Fireworks Sales Tax
30820 = Fireworks Sales Tax - Protested
13020 = Franchise Tax - Annual
13820 = Franchise Tax - Annual Protested
13850 = Franchise Tax - Extension | 06020 = Gasoline
96020 = Gasoline Interstate Trucker
23020 = Gross Receipts Tax - Utilities
75020 = Hotel Occupancy
72020 = Insurance Maintenance/Assessment/Retaliatory
71020 = Insurance Premium/Surplus Lines
90100 = Interest Earned
56020 = IFTA (International Fuel Agreement)
55020 = IFTA- Jurisdiction
08020 = Liquefied Gas
98020 = Liquefied Gas Interstate Trucker
46020 = Manufactured Housing
73020 = Mixed Beverage Gross Receipts
21020 = Motor Vehicle Registration Surcharge
21820 = Motor Vehicle Registration Surcharge - Protested
15020 = Motor Vehicle Rental
14020 = Motor Vehicle Sales
14820 = Motor Vehicle Sales Tax - Protested
17020 = Motor Vehicle Sales Tax Surcharge
17820 = Motor Vehicle Sales Tax Surcharge - Protested
70020 = Motor Vehicle Seller Financed Sales Tax
70820 = Motor Vehicle Seller Financed Sales Tax - Protested
78020 = Motor Vehicle Seller Financed Sales Tax Surcharge
78820 = Motor Vehicle Seller Financed Sales Tax Surcharge - Protested | 12020 = Motor Vehicle Title Application Fee
12820 = Motor Vehicle Title Application Fee - Protested
11020 = Natural Gas Production
50020 = Off-Road Diesel Equipment Surcharge
50820 = Off-Road Diesel Equipment Surcharge - Protested
19020 = Oil and Gas Well Servicing
64020 = Petroleum Products Delivery Fee
90230 = Public Utilities Gross Receipts Assessment
32660 = Sexual Assault/Substance Abuse
32880 = Sexual Assault/Substance Abuse - Protested
33020 = Sports Venue District Tax
20020 = Sulphur Production
24020 = Telecommunications Utilities Assessment
18020 = Tobacco Products
81020 = Volunteer Fire Dept. Insurance
81820 = Volunteer Fire Dept. Insurance - Protested
93020 = 911 Equalization Surcharge
93820 = 911 Equalization Surcharge - Protested
92020 = 911 Local Exchange Service
92820 = 911 Local Exchange Service - Protested
91020 = 911 Wireless Service
91820 = 911 Wireless Service - Protested |
|---|---|---|

Addenda Record Format

FIELD NUMBER	DESCRIPTION	FIELD LENGTH	CONTENTS
1	Segment Identifier	3	TXP
	Separator	1	*
2	Taxpayer ID Number	11	Numeric
	Separator	1	*
3	Tax Type Code	5	Numeric
	Separator	1	*
4	Tax Period End Date	6	YYMMDD
	Separator	1	*
5	Amount Type	1	Alpha
	Separator	1	*
6	Amount	1-10	\$\$\$\$\$\$cc
	Terminator	1	\

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 by 6:00 p.m. (CT) on the 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 1-800-531-5441, extension 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.**

HOW TO CHANGE 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 1-800-531-5441, extension 3-3630 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
- Fax Number

You may make those changes by calling 1-800-531-5441, extension 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, including the annual mailing of this booklet.

CHANGES TO 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 7). Your bank information is changed immediately and your payment transaction can then be submitted.

OR

You can use the *TEXNET Change* form (page 16) to submit the changes. Please submit this form at least two weeks prior to your next payment due date. Your designated contact person will receive written confirmation that the change has been made.

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 (page 16) 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.

(Save and Photocopy This Form For Future Use)

Comptroller of Public Accounts
FORM 00-941 (Rev. 9-04/7)

TEXNET CHANGE

Please type.

Payor name (As printed on tax return)

Taxpayer number (As printed on tax return)

Mailing address

Type of tax or fee payment (i.e. Sales, Franchise, Motor Fuel, Motor Vehicle Sales, etc.)

Funds transfer contact

Phone number (Area code, number, extension)

CHANGE THE FOLLOWING :

Effective with next payment due ____ / ____ / ____

METHOD OF PAYMENT:

ACH Debit

ACH Credit with Addenda

BANK INFORMATION (FOR ACH DEBIT METHOD ONLY):

I hereby authorize the Texas Comptroller of Public Accounts to initiate ACH Debit entries to the financial institution account indicated below for payments owed to the State of Texas. Amounts shall correspond to payment information entered into the TEXNET system for the applicable period. This authorization is to remain in full force and effect until the Comptroller receives written notification from me of termination and has a reasonable opportunity to act upon it.

Name	
sign here ▶	Date
Bank name	
City, State	
Transit/Routing number *	
Bank account number	

* Please verify with your bank that this is the correct number for electronic transactions, which may be different from the number on your check.


For assistance in completing this form, contact the TEXNET Hotline at 1-800-531-5441, ext. 3-3010.

PLEASE COMPLETE AND RETURN THIS FORM TO:

FAX: (512) 463-1364
or
COMPTROLLER OF PUBLIC ACCOUNTS
Cash & Securities Management Division
Cash Management Programs
P.O. Box 12608
Austin, Texas 78711-2608

Under Ch. 559, Government Code, you are entitled to review, request, and correct information we have on file about you, with limited exceptions in accordance with Ch. 552, Government Code. To request information for review or to request error correction, contact us at the address or toll-free number listed on this form.

(Save and Photocopy This Form For Future Use)

 Comptroller
of Public
Accounts
PCAW
00-107
(Rev.9-04/11)

TEXNET ENROLLMENT

PAYOR INFORMATION

Please type.

Payor name (As printed on tax return)		Taxpayer number (As printed on tax return)	
Mailing address			
Type of tax or fee payment (i.e. Sales, Franchise, Motor Fuel, Motor Vehicle Sales, etc.)			
Funds transfer contact			
Title		Phone number (Area code, number, extension)	
For assistance in completing the payor information above, contact the Comptroller at 1-800-531-5441, Extension 3-3630. (From a Telecommunication Device for the Deaf (TDD) ONLY call 1-800-248-4099 toll free. The Austin number is 512-463-4621.)			

ELECTRONIC FUNDS TRANSFER INFORMATION

Please select one. Instructions will be sent based on your selection.

ACH Debit

I hereby authorize the Texas Comptroller of Public Accounts to initiate ACH Debit entries to the financial institution account indicated below for payments owed to the State of Texas. Amounts shall correspond to payment information entered into the TEXNET system for the applicable period. This authorization is to remain in full force and effect until the Comptroller receives written notification from me of termination and has a reasonable opportunity to act upon it.

Name	
sign here ▶	Date
Bank name	City, State
Transit/Routing number *	Bank account number

* Please verify with your bank that this is the correct number for electronic transactions, which may be different from the number on your check.

ACH Credit with Addenda

For assistance in completing the EFT information above, contact the TEXNET Hotline at 1-800-531-5441, ext. 3-3010

PLEASE COMPLETE AND RETURN THIS FORM TO:

FAX: (512) 463-1364
or
COMPTROLLER OF PUBLIC ACCOUNTS
Cash & Securities Management Division
Cash Management Programs
P.O. Box 12608
Austin, Texas 78711-2608

Under Ch. 559, Government Code, you are entitled to review, request, and correct information we have on file about you, with limited exceptions in accordance with Ch. 552, Government Code. To request information for review or to request error correction, contact us at the address or toll-free number listed on this form.

NOTES



Receive tax help via e-mail at tax.help@cpa.state.tx.us
For more information, visit our Web site 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:

1-800-252-5555

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

1-800-531-5441

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

1-800-531-5441 ext. 3-3630

WebFile Help

1-800-252-1381

Bank Franchise
Franchise Tax

1-800-252-7875

Spanish

1-800-531-1441

Fax on Demand
(Most frequently requested Sales and Franchise tax forms)

1-800-252-1382

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

1-800-252-1383

Fuels Tax
IFTA
LG Decals
Petroleum Products Delivery Fee
School Fund Benefit Fee

1-800-252-1384

Coastal Protection
Natural Gas Tax
Oil Production Tax

1-800-252-1387

Insurance Tax

1-800-252-1385

Coin Operated Machine Tax
Hotel Occupancy Tax

1-800-252-1386

Certificates of Account Status/Good Standing
Officer and Director Information

1-800-862-2260

Cigarette and Tobacco

1-888-4-FILING (1-888-434-5464)

TELEFILE: To File by Phone

1-800-252-1389

GETPUB: To Order Forms & Publications

1-800-654-FIND (1-800-654-3463)

Treasury Find

1-800-321-2274

Unclaimed Property Claimants
Unclaimed Property Holders
Unclaimed Property Name Searches
512/463-3120 (Austin)

1-877-44RATE4 (1-877-447-2834)

Interest Rate

Texas Comptroller of Public Accounts Publication #96-590 Revised November 2005

For additional copies write:
Texas Comptroller of Public Accounts
111 E. 17th Street
Austin, Texas 78774-0100

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

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Texas Comptroller of Public Accounts
Account Maintenance Division
Electronic Reporting Section
111 E. 17th Street
Austin, Texas 78774



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