

# Transmit Your Tax and Payment Data with Electronic Data Interchange

Susan Combs, Texas Comptroller of Public Accounts

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## Advantages of Using

### Electronic Data Interchange (EDI)

You can save time and money by using EDI to transmit tax data and payment information. EDI is a fast and efficient way to process and communicate business data. The savings are greatest if you file multiple returns or have returns with long lists or multiple outlet/lease locations. Benefits of using our EDI software include:

- ✓ Free software for Sales & Use, Direct Pay, IFTA, Motor Fuels, Crude Oil and Natural Gas taxes
- ✓ Capability of transmitting return and tax payment in one transaction
- ✓ File reports/returns early and set payment for due date
- ✓ Ability to import data from *Excel*<sup>®</sup>, *Lotus 1-2-3*<sup>®</sup>, or *Quattro Pro*<sup>®</sup>
- ✓ Direct Internet links for downloads and uploads
- ✓ File returns 24 hours a day, 7 days a week
- ✓ Reduction of paperwork
- ✓ Elimination of postage costs
- ✓ Automatic calculation of tax due

## System Requirements

Taxpayers and tax professionals interested in using our software to file via EDI must be monthly or quarterly filers with a Windows-based PC. Internet access is necessary for electronic reporting.

### Approval Required

Taxpayers and tax professionals must successfully complete the testing and approval process set out by rule of the Comptroller's office. Tax professionals must register before testing by contacting the Electronic Reporting Section at (800) 442-3453.

### Due Dates and Payments

Electronic filers must comply with established report due dates. Approved electronic tax filers can make their payments using the EDI Electronic Funds Transfer (EFT) payment option. Returns without payments must be transmitted by 11:59 p.m. (CT) on

the due date. If you transmit your tax payment with your report, you will need to transmit the transaction before 2:30 p.m. (CT) on the last bank business day before the due date. Any return transmitted after these times will be considered late and appropriate penalties will be assessed.

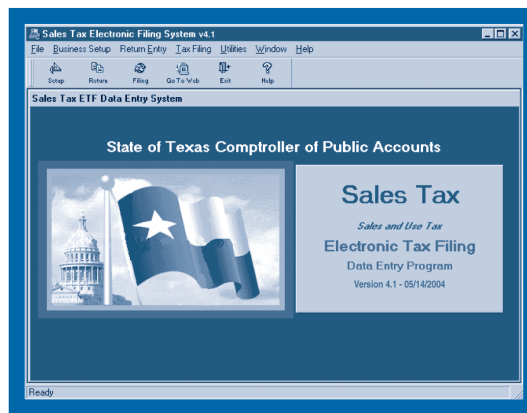
Using the EDI/EFT payment option meets the mandatory TEXNET requirement.

### Confirmation of Received File

EDI filers transmitting returns to the Comptroller will receive a confirmation number upon completion of the filing. This is the taxpayer's receipt for an electronically filed return/payment, and is like a certified mail return receipt without the cost. A confirmation e-mail is also sent.

## How to Obtain Our Free Software

1. Go to [www.window.state.tx.us](http://www.window.state.tx.us)
2. Click on E-Services.
3. Click on Electronic Data Interchange (EDI).
4. Click the desired tax type from the right side of the screen.
5. Click on free software.
6. If asked, select Save or Save to Disk.
7. The Save As box appears, with the file name highlighted. Save the file to your Desktop. (Hint: use the drop down arrow by the Save In box and arrow-up to Desktop). Click on Save.
8. The download will begin. When download is complete (click Close, if asked), exit the browser and go to your Desktop and double-click on the file name you just saved (----full.exe).
9. Click Next on the ETF Data Entry System screen.
10. Click Next on Destination Location screen.
11. Click Finish when InstallShield Wizard complete displays.
12. From your Desktop, double-click the new icon and you are ready to go.
13. Delete the ----full.exe icon from your Desktop.



*"It did not take long to learn and understand the software. Importing return data is very easy, and, because of the large number of outlets we have, it is a crucial time saver for us."*

MICHAEL ESTES  
Tax Coordinator  
Wal-Mart Stores  
Texas LLC

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

# Electronic Tax Reporting Using EDI

## Commercial EDI Software Users

Several companies have had their EDI software approved for use in Texas. If you have purchased software that has been approved, you must complete the testing process using your company's data. Please contact your vendor to confirm they have been approved in Texas.

## Using EDI Translation Software

You can download the file layouts and detailed information to assist in writing your own program from our Web site or you may request the EDI Information Packet by contacting the Electronic Reporting Section at (800) 442-3453.

If you make any changes to your EDI software after testing, you may be required to repeat our testing and approval process. Software retesting is necessary because any changes could result in a rejection or delay in the acceptance of your return.

## EDI Standards

EDI is the electronic exchange of routine business transactions. EDI permits unrelated companies to communicate and process business transactions electronically. It works because it relies on a standard system (813) developed under the guidelines of the American National Standards Institute (ANSI), the Data Interchange Standards Association (DISA)

and the Accredited Standards Committee (ASCX12), of which the Comptroller is a member. This ensures everyone uses the same standard and minimizes the need for users to reprogram their internal data systems. Companies across the United States have increased their savings by using EDI.

## Confidentiality

The Comptroller's EDI filing system has built-in protections safeguarding the confidentiality of taxpayer information.

## Contact Us

### By Mail:

**Texas Comptroller of Public Accounts**  
**Attn: Electronic Reporting Section**  
111 E. 17th St.  
Austin, Texas 78774-0100

### By e-mail:

[etf.cpa@cpa.state.tx.us](mailto:etf.cpa@cpa.state.tx.us)

*For Electronic Tax Filing Information,  
Call Toll Free*

**(800) 442-3453**

**In Austin, call (512) 463-3630**

## Resources Available on the Internet

See *Electronic Reporting on our Web site:*

[www.window.state.tx.us/taxinfo/etf](http://www.window.state.tx.us/taxinfo/etf)

*Sales Tax EDI Electronic Reporting Quick Reference Guide*  
Publication #96-866

*Oil and Gas Electronic Reporting Quick Reference Guide*  
Publication #96-998

*International Fuel Tax Agreement Quick Reference Guide*  
Publication #96-953

*Motor Fuels Electronic Tax Filing Quick Reference Guide*  
Publication #96-749

*Electronic Funds Transfer Publication #96-275 and Form #00-107*

# 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 or (888) 434-5464

TELEFILE: To File by Phone

### (800) 252-1389

GETPUB: To Order Forms and Publications

### (800) 654-FIND or (800) 654-3463

Treasury Find

### (800) 321-2274

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

### (877) 44RATE4 or (877) 447-2834

Interest Rate

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[tax.help@cpa.state.tx.us](mailto:tax.help@cpa.state.tx.us)

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