

TEXNET Electronic Funds Transfer

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Texas Workforce Commission Payment Instructions

Today 12 agencies collect more than 100 types of taxes and fees through the TEXNET System. More than \$40 billion flows through this system annually.

For more information, call the TEXNET Hotline toll-free at **1-800-531-5441, ext. 3-3010.**

General Information

Texas law, along with the Texas Workforce Commission, requires taxpayers and other entities that paid \$250,000 or more in the previous state fiscal year in any one type of tax or fee to make their payments using electronic funds transfer (EFT). TEXNET, the State of Texas Financial Network, was designed to facilitate electronic payments from taxpayers and payors.

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.

Holiday or Weekends

Currently, "same day" settlement of an Automated Clearing House (ACH) transaction is not available. **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.

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, the trace number provided by the TEXNET System must be furnished.



If the Comptroller's office determines that the taxpayer did attempt to transfer the payment in a timely manner, payment records can be corrected upon receipt of appropriate documentation. Please call the TEXNET Hotline at 1-800-531-5441, ext. 3-3010 for assistance.

Payment Options

There are two options for sending payments electronically:

- Automated Clearing House (ACH) Debit
- ACH Credit with Addenda

TEXNET – Electronic Funds Transfer



In the event that payment information is communicated to the TEXNET System after 6 p.m. (CT) on the bank business day before the due date, the payment will be posted to your account on the next business day AFTER the due date. This will be considered a late payment and could result in the assessment of a penalty.

ACH Debit

Payors enter payment information into the TEXNET System no later than 6 p.m. Central Time (CT) on the business day before the payment due date. On the scheduled “settlement” (funds transfer) date, the holder’s designated bank account will be debited for the entered payment amount and the state will be credited.

The TEXNET System offers payors the option of entering a settlement date up to 30 days in the future. This “payment warehousing” feature allows you to enter payment information at your convenience, without having the funds actually transferred until the designated date. If a future settlement date is chosen, you may still inquire, change or even delete entered information, as long as it’s done by 6 p.m. (CT) on the business day before the scheduled settlement date.

Payment information can be transmitted to the TEXNET System through the Internet or by telephone.

After the required payment information has been entered, the TEXNET System will issue a trace number that uniquely identifies the completed communication.

The ACH Debit method is:

- Easy to use and
- Virtually error-free.

ACH Credit with Addenda

Payors originate ACH credits in either CCD+ or CTX format through their financial institution for settlement with the state on or before the payment due date. The holder must use the standard TXP format in the addenda record.

This payment option may be convenient for those payors who regularly originate ACH transactions. However, if the addenda record

is improperly formatted or if it contains inaccurate information, the Comptroller may not be able to identify the agency to which the payment is due and/or the agency may not be able to identify the payor who is making the payment. Either situation could result in penalty assessments.



Missed Your TEXNET Payment Deadline?

To ensure a timely payment, use the following procedures ONLY if you are unable to originate your payment for settlement on the due date.

- Report payment information as early as possible on the due date by calling 1-800-531-5441, ext. 3-3010
- Instruct your financial institution to wire transfer your payment to:

Bank Name:	Texas Comptroller of Public Accounts
Routing #:	1149-0016-4
Account #:	883083002

For more information, call the TEXNET Hotline toll-free at **1-800-531-5441, ext. 3-3010.**



ACH DEBIT

When to Contact The TEXNET System

You must contact the TEXNET System before 6 p.m. (CT) no later than the bank business day before the due date. You will be given a trace number to facilitate tracking your payment. Communication of payment information by this deadline is mandatory to ensure timely posting of your payment. For assistance, call the TEXNET Hotline at 1-800-531-5441, ext. 3-3010.



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 codes.

Identification	67297
Location	99999
Password	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 when making actual payments.

Telephone Inquiries and Corrections Inquire

To inquire about a pending transaction, repeat your call, and press **4** to inquire.

The system will give information about all pending transactions, including the trace number.

Corrections

If an error is found after the trace number is given, repeat your call and press **3** to delete the transaction and start over. You will need the trace number in order to delete your transaction. If you don't have the trace number, press **4** to inquire.

NOTE: Corrections must be made before 6 p.m. (CT) on the business day before your settlement date.

How to Change Enrollment Information

Contact Information

If you would like to make changes to your contact information, including Contact Name, Contact Title, Mailing Address and Telephone Number, you may make those changes by accessing: <https://texnet.cpa.state.tx.us> or by calling 1-800-531-5441, ext. 3-3010.

Remittance Method

If you need to report a change of the financial institution's routing and/or account number, you may make those changes by accessing: <https://texnet.cpa.state.tx.us> or by calling 1-800-636-4003. Your bank information is changed immediately and your payment transaction can be submitted.

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 payment request and your account will be debited on the settlement date you indicate.

For more information, call the TEXNET Hotline toll-free at **1-800-531-5441, ext. 3-3010.**



TELEPHONE PAYMENT INSTRUCTIONS

MAIN MENU OPTIONS

- Add a transaction 1
- Delete a transaction 3
- Inquire about a transaction..... 4
- Change bank information 5
- Exit 9
- Decimal point *

Dial 1-800-636-4003

The system will prompt you to enter the following in order:

Enter your **identification number**, followed by #.

Enter your **location number**, followed by #.

Enter your **password**, followed by #.

Enter **1** to add a transaction.

Enter the **payment amount**, followed by #.

Payment Amount

Enter the **report period**, followed by #. Use YYQ format; for example:
Enter 11 for 2011, **1** for 1st quarter, **2** for 2nd quarter, **3** for 3rd quarter,
and **4** for 4th quarter.

Report Period

To accept the **settlement date** (funds transfer date), press 1. To change
the date, press 2. Use MMDDYY format; for example: enter 010111 for
January 1, 2011.

/ /
Settlement Date

The system gives a **trace number**. **Record this number for future reference.**

Trace Number

Press 9 to exit

What if an error is found *after* the trace number is given? Repeat your call, press **3** to delete the transaction and start over. If you don't have the trace number, press **4** to inquire.

NOTE: Corrections must be made by 6 p.m. (CT) on the business day **before** your settlement date.

For more information,
call the TEXNET
Hotline toll-free at
1-800-531-5441,
ext. 3-3010.

INTERNET PAYMENT WEBSITE

The TEXNET Internet website can be used to make payments, inquire or change a pending payment, delete a pending payment, change bank information and update your contact information. The website can be accessed directly through your Web browser.

1. Using your Web browser, access <https://texnet.cpa.state.tx.us>.
2. Enter your identification number, location and password. These numbers were sent in a letter along with these instructions and can be used for both TEXNET Internet and TEXNET telephone payments. Please keep these numbers with the booklet.

Identification	<input type="text"/>
Location	<input type="text"/>
Password	<input type="text"/>

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 payment information, select the ADD button on the menu screen.
5. The system will give your settlement date as the next bank business day. If you want to change this date choose a date from the drop-down menu.

NOTE: The TEXNET System will give you a **trace number** which can be used later to identify this payment. Please be sure to record the trace number for future reference. Corrections must be made before **6 p.m. (CT)** on the business day before the settlement date.



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ACH CREDIT

You may choose to send your payments through your financial institution using an ACH Credit origination service. However, you should first contact your financial institution to be sure it offers 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 page.
2. On the due date, the funds are electronically transferred and TEXNET uses the addenda information to credit your account with the payment.

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 it will charge you to make these payments. Make sure you understand the ACH processing deadlines for delivery of your ACH Credit payments on or before your due date. Provide your financial institution with the addenda format information for the type of payment you wish to make.

Initiate a test transaction to verify the receiving account information and addenda format are correct. You may send any amount, such as one cent (\$.01) with the appropriate addenda record. Any funds received will be credited to your account as an early payment. Call 1-800-531-5441, ext. 3-3010, with the transaction date and amount to inquire if your payment was received and the format was correct.

SPECIFIC INSTRUCTIONS – ACH CREDIT

When to Make Payment

Payment must be received by the Comptroller's office on or before the due date. If your payment is not received by the due date, it will be considered late and penalties could be assessed.

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.

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.

For more information, call the TEXNET Hotline toll-free at **1-800-531-5441, ext. 3-3010.**



ADDENDA RECORD FORMAT INSTRUCTIONS

Payment information must be formatted as shown in this example:

Begin record
always use TXP

TAX Type Code
(always use 68307)

Amount Type
(always use 1)

End record
(always use
the back slash)

TXP*123456789*68307*131231*1*2620000

9-digit TWC Account
Number (do not
include hyphens)

Period End Date
YYMMDD

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

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