

TEXNET ELECTRONIC FUNDS TRANSFER

JANUARY 2025



Glenn Hegar
Texas Comptroller of
Public Accounts

TEACHER RETIREMENT SYSTEM

PAYMENT INSTRUCTIONS

GENERAL INFORMATION

Texas law, along with the Teacher Retirement System Agency Rule, requires school districts to make their payments using electronic funds transfer (EFT). The TEXNET Electronic Payment 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.

HOLIDAYS OR WEEKENDS

Payments must be received by the Comptroller's office on or before the due date of the tax or fee. If your payment is not received by the due date, it will be considered late.

When a due date falls on a weekend or holiday, it is important to originate the ACH transactions in accordance with the instructions regarding ACH payments in this brochure.

If a payment is received after the due date, and the entity and its 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 entity did attempt to transfer the payment in a timely manner, payment records can be corrected upon receipt of appropriate documentation. Please call the TEXNET Hotline at 800-531-5441, ext. 3-3010 for assistance.



WHEN TO CONTACT THE TEXNET SYSTEM

The ACH Debit method is easy to use and virtually error-free.

For payments of \$1,000,000 or less, a payor has until 10 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 p.m. (CT) on the business day before the due date.

The TEXNET System offers payors the option of entering a settlement date up to 30 days in advance. This "schedule a payment" feature allows you to enter payment information at your convenience, without having the funds transferred until the designated date. If you choose an advance settlement date, you may delete entered information until 8 p.m. (CT) on the business day before the scheduled settlement date.

Payment information can be transmitted to TEXNET through the internet or by phone. After the payment information has been entered, will be given a trace number to track your payment.

This publication is intended as a general guide and not as a comprehensive resource on the subjects covered. It is not a substitute for legal advice.

FOR MORE INFORMATION,
SEARCH OUR WEBSITE AT
texnet.cpa.texas.gov

TEXNET – ELECTRONIC FUNDS TRANSFER

The TEXNET Internet Website can be used to make payments, inquire about a pending payment, delete a pending payment, add/remove bank information and update your contact information. The website can be accessed through your web browser.

CREATE A TEXNET ACCOUNT

1. Access the TEXNET Electronic Payment Network website at texnet.cpa.texas.gov.
2. Click 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 click “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 security questions.
7. After completion, you will be directed to your User Dashboard.

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

ADD AN ACCOUNT TO YOUR USER DASHBOARD

1. Log in to the TEXNET Electronic Payment Network website at texnet.cpa.texas.gov.
2. Click on the Add an Account button on your User Dashboard.
3. Click the drop-down arrow and select Teacher Retirement System for the Agency.
4. Enter your 4-digit TRS Reporting District Number and zip code.
5. The Entity Name will display. If the information is incorrect, please try again or contact the TEXNET Hotline at 800-531-5441, ext. 3-3010 for assistance.
6. Follow the ACH Debit payment method prompts.
7. Once completed, you will receive a confirmation page with the entity name and payment instructions.
8. Your account will now appear on your User Dashboard. Select any account on your User Dashboard to make an ACH Debit payment.

PAYMENT INQUIRIES AND CORRECTIONS

INQUIRE

To inquire about a pending transaction, log in to the TEXNET website, select your account on your User Dashboard and select View Pending Transactions on the Main Menu. The system will provide information about all pending transactions, including the trace number.

CORRECTIONS

If you find an error with a pending transaction, you may delete the transaction until 8 p.m. (CT) on the business day before the scheduled settlement date. Log in to the TEXNET website, select your account on your User Dashboard and select Delete a Transaction on the Main Menu. After deleting, you may enter a new transaction.

HOW TO ADD AND REMOVE BANK INFORMATION

TEXNET has the capability of storing multiple bank accounts. If you would like to add or remove bank information, log in to the TEXNET website, select your account on your User Dashboard and select Add/Remove Bank Account on the Main Menu. You may select the bank account you want your transaction to draft from when you enter a new transaction.

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



TEXNET TELEPHONE

NOTE: In order for an entity to make a payment on the telephone, you must create a user profile and set up an account by going to texnet.cpa.texas.gov.

You may also make ACH Debit payments via the telephone by calling 800-636-4003. To make a payment via the telephone, you will need your TEXNET telephone codes and your unique telephone PIN. If you need access to your telephone codes and/or PIN, log in to the TEXNET website, select your account on your User Dashboard and select View Telephone Instructions.

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

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For additional copies, visit the TEXNET information page at:
comptroller.texas.gov/programs/systems/texnet.php

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