

TEXNET ACCOUNT

The TEXNET website can be used to make payments, inquire about a pending payment, delete a pending payment, add/remove bank information and update contact information. The website is accessible through an internet browser.

CREATING A TEXNET ACCOUNT

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

NOTE: After successfully logging into TEXNET, the landing page is the User Dashboard. It will list all your accounts, and you will be able to add multiple entities and tax and/or fee payment types to it.

ADDING 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 “Unclaimed Property” as the agency.
4. Enter your 9-digit federal ID number and ZIP Code.
5. The entity name will appear. If the information is incorrect, please try again or contact the TEXNET hotline at 800-531-5441, ext. 3-3010 for assistance.
6. Select your payment method – ACH Debit or Credit – and continue with the 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 the dashboard to make an ACH Debit payment.

MISSED YOUR TEXNET PAYMENT DEADLINE?

If your payment is \$1,000,000 or less you may submit a same day ACH Debit payment before 10:00 a.m. (CT) on the due date. If your payment is more than \$1,000,000, 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. You must be enrolled in the TEXNET Electronic Payment Network to be eligible to send a wire transfer.

1. Report payment information as early as possible on the 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 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. **Please include: UP or Unclaimed Property, 9-digit Federal ID Number, 6-digit Report ID number, company name, contact person, and phone number.**



Glenn Hegar

Texas Comptroller of Public Accounts

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

Texas Comptroller of Public Accounts

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

In compliance with the Americans with Disabilities Act, this document may be requested in alternative formats by calling the toll free number listed above or by sending a fax to 512-475-0900.