TEXNET ELECTRONIC FUNDS TRANSFER

UNIVERSITY LANDS

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Texas Comptroller of Public Accounts

PAYMENT INSTRUCTIONS

GENERAL INFORMATION

Texas state law, along with University of Texas System Office, requires taxpayers and other entities that paid $20,000 or more in any one type of tax or fee in the previous state fiscal year to use electronic funds transfer (EFT). The TEXNET Electronic Payment Network was designed to facilitate EFT 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 data entered into TEXNET are kept 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 a 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 automated clearing house (ACH) transactions in accordance with the instructions in this brochure regarding ACH payments.

If a payment is received after the due date, and the entity and financial institution do not think they are responsible for the delay, they must furnish the trace number provided by the TEXNET system.

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

PAYMENT OPTIONS

Payments may be sent electronically in one of two ways:

- ACH Debit
- ACH Credit with addenda

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

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.

TEXNET – ELECTRONIC FUNDS TRANSFER

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 can be accessed through an internet browser.

CREATING 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 choose security questions.
7. After completion, you will be directed to your User Dashboard.

NOTE: After successfully logging into TEXNET, the landing page is the User Dashboard. You will have the opportunity to add multiple entities and tax and/or fee payment types to your dashboard; it 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 "University Lands" as the Agency.
4. Enter your 6-digit UT Lands Company 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 – either ACH Debit or Credit – and continue following the prompts.
7. Upon completion, 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.

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ACH DEBIT

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 10:00 a.m. (CT) on the due date to initiate a transaction in the TEXNET system. Payments exceeding $1,000,000 must be initiated in TEXNET by 8:00 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 actually transferred until the designated date. If you choose an advance settlement date, you may delete entered information up 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 submitting a payment, you will be given a trace number to track your payment.

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

PAYMENT INQUIRIES AND CORRECTIONS

INQUIRE

To inquire about a pending transaction, log in to the TEXNET website, select your account on your User Dashboard, then 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 it up 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, then select "Delete a Transaction" on the Main Menu. After deleting, you may enter a new transaction.

ADDING AND REMOVING BANK INFORMATION

TEXNET is capable 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, then select "Add/Remove Bank Account" on the Main Menu. You may select the bank account you want your transaction drafted from when you enter a new transaction.

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ACH CREDIT

ACH CREDIT WITH ADDENDA

Payors originate ACH Credits in either CCD+ or CTX formats through their financial institutions 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 making the payment; either situation could result in penalty assessments.

HOW IT WORKS

1. One or two business days prior to the due date (check with your financial institution to obtain ACH Credit origination deadlines), initiate payment through your financial institution to the TEXNET receiving account. The payment must be formatted in the CCD+ or CTX formats 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 the payment to your account.

BEFORE YOU MAKE YOUR FIRST ACH CREDIT PAYMENT

Contact your financial institution to set up your ACH Credit origination service and determine the fees they will charge for these payments. Make sure you understand their ACH processing deadlines for delivery of your payments on or before the due dates. Provide your financial institution with the addenda format information for the type of payment you wish to make. Data must be formatted as shown in the example on the next page.

Initiate a test transaction to verify that the receiving account information and addenda formatting are correct. You may send any amount – even just one cent ($0.01) – with the appropriate addenda record. Any funds received will be credited to your account as an early payment. Call 800-531-5441, ext. 3-3010 with the transaction date and amount to confirm that your payment was received and formatted correctly.

SPECIFIC INSTRUCTIONS – ACH CREDIT

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, SEARCH OUR WEBSITE AT
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ADDENDA RECORD FORMAT INSTRUCTIONS

Oil and Gas Royalties

Begin record (always use TXP)

Tax Type Code (example: 68310 for oil royalties)

Amount Type (always use 1)

End record (always use the backslash)

TXP*123456*68310*231231*1*2620000

Your 6-digit UT Lands Company ID number

Period End Date YYMMDD

Amount paying (example: $26,200.00) (do not use commas or decimals)

TAX TYPE CODES
68310 = Oil Royalties
68311 = Gas Royalties
68312 = Penalty and/or Interest

You may choose to send your payments through your financial institution using an ACH Credit origination service. You should first contact your financial institution to verify that they offer this service and that you are eligible to use it.

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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 exceeds $1,000,000, you must use the following procedure to ensure 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 payment.

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 information necessary 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 located in Austin, Texas. **Please include: UT Lands, 6-digit UT Lands company ID number, company name and phone number.**

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For EFT information, call TEXNET's toll-free hotline 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

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.

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