

# TEXNET ELECTRONIC FUNDS TRANSFER

## UNIVERSITY LANDS

### PAYMENT INSTRUCTIONS

#### GENERAL INFORMATION

Texas law along with the University of Texas System Office requires taxpayers and other entities that paid \$20,000 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 TEXNET, 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

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, they must furnish the trace number provided by TEXNET.

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 800-531-5441, ext. 3-3010, for assistance.

#### PAYMENT OPTIONS

State payments may be sent electronically in one of two ways:

- ACH Debit
- ACH Credit with Addenda



**Glenn Hegar**

Texas Comptroller of  
Public Accounts

Today **12 agencies** collect more than 100 types of taxes and fees through the TEXNET System. More than \$70 billion flows through this system annually.

**FOR MORE INFORMATION,  
SEARCH OUR WEBSITE  
[comptroller.texas.gov/  
programs/systems/  
texnet.php](http://comptroller.texas.gov/programs/systems/texnet.php)**

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.

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.

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## ACH DEBIT

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

Payors must enter payment information into TEXNET 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 system will debit the payors designated bank account for the payment amount and credit the state.

TEXNET offers payors the option of entering a settlement date up to 30 days in advance. This “payment warehousing” 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 still change or even delete entered information until 6 p.m. (CT) on the business day before the scheduled settlement date.

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

After the required payment information is entered, TEXNET will issue a unique trace number that identifies the completed communication.

## ACH CREDIT WITH ADDENDA

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

This payment option may be convenient for payors that regularly originate ACH transactions. If the addenda record is formatted improperly or contains inaccurate information, however, the Comptroller may not be able to identify the agency to which the payment is due, or the agency may not be able to identify the payor making the payment. Either situation can result in penalty assessments.

## MISSED YOUR TEXNET PAYMENT DEADLINE?

To ensure 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 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 #: **883083001**

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

## 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 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 ..... 67303**  
**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 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 800-636-4003. Your bank information is changed immediately and your payment transaction can be submitted.

### Schedule a Payment!

You can schedule your tax payment 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.

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texnet.php](https://comptroller.texas.gov/programs/systems/texnet.php)**

## 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 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 **total amount** you are paying, followed by #.  
(Use \* for the decimal)

Enter the **oil royalty**, followed by #.

Enter the **gas royalty**, followed by #.

Enter the **penalty and/or interest**, followed by #.

To accept the **settlement date** (funds transfer date), press **1**. To change the date, press **2**. Use MMDDYY format; for example: enter 010216 for January 2, 2016.

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

Press **9** to exit.

**What if an error is found after the trace number is given?** Repeat your call as before, 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.

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Payment Amount

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Oil Royalty Amount

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Gas Royalty Amount

---

Penalty/Interest Amount

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Settlement Date

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Trace Number

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## 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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# TEXNET – ELECTRONIC FUNDS TRANSFER

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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## 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 formats are 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 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.**

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 back slash)

**TXP\*123456\*68310\*161231\*1\*2620000\**

Your 6-digit UT Lands  
Identification number

Period End Date  
YYMMDD

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

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

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