

TEXNET ELECTRONIC FUNDS TRANSFER

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Texas Comptroller of
Public Accounts

UNIVERSITY LANDS

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

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



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.

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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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