

WEBFILE: FILE TEXAS TAX RETURNS ONLINE



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Texas Comptroller of
Public Accounts

FILE EARLY, PAY LATER WITH WEBFILE!

Taxpayers save time by filing online from the convenience of their home or business and put an end to tedious forms, check writing and trips to the post office.

WebFile benefits include:

- File returns early in the month and postdate payment for the due date
- Access multiple accounts under one user profile/logon
- Online transaction history available for review
- Payment and return can be sent in one transaction
- Built-in edits reduce filing errors
- Safe and secure
- Automatic calculation of tax due
- Submit a return or payment only
- Available for over 40 tax types
- File returns 24 hours a day 7 days a week
- No software to buy or download
- Eliminate postage costs
- Eco-friendly, no paper forms to print and file

CONFIRMATION OF RETURN FILED

WebFilers receive a "Confirmation Page" with a reference number and a summary of the return data filed. Confirmation pages should be retained for your records. The reference number acknowledges receipt of the electronically filed return.

GETTING STARTED

The first time you access WebFile at **comptroller.texas.gov/taxes/file-pay/**, you will sign up as a first-time eSystems user and create a unique User Profile. This will establish access to eSystems by registering with a User ID, Password, and Security

Question. You will be asked for a WebFile number to authenticate that you are the taxpayer or are authorized to file returns for this account.

FILING WITH PAYMENT FLEXIBILITY

While WebFile returns must be filed by 11:59 p.m. (CT) on the due date to be considered timely, you can avoid the rush by filing early and postdating the Electronic Check to the due date. If submitting a payment with your tax due return, you will need your banking information (bank routing number and account number) for an Electronic Check or your credit card. Using American Express, Discover, Mastercard or Visa for payment will incur a non-refundable convenience fee.

Webfile meets the mandatory electronic filing requirement. If you are required by law to make your payment via **TEXNET**, payments must be received and deposited in the Comptroller's Account on the due day. In order to accomplish this ACH Debit payments must be authorized no later than 8 p.m. (CT) on the last bank business day before the due date. There is a same day authorization for payments \$25,000 or less. This \$25,000 or less payment must be authorized prior to 10:00 a.m. (CT). For **TEXNET** users paying via ACH debit, there is a link on the confirmation page to submit your payment. If paying via ACH credit, you can continue using banking institution software for processing payments.



You can save time
and money by using
the **Comptroller's**
WebFile system to
file your tax return.

FOR MORE INFORMATION,
SEARCH OUR WEBSITE AT
Comptroller.Texas.Gov

SYSTEM BROWSER REQUIREMENTS

WebFile requires at least Internet Explorer 8.0, Mozilla Firefox or Google Chrome. Taxpayers and tax professionals interested in using WebFile will need Internet access and their Comptroller-supplied, pre-printed tax return to begin.

WEBFILE DEMO

You can view an online demonstration of WebFile at: comptroller.texas.gov/taxes/file-pay/about-webfile.php.

CONFIDENTIALITY

The Comptroller's WebFile System has built in protections to safeguard the confidentiality of taxpayer information.

CONTACT US

By mail:

Texas Comptroller of Public Accounts
Attn: Electronic Reporting Section
111 E. 17th Street
Austin, Texas 78774-0100

By email:

WebFile.Help@cpa.texas.gov

By phone:

800-442-3453

RESOURCES

See Electronic Reporting on our website: comptroller.texas.gov/taxes/file-pay/

Sales Tax EDI Electronic Reporting Quick Reference Guide · Publication #96-866

Oil and Gas Electronic Reporting Quick Reference Guide · Publication #96-998

International Fuel Tax Agreement Quick Reference Guide · Publication #96-953

Motor Fuels Electronic Tax Filing Quick Reference Guide · Publication #96-749

Important TEXNET Information and Due Date Schedule · Publication #96-1269

WE'RE HERE TO HELP!

If you have questions or need information, contact us:

For more information,
search our website at
Comptroller.Texas.Gov

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Austin, Texas 78711-1440



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800-252-5555
911 Emergency Service/
Equalization Surcharge
Automotive Oil Fee
Battery Fee
Boat and Boat Motor Sales Tax
Customs Broker
Mixed Beverage Taxes
Off-Road, Heavy-Duty Diesel
Equipment Surcharge
Oyster Fee
Sales and Use Taxes

800-531-5441
Cement Tax
Inheritance Tax
Local Revenue
Miscellaneous Gross
Receipts Taxes
Oil Well Servicing Tax
Sulphur Tax

800-442-3453
WebFile Help

800-252-1381
Bank Franchise
Franchise Tax

800-252-7875
Spanish

800-531-1441
Fax on Demand (Most frequently requested
Sales and Franchise tax forms)

800-252-1382
Clean Vehicle Incentive Program
Manufactured Housing Tax
Motor Vehicle Sales Surcharge,
Rental and Seller Financed Sales Tax
Motor Vehicle Registration Surcharge

800-252-1383
Fuels Tax
IFTA
LG Decals
Petroleum Products Delivery Fee
School Fund Benefit Fee

800-252-1384
Coastal Protection
Crude Oil Production Tax
Natural Gas Production Tax

800-252-1387
Insurance Tax

800-252-1385
Coin-Operated Machines Tax
Hotel Occupancy Tax

800-252-1386
Account Status
Officer and Director Information

800-862-2260
Cigarette and Tobacco

888-4-FILING (888-434-5464)
TELEFILE: To File by Phone

800-252-1389
GETPUB: To Order Forms and Publications

800-654-FIND (800-654-3463)
Treasury Find

800-321-2274
Unclaimed Property Claimants
Unclaimed Property Holders
Unclaimed Property Name Searches
512-463-3120 in Austin

877-44RATE4 (877-447-2834)
Interest Rate