

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

Payments must be received by the Comptroller's office on or before the due date of the tax or fee. If your 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 the ACH transactions in accordance with the instructions regarding ACH payments in this brochure.

If a payment is received after the due date, and the entity and its financial institution do not think



they are responsible for the delay, the trace number provided by the TEXNET System must be furnished.

If the Comptroller's office determines that the entity 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

Payments may be sent electronically in one of two ways:

- ACH Debit
- ACH Credit with Addenda



Glenn Hegar

Texas Comptroller of
Public Accounts

**FOR MORE INFORMATION,
CALL THE TEXNET
HOTLINE TOLL FREE
800-531-5441,
ext. 3-3010**

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.

ACH DEBIT



WHEN TO CONTACT THE TEXNET SYSTEM

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

For payments of \$25,000 or less, a payor has until 10:00 a.m. (CT) on the due date to initiate the transaction in the TEXNET System. Payments above \$25,000 must be initiated in the TEXNET System 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 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 the payment information has been entered, you will be given a trace number to facilitate tracking of your payment.

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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:

Assigned Identification Number	
Location	99999
Password	111

All data and dollar amounts entered under these test codes will be ignored by 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. The system will provide information about all pending transactions, including the trace number.

CORRECTIONS

If you find an error after receiving the trace number, repeat your call and press 3 to delete the transaction and start over. You will need the trace number to delete your transaction. If you don't have the trace number, press 4 to inquire.

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 will be changed immediately and you can then submit your payment transaction.

INTERNET PAYMENT WEBSITE

The TEXNET Internet Website can be used to make payments, inquire about a pending payment, delete a pending payment, change bank information and update your contact information. The website can be accessed 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 are provided by the Comptroller's office once a payer has enrolled in TEXNET and may be used for both TEXNET Internet and TEXNET telephone payments.

Identification

Location

Password

3. You will be asked to change your TEXNET internet password according to the instructions on the website.
4. To enter your payment information, select the ADD button on the menu screen.
5. The system will allow you to choose a settlement 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.



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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 **remittance total**, followed by **#**.
(Use * for the decimal)

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

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

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

To accept the **settlement date** (funds transfer date), press **1**. To change the date, press **2**. Use MMDDYY format; for example: enter 010219 for January 2, 2019.

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.

Remittance Total

Oil Royalty Amount

Gas Royalty Amount

Penalty/Interest Amount

Settlement Date

Trace Number

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ACH CREDIT

ACH CREDIT WITH ADDENDA

Payors originate ACH credits in either CCD+ or CTX format through their financial institution 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 who is making the payment. Either situation could result in penalty assessments.

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 they will charge you to make these payments. Make sure you understand their ACH processing deadlines for delivery of your payments on or before the due date. Provide your financial institution with the addenda format information for the type of payment you wish to make. Payment information must be formatted as shown in the examples on page 6.

Initiate a test transaction to verify that the receiving account information and addenda format are correct. You may send any amount, even 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 formatted correctly.

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.

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*181231*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

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MISSED YOUR TEXNET PAYMENT DEADLINE?

If your payment is \$25,000 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 \$25,000, 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 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 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 the company name, contact person and phone number.**



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