

TEXNET Electronic Funds Transfer

Susan Combs, Texas Comptroller of Public Accounts

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Health and Human Services Commission

Intergovernmental Transfers Payment Instructions

Today 12 agencies collect more than 100 types of taxes and fees through the TEXNET System. More than \$40 billion flows through this system annually.

For more information, call the TEXNET Hotline toll-free at **1-800-531-5441, ext. 3-3010.**

General Information

Texas law requires taxpayers and other entities that paid \$500,000 or more in the previous state fiscal year in any one type of tax, transfer 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 holders.

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 information entered into the TEXNET System is strictly confidential.

Holiday 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 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 1-800-531-5441, ext. 3-3010 for assistance.

Penalties

If you neglect to transfer payments electronically by the due date as required, you may be subject to penalties.



ACH DEBIT

Payment Options

To make a payment, use either of the following:

TEXNET Telephone – Instructions on page 3.
TEXNET Internet – Instructions on page 4.

When to Make Payment

Payments must be received by the Comptroller on or before the due date of the transfer.

When to Contact the TEXNET System

You must contact the TEXNET System before 6 p.m.

Central Time (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 1-800-531-5441, 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 60500
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.

Warehousing offers you the option of making payment requests up to 30 days in advance of the due date. The TEXNET System will store the payment request and your account will be debited on the settlement date you indicate.

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 1-800-531-5441, 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 1-800-636-4003. Your bank information is changed immediately and your payment transaction can be submitted.

For more information, call the TEXNET Hotline toll-free at **1-800-531-5441, ext. 3-3010.**



TELEPHONE PAYMENT INSTRUCTIONS

Dial 1-800-636-4003

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 **payment** amount, followed by #.

Enter the **DISPRO** amount, followed by #.

Enter the **UC Hospital** amount, followed by #.

Enter the **UC Physician** amount, followed by #.

Enter the **UC Dental** amount, followed by #.

Enter the **Miscellaneous** amount, followed by #.

Enter the **GME** amount, followed by #.

Enter the **DSRIP** 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 010112 for January 1, 2012.

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, 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.

MAIN MENU OPTIONS

Add a transaction	1
Delete a transaction	3
Inquire about a transaction.....	4
Change bank information	5
Exit	9
Decimal point	*

PAYMENT AMOUNT

DISPRO AMOUNT

UC HOSPITAL AMOUNT

UC PHYSICIAN AMOUNT

UC DENTAL AMOUNT

MISCELLANEOUS AMOUNT

GME AMOUNT

DSRIP AMOUNT

SETTLEMENT DATE

TRACE NUMBER

For more information,
call the TEXNET
Hotline toll-free at
1-800-531-5441,
ext. 3-3010.

INTERNET PAYMENT WEB SITE

The TEXNET Internet Web site 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 Web site 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 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 these instructions.

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.




**For EFT information, call the TEXNET Hotline
toll-free at 1-800-531-5441, ext. 3-3010.**

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