TEXNET ELECTRONIC FUNDS TRANSFER

EMPLOYEES RETIREMENT SYSTEM OF TEXAS

PAYMENT INSTRUCTIONS

GENERAL INFORMATION

Texas law, along with Employees Retirement System of Texas, requires taxpayers and other entities that paid $500,000 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). The TEXNET Electronic Payment Network was designed to facilitate electronic payments 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 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

TEXNET – ELECTRONIC FUNDS TRANSFER

The TEXNET website can be used to make payments, inquire about a pending payment, delete a pending payment, add/remove bank information, and update your contact information. The website can be accessed through your Web browser.

CREATE A TEXNET ACCOUNT

1. Access the TEXNET Electronic Payment Network website at **texnet.cpa.texas.gov.**
2. Click the button next to First Time User and follow the prompts for setting up your User Profile on TEXNET.
3. Enter your email address, first name, last name and phone number then click "Continue" to create your User Profile.
4. You will see a User ID Confirmation Page and a temporary password will be emailed to you.
5. Return to the TEXNET website and log in with your User ID and temporary password.
6. The system will prompt you to set up your new password and security questions.
7. After completion, you will be directed to your User Dashboard.

NOTE: The User Dashboard is the landing page after successfully logging into TEXNET. You will have the opportunity to add multiple entities and tax and/or fee payment types to your User Dashboard. The User Dashboard will list all your accounts.

ADD AN ACCOUNT TO YOUR USER DASHBOARD

1. Log in to the TEXNET Electronic Payment Network website at **texnet.cpa.texas.gov.**
2. Click on the Add an Account button on your User Dashboard.
3. Click the drop-down arrow and select Employees Retirement System of Texas for the Agency.
4. Select Institutions of Education or State Agencies for the Payment Type.
5. Enter your 3 or 4-digit ERS Reporting Agency Number and zip code.
6. The Entity Name will display. If the information is incorrect, please try again or contact the TEXNET hotline at 800-531-5441, ext. 3-3010 for assistance.
7. Select your payment method of ACH Debit or ACH Credit and continue with the prompts.
8. Once completed, you will receive a confirmation page with the entity name and payment instructions.
9. Your account will now appear on your User Dashboard. Select any account on your User Dashboard to make an ACH Debit payment.

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 a.m. (CT) on the due date to initiate the transaction in the TEXNET System. Payments above $1,000,000 must be initiated in the TEXNET System by 8 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 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 by accessing **texnet.cpa.texas.gov** or by calling 800-636-4003. After the payment information has been entered, 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, and 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 the transaction 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, and select Delete a Transaction on the Main Menu. After deleting, you may enter a new transaction.

HOW TO ADD AND REMOVE BANK INFORMATION

TEXNET has the capability 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 and select Add/Remove Bank Account in the Main Menu. You may select the bank account you want your transaction to draft from when you enter a new transaction.

FOR MORE INFORMATION, SEARCH OUR WEBSITE AT texnet.cpa.texas.gov

TEXNET – ELECTRONIC FUNDS TRANSFER

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. Examples 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 six.

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.

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.

ADDENDA RECORD FORMAT INSTRUCTIONS

STATE AGENCIES

Begin record (always use TXP)

Tax Type Code (always use 67501)

Amount Type (see below)

End record (always use the backslash)

TXP*123*67501*240131*1*2620000

Your 3-digit agency number

Period End Date YYMMDD

Amount paying (example: $26,200.00) (do not use commas or decimals)

AMOUNT TYPE

1 = Insurance (Employee)
2 = Insurance (Employer-Active)
3 = Insurance (Employer-Retired)
4 = Cafeteria Plan (Employee)
5 = Retirement (Employee)
6 = Retirement (Employer)
7 = Service Purchases (Employer)
8 = Membership Fees (Employer)
A = Insurance (Active Opt-Out)
B = Insurance (Retiree Opt-Out)

C = LECOS (Employee)
D = LECOS (Employer)
E = LECOS RTW Surcharge (Employer)
F = ERS RTW Surcharge (Employer)
G = Tobacco User Prem. Differential (Employee)
H = Payroll Health Insurance (Employer)
I = ERS LECOS (Employee)
J = ERS Payroll Retirement (Employer)
K = RTW Payroll Retirement (Employer)

L = Dental Discount Contribution (Employee)
M = Portion for Commuter Spending Account (Employee)
N = Employee portion for Limited Flexible Spending Account
O = Employer portion for Health Savings Account (HSA)-Active
P = Employee portion for Health Savings Account (HSA)-Active
Q = Employer portion for Health Savings Account (HSA)-Retiree

ADDENDA RECORD FORMAT INSTRUCTIONS

INSTITUTIONS OF EDUCATION

Begin record (always use TXP)

Tax Type Code (always use 67401)

Amount Type (see below)

End record (always use the backslash)

TXP*123*67401*240131*1*2620000

Your 3-digit agency number

Period End Date YYMMDD

Amount paying (example: $26,200.00) (do not use commas or decimals)

AMOUNT TYPE

1 = Insurance (Employee)
2 = Insurance (Employer-Active)
3 = Insurance (Employer-Retired)
4 = Cafeteria Plan (Employee)
A = Insurance (Active Opt-Out)
B = Insurance (Retiree Opt-Out)
C = Tobacco User Prem. Differential (Employee)

D = Payroll Health Insurance (Employer)
E = Dental Discount Contribution (Employee)
F = Portion for Commuter Spending Account (Employee)
G = Employee portion for Limited Flexible Spending Account

H = Employer portion for Health Savings Account (HSA)-Active
I = Employee portion for Health Savings Account (HSA)-Active
J = Employer portion for Health Savings Account (HSA)-Retiree

MISSED YOUR TEXNET PAYMENT DEADLINE?

If your payment is $1,000,000 or less, you may submit a Same Day ACH debit payment before 10 a.m. (CT) on the due date. If your payment is more than $1,000,000, 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, ERS 3-4 digit agency number, contact person and phone number.**

Glenn Hegar
Texas Comptroller of Public Accounts

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

Texas Comptroller of Public Accounts

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