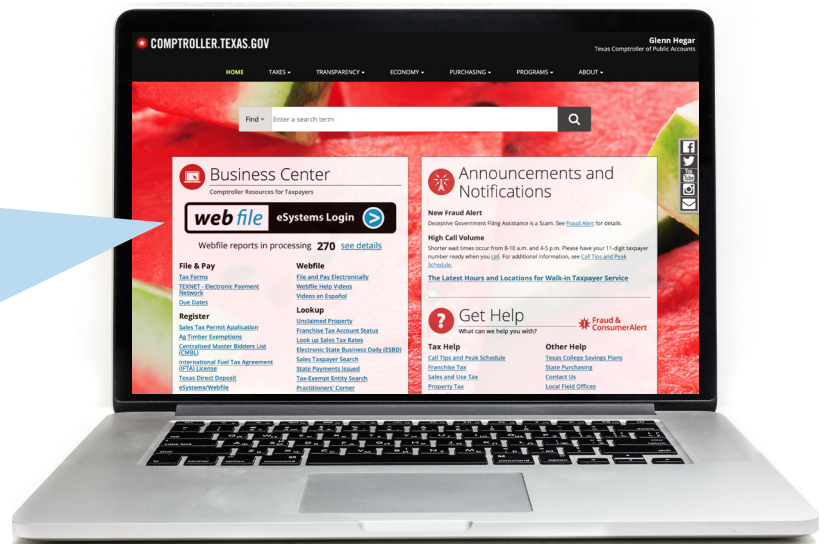# Filing and Paying Your Texas Taxes Electronically

The Comptroller's electronic filing and payment options are available 24 hours a day, 7 days a week. Use these services to save time and money, and meet the requirements to electronically file tax reports and submit payments.

- Avoid the last minute rush: file early and schedule the payment for the due date.
- Choose from several electronic payment methods including credit card, electronic check and electronic funds transfer.
- Online demos are available throughout the Comptroller's website at **Comptroller.Texas.Gov**.

Filing Requirements and Sign Up

- Go to **Comptroller.Texas.Gov**.

- Select the File and Pay Electronically link under the Webfile logo.

- **Helpful links for more information:** Who must report (file) and/or pay electronically? View filing/reporting and payment requirements by tax.

- If using Webfile, click the Webfile eSystems Login logo at top center. Select the Sign up button to set up for the first time.

- If using TEXNET to make payment only, go to **https://texnet.cpa.texas.gov/**. Select the appropriate link to activate the account.

- For more details of the different filing and paying options, see back page.

Details on Electronic Reporting and Paying Options

Webfile: is a quick and easy online way to file and pay taxes. You can file early and schedule your payment for the due date (excluding credit card payments).

Webfile can be used for certain taxes and fees including Sales Tax. Sales Tax Webfile is recommended for those reporting 30 or less outlets/local jurisdictions (for more than 30 outlets/local jurisdictions see Electronic Data Interchange (EDI) below).

Payment options:
- Electronic check (requires entry of your bank account information each time you make a payment).
- Credit card (American Express/Discover/Mastercard/Visa – a convenience fee applies).
- TEXNET (must be enrolled to see this option in Webfile, see TEXNET information below).

Quick tips:
- You will need your taxpayer number and Webfile number before you begin online registration.
- These numbers are on our preprinted forms and correspondence.
- **Webfile demos** and instructions are available online for first-time filers.
- Go to **Comptroller.Texas.Gov**. Click the Webfile eSystems Login logo, and then click the Sign up button to set up for the first time.

Electronic Data Interchange (EDI): is software that can be downloaded from the Comptroller's website or purchased from an approved software vendor.

Who can use: Sales Tax filers with 30 or more sales tax outlets/local jurisdictions, and Direct Pay, Natural Gas, Crude Oil, International Fuels Tax Agreement (IFTA) with 20 or more jurisdictions, Diesel Fuel and Gasoline Tax filers.

Quick tips:
- Taxpayers using EDI must complete a testing and approval process. A Quick Reference Guide is available online.
- Go to **Comptroller.Texas.Gov**. Enter EDI in the search bar and select the Electronic Data Interchange (EDI) option to get started.

TEXNET: the state of Texas Financial Network is an online payment system for the electronic transfer of funds.

Who can use: Taxpayers paying more than $500,000 in any tax are required to pay through TEXNET.

Quick tips:
- Enrollment is required before using TEXNET.
- Review the TEXNET Payment Instruction Booklet at **Comptroller.Texas.Gov**. Enter 96-590 in the search bar and select TEXNET Payment Instructions Booklet PDF option listed.
- Avoid penalties! **Due to banking processes, debit payments greater than $1,000,000 made through TEXNET must be authorized by 8:00 p.m. (CT) on the bank business day BEFORE the due date. Debit payments $1,000,000 or less must be authorized by 10:00 a.m. (CT) on the due date.** This applies even if you are filing through Webfile and select the TEXNET payment option.
- Go to **https://texnet.cpa.texas.gov/**. Select, First Time User? "Click Here" to activate the account, and follow the prompts to enroll in the TEXNET payment system.
- Once enrolled, the Webfile system (see above) will display TEXNET as an available payment option (requires 24-hour update).

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