

To: Our Valued Clients
Re: Texas Franchise Tax – EFT Instructions

Texas Franchise tax payments of \$10,000 or more must be paid through electronic funds transfer – EFT. Following are instructions for Texas Franchise tax payments of \$10,000 or more that must be paid through electronic funds transfer (EFT). You must have an account set up with the state to enroll in the state's electronic payment network. This is called TexNet.

To set up a TexNet account you will need:

- Your 11 digit Texas Comptroller's Taxpayer ID number. Yours is: _____
 - Official name, address, zip code on the corporation's Certificate of Franchise Tax Account
 - Bank account routing number and bank account number if choosing to pay direct debit
 - Credit card number, card expiration date and 3 digit number on the back of card if paying by credit
- (If your 11 digit Texas Comptroller's Taxpayer ID is not provided above, please SEE BELOW: To retrieve your 11 digit Texas Comptroller's Taxpayer ID number and official name, address and zip code from your Certificate of Franchise Tax Account)*

The URL to the website is: http://texnet.cpa.state.tx.us/TXN_StartPage.asp

Once on the website:

- Click on the **Click here for Account Activation** link to set up your account.
- Enter your 11 digit taxpayer ID number and zip code from your tax record
- Click SUBMIT
- Click YES or NO to verify the information you entered
- Select Tax Type Description and click CONTINUE
- Enter contact information and click CONTINUE
- Review and select payment option, click CONTINUE
- Verify selection and click CONTINUE or RETURN TO PAYMENT SELECTION
- Follow the instructions for DEBIT or CREDIT payment

After you have set up an account:

- You will be given an identification code, location code and a password.

Please save these for your records.

- You will be given the option to either make a payment by phone or via the internet. Follow the appropriate instructions for your type of payment.

Texas Franchise Tax EFT payments must be submitted by 6pm (CT) the DAY BEFORE THE PAYMENT DUE DATE. If you need assistance with setting up a TexNet Account, call 1-800-531-5441 ext. 33010

To retrieve your 11 digit Texas Comptroller's Taxpayer ID number, name, address and zip code from your Certificate of Franchise Tax Account:

- The URL for the site is: <http://www.window.state.tx.us/>
- Select **Franchise Tax** link on left hand side
- Scroll down, under Get **Account Status/Texas Taxpayer ID Number**, select **Franchise Account Status**
- Select a search option and search for **Taxable Entity**
- The result is your **Certificate of Franchise Tax Account Status** and will list your 11 digit ID number and official name, address and zip code.

Sincerely,
DENKE CPA, P.C.

