

TRANSMIT YOUR TAX AND PAYMENT DATA WITH ELECTRONIC DATA INTERCHANGE

OCTOBER 2016



Glenn Hegar

Texas Comptroller of
Public Accounts

ADVANTAGES OF USING ELECTRONIC DATA INTERCHANGE (EDI)

You can save time and money by using EDI to transmit tax data and payment information. EDI is a fast and efficient way to process and communicate business data. The savings are greatest if you file multiple returns or have returns with long lists or multiple outlet/lease locations.

Benefits of using our EDI software include:

- Free software for certain taxes
- Transmit return and tax payment in one transaction
- File reports/returns early and set payment for due date
- Ability to import data from Excel®, Lotus 1-2-3® or Quattro Pro®
- Direct Internet links for downloads and uploads
- File returns 24 hours a day, 7 days a week
- Reduction of paperwork
- Automatic calculation of tax due on original reports

EDI REQUIREMENTS

Taxpayers and tax professionals interested in filing via EDI must be monthly or quarterly filers with a Windows-based PC and internet access. Taxes available for EDI:

- Sales and Use Tax and Direct Payment Tax
- Motor Fuels (Diesel, Gasoline, Transporter and Terminal Operator)
- Natural Gas and Crude Oil
- International Fuel Tax Agreement (IFTA)

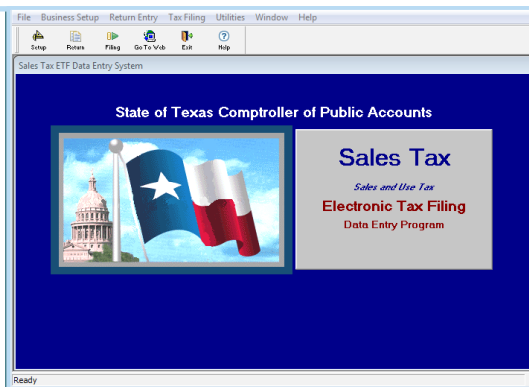
Note: **WebFile** is recommended for filing Sales and Use Tax or IFTA Tax reports with less than 30 jurisdictions or outlets.

APPROVAL REQUIRED

Taxpayers and tax professionals must complete the EDI (Electronic Data Interchange) Registration and Enrollment Testing and Approval Process **Publication 96-1784**.

DUE DATES AND PAYMENTS

Electronic filers must comply with established report and payment due dates. Returns without payments must be transmitted by 11:59 p.m. (CT) on the due date. If you transmit a tax payment with your report, you will need to transmit the transaction before 2:30 p.m. (CT) on the last bank business day before the due date. Any return transmitted after these times will be considered late and appropriate penalties may be



assessed. Using the EDI/EFT payment option meets the mandatory TEXNET requirement.

CONFIRMATION OF RECEIVED FILE

EDI filers transmitting returns to the Comptroller will receive a confirmation number upon receipt of the file. In addition, a confirmation email is sent indicating a pass/fail status of the report/payment.

HOW TO OBTAIN THE FREE SOFTWARE

1. Go to comptroller.texas.gov/taxes/file-pay/edi/.
2. Go to the **Download, Install and Update Free EDI Software** section, select by tax type the free software.
3. Go to the **Additional Information by Tax Type** select by tax type and download the **Quick Reference/User Guide**.

COMMERCIAL SOFTWARE

Taxpayers can use commercial software from approved vendors to submit their EDI reports. If you purchased software from commercial vendors, you must complete the testing process using your company's data. Please contact your vendor to confirm their software is approved for use in Texas.



Electronic Data Interchange (EDI)

is a fast and efficient way to process and communicate business data.

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.

FOR MORE INFORMATION,
SEARCH OUR WEBSITE AT
Comptroller.Texas.Gov

EDI enables
businesses to process
business transactions
electronically.

CREATING COMMERCIAL SOFTWARE

EDI maps with information to assist in writing your own commercial software are available on our [website](#).

If you make any changes to your EDI software after testing, you may be required to repeat our testing and approval process.

For software testing assistance, email
edi.help@cpa.texas.gov.

EDI STANDARDS

These business transactions are based on standard 813 transaction sets developed under the guidelines of the American National Standards Institute (ANSI), the Data Interchange Standards Association (DISA) and the Accredited Standards Committee (ASCX12).

CONFIDENTIALITY

The Comptroller's EDI filing system utilizes secure internet connections to safeguard the confidentiality of the taxpayer information.

CONTACT US

By Mail: **Texas Comptroller of Public Accounts**
Attn: Electronic Reporting Section
111 E. 17th Street
Austin, Texas 78774-0100

By email: edi.help@cpa.texas.gov

Call toll free: **1-800-442-3453**
In Austin, call **512-463-3630**

Visit Electronic Reporting at:
comptroller.texas.gov/taxes/file-pay/edi/

RESOURCES AVAILABLE ONLINE

Electronic Reporting:
comptroller.texas.gov/taxes/file-pay/edi/
Sales Tax EDI Electronic Reporting
Quick Reference Guide · Publication #96-866
Oil and Gas Electronic Reporting
Quick Reference Guide · Publication #96-998
International Fuel Tax Agreement
Quick Reference Guide · Publication #96-953
Motor Fuels Electronic Tax Filing
Quick Reference Guide · Publication #96-749
Important TEXNET Information and
Due Date Schedule · Publication #96-1269
EDI (Electronic Data Interchange) Registration
and Enrollment Process · Publication #96-1784

WE'RE HERE TO HELP!

If you have questions or need information, contact us:

For more information,
search our website at
Comptroller.Texas.Gov

Texas Comptroller of Public Accounts
111 East 17th Street
Austin, Texas 78711-1440



Sign up to receive email updates on
the Comptroller topics of your choice at
comptroller.texas.gov/subscribe/.

In compliance with the Americans with Disabilities
Act, this document may be requested in alternative
formats by calling the appropriate toll-free number
listed or by sending a fax to 512-475-0900.

1-800-252-5555
911 Emergency Service/
Equalization Surcharge
Automotive Oil Fee
Battery Fee
Boat and Boat Motor Sales Tax
Customs Broker
Mixed Beverage Taxes
Off-Road, Heavy-Duty Diesel
Equipment Surcharge
Oyster Fee
Sales and Use Taxes

1-800-531-5441
Cement Tax
Inheritance Tax
Local Revenue
Miscellaneous Gross
Receipts Taxes
Oil Well Servicing Tax
Sulphur Tax

1-800-442-3453
WebFile Help

1-800-252-1381
Bank Franchise
Franchise Tax

1-800-252-7875
Spanish
1-800-531-1441
Fax on Demand (Most frequently requested
Sales and Franchise tax forms)
1-800-252-1382
Clean Vehicle Incentive Program
Manufactured Housing Tax
Motor Vehicle Sales Surcharge,
Rental and Seller Financed Sales Tax
Motor Vehicle Registration Surcharge

1-800-252-1383
Fuels Tax
IFTA
LG Decals
Petroleum Products Delivery Fee
School Fund Benefit Fee

1-800-252-1384
Coastal Protection
Crude Oil Production Tax
Natural Gas Production Tax

1-800-252-1387
Insurance Tax

1-800-252-1385
Coin-Operated Machines Tax
Hotel Occupancy Tax
1-800-252-1386
Account Status
Officer and Director Information

1-800-862-2260
Cigarette and Tobacco

1-888-4-FILING (1-888-434-5464)
TELEFILE: To File by Phone

1-800-252-1389
GETPUB: To Order Forms and Publications

1-800-654-FIND (1-800-654-3463)
Treasury Find

1-800-321-2274
Unclaimed Property Claimants
Unclaimed Property Holders
Unclaimed Property Name Searches
512-463-3120 in Austin

1-877-44RATE4 (1-877-447-2834)
Interest Rate