Tips

Mail codes that begin with T (Example: T13) are set up exclusively by the Comptroller’s tax office. However, if the address information for a T-type mail code meets the needs of a state agency for payment purposes, it is acceptable for the agency to make payments to a T-type mail code. Agencies other than the Comptroller’s office cannot make changes to the address information on a T-type mail code.

The SIC code of 9903 signifies the mail code was set up for direct deposit for bills payment/vendor. This coding allows all state agency staff with appropriate TINS security to view the direct deposit instructions so they can ensure payments are made to the proper account. See Appendix B “SIC codes” of the TINS Guide for a complete list of SIC codes.

On the PYADDR screen, the 1099 Mail Code (MC) Lookup option (F12) displays a 1099 mail code designation specific to an individual agency. The 1099 mail code designation is determined based on the most recent 1099-eligible payment made by each individual agency. It can be used to lookup 1099 mail codes for the current, plus five prior years.

If the IAT Indicator is set to Y (Yes), agencies should exercise caution as this payee has confirmed they will send payments outside of the United States. Refer to the IAT and TINS IAT Tutorial on FMX for more information.

If the status of a TIN is listed as INACTIVE, contact Payment Services to find out why. Depending on the reason for the inactivation, it may be possible for the TIN to be reactivated.

You may limit the number of records displayed on a TIN record by entering the specific mail or zip code you wish to view on Line 1 (command line) at the end of the TIN.
Ex: PYADDR.11234567891.000 or PYADDR.11234567891.78711
You can use a similar technique on the PYWRNT and PVOUIN screens to sort to a specific mail code.

On the PMTHIS screen, when you place a period (.) immediately followed by a 1 (Ex: 7XXXXXXX6.1) at the end of the TIN on Line 1 (command line) and press ENTER, PMTHIS sorts/groups all similar transactions together.

Mapping your keyboard so the HOME key takes the cursor to the home position, or Line 1, is helpful in TINS navigation.

When navigating through TINS, it is always best to use your TAB key to ensure you are in the correct data entry field.

To do a cross-reference inquiry or jump from PAYNAM to other TINS Screens:

1. Select a TIN from your search results you wish to view.
2. On Line 1, enter X/TINS inquiry screen T-code, then the TIN (Any TINS inquiry screen T-code may be entered after the slash. Ex: X/PYADDR.1XXXXXXXXX6).
3. Erase all remaining text after the TIN.
4. Press Enter — the system displays the requested screen.
5. Press F1 to return to the PAYNAM screen and continue viewing the search results.

Note: You cannot navigate from screen to screen for a single TIN without losing the search results.