Filing a Return

Contact Information

Email: EPath@state.sd.us

Sales, Use and Contractors' Excise Tax Returns:
Phone 1.800.829.9188
Email: bustax@state.sd.us

911 Emergency Surcharge Returns:
Phone 1.800.829.9188
Email: dor.911@state.sd.us

Motor Fuel Returns:
Phone 605.773.4109

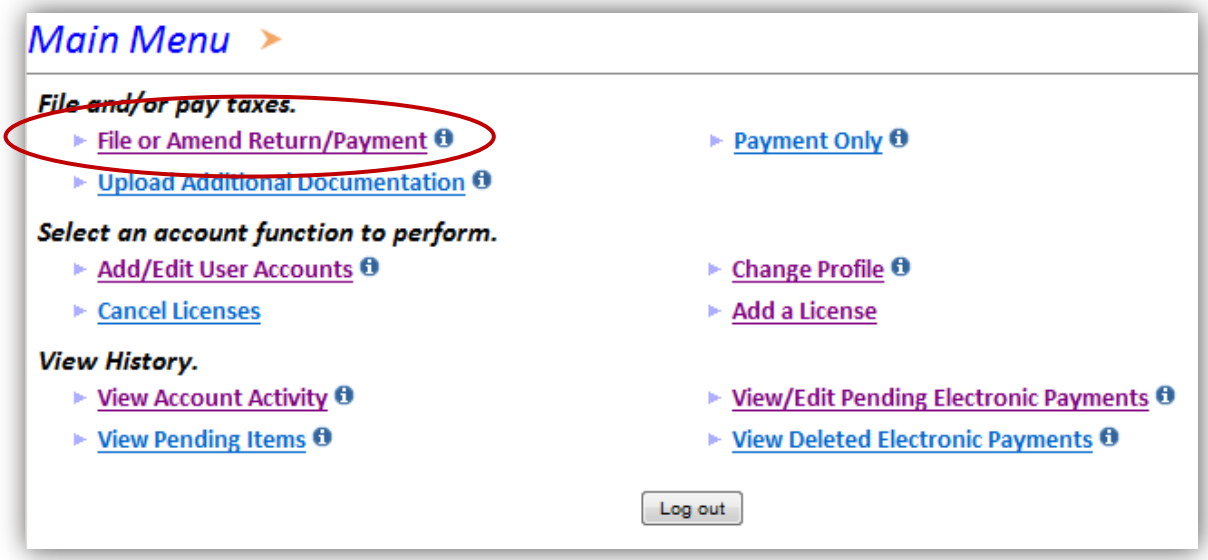
File and Pay at:
http://sd.gov/epath

File Return/Payment

- File a Return – Use this to file a return for any reporting period listed under this option
- Amend a Return – Use this to amend a previously filed return for any reporting period (for information see the Help for Amending a Return.)
- Edit a Saved Return – Use this to complete and submit a return you started but did not finish.

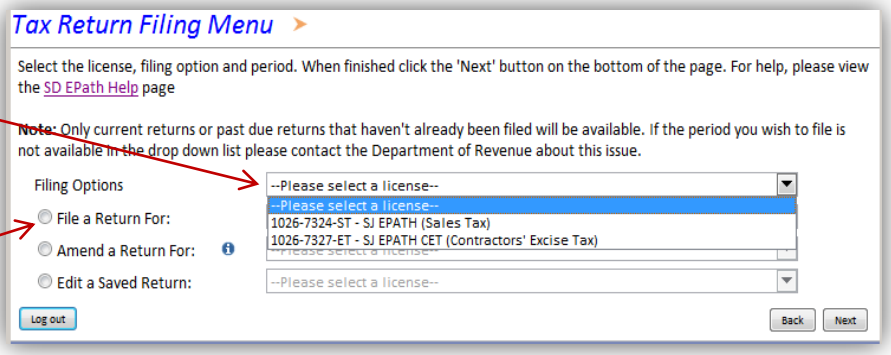
1. Select File or Amend Return/Payment from the EPath Main Menu.

From this option you may file the original return or an amended return and submit a payment.



2. Select the license number.
Use the drop down box to display all licenses in your EPath account.

3. Select File a Return, Edit a Saved Return, or Amend a Return.

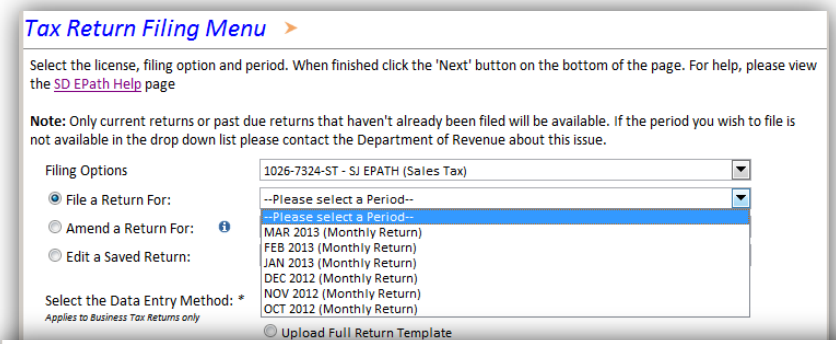


Edit a Saved Return – All returns started, but not submitted, will show in the drop down box.
When you open a return, it is automatically saved. If you do not complete and submit the return, you may access it through Edit a Saved Return. You may change, delete, or add information necessary to complete the return and payment.

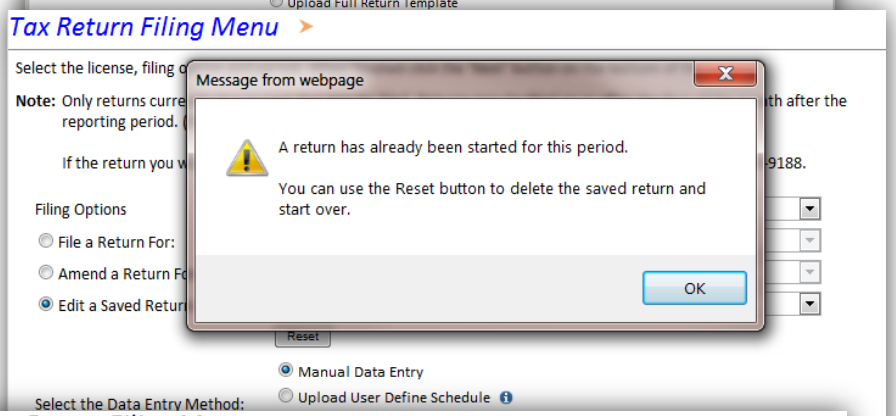
File a Return – All returns due or past due will show in the drop down box.

4. Select the reporting period to file.

All returns are automatically saved.

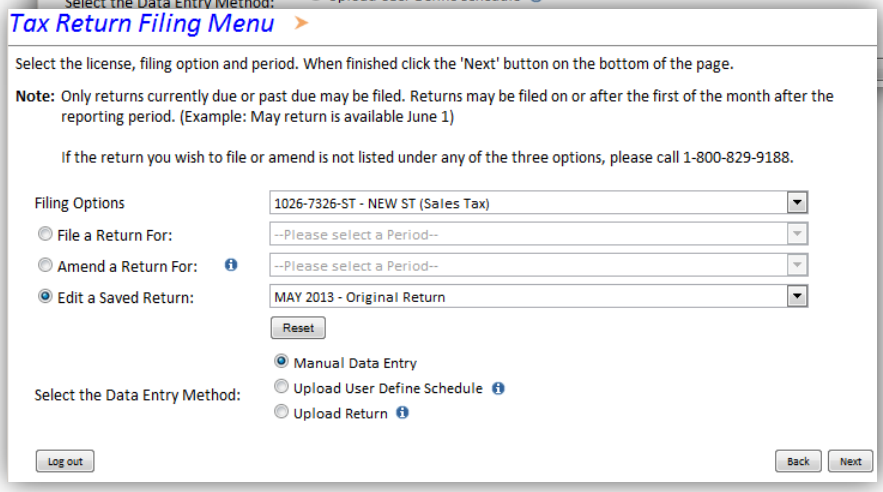


If you select a return that was previously started, but not submitted, you will be given an option to "Reset" the return, which means all previously entered amounts will be removed.



To Reset, or remove any previously entered data, Click OK, Click Reset, Click OK, then select File a Return and select the return.

To continue with the return as previously started click okay, select the Data Entry Method, and click Next.



5. Select the Data Entry Method.

- Sales, Use, and Contractors' Excise Tax:
  - Manual Data Entry – you type in all information on the return
  - Upload User Define Schedule – use a .csv or .txt file to upload data on the return that contain that uses a "Code" such as the special jurisdiction tax or city taxes. You will manually enter date for gross sales, use tax and deductions.
  - Upload Return – Use a template provided by the Department to upload the entire return or any part of the return, manually enter any data that is not included in the upload.

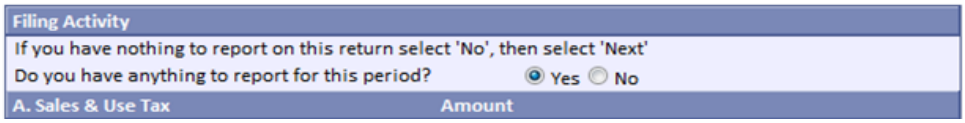
  See EPath Help Guides for Upload instructions.

- MOTOR FUEL: - Upload File Containing Data or Manual Data Entry

- 911 Emergency Surcharge licenses - Select Next, an upload option for E9 licenses is provided for the 911 Emergency Surcharge data on the next page.

6. Enter Return Data for Sales, Use and Contractors Excise tax returns

No receipts to report? Click No after the question "Do you have anything to report for this period?" then click next. You will go directly to the return summary page, click next and enter your password to submit a return indicating "0" receipts. If the return is filed late, you may have a penalty charge, if so the penalty will show on the summary and you will be asked for payment information prior to submitting the return.



Section A. Sales and Use Tax

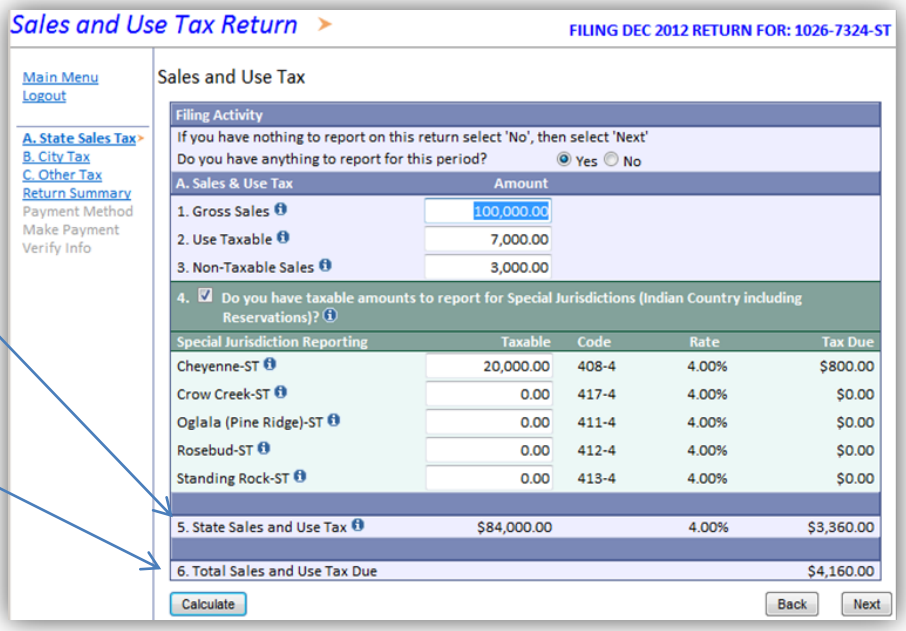
If you have Special Jurisdiction taxable receipts to report - see the Help Guides for Special Jurisdiction Reporting. If you uncheck the Special Jurisdiction box #4, all amounts will be removed from the special jurisdiction taxable column.

Tax amounts are calculated for you.

- Calculate will calculate and display the tax due amounts.
- Next – will calculate and go to the next screen.

Line 5 is Line 1 plus line 2 minus line 3 minus all amounts reported under the Special Jurisdiction listings.

Line 6 is a total of the tax due for Special Jurisdiction Reporting plus Line 5.



B. City Tax

All cities reported on your last return will be displayed on the current return.

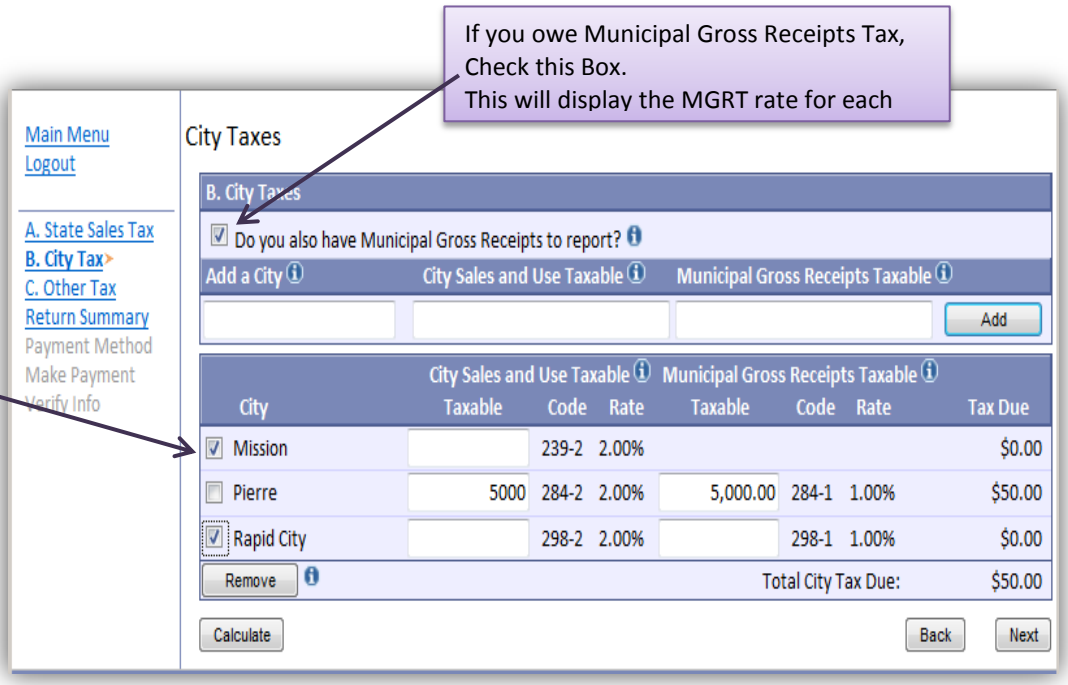
If your city is not listed you may add the city by:

- Typing the city name in the Add a City box,
- Use the drop down list to select your city, or
- Entering the first 3 digits of the city code in the Add a City box

Enter the taxable amounts and click Add. The city and tax amounts will display in the city schedule.

If you Uncheck the Municipal Gross Receipts box all amounts entered under the Municipal Gross Receipts Taxable will be removed.

If you do not want the city displayed in the future, click the box to the right of the city name and click remove. You may remove multiple cities at a time.



C. Tourism/Other Taxes

Enter taxable amounts for tourism and other taxes, and click next.

If you do not owe tourism or other taxes, click next to go to the return Summary.

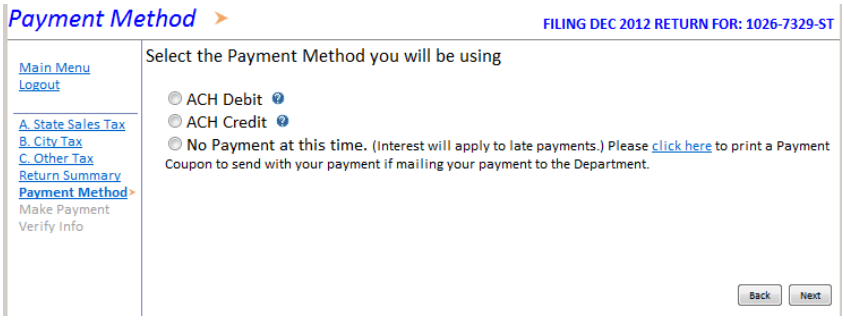
Return Summary

This display all amounts reported on the return. If any amounts are wrong, select the section to change from the side menu or use the back button to go back and correct.

Payment Method

Select Payment Method and Enter Payment Information

For information on payments see Help for Payments

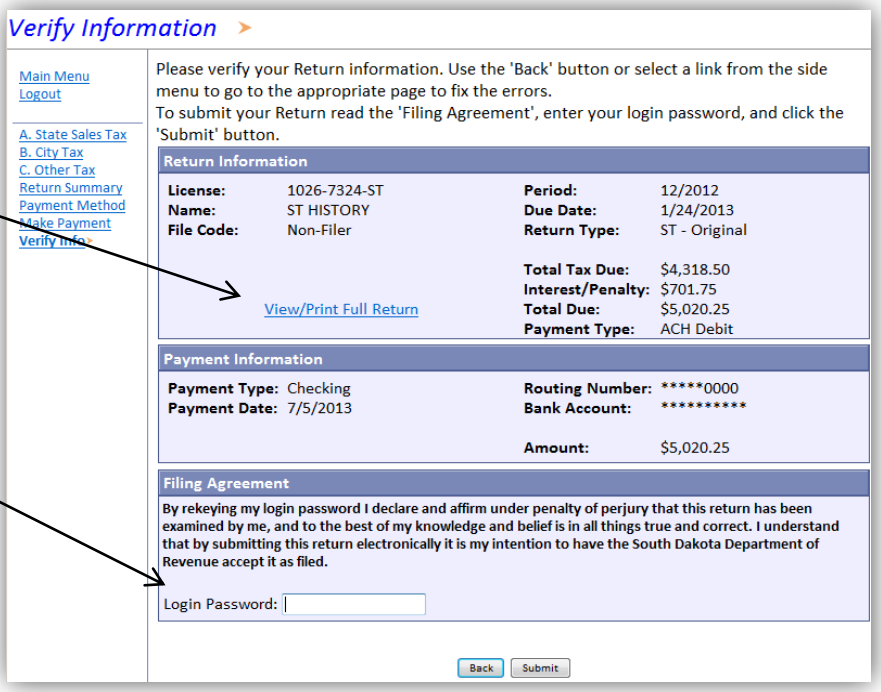


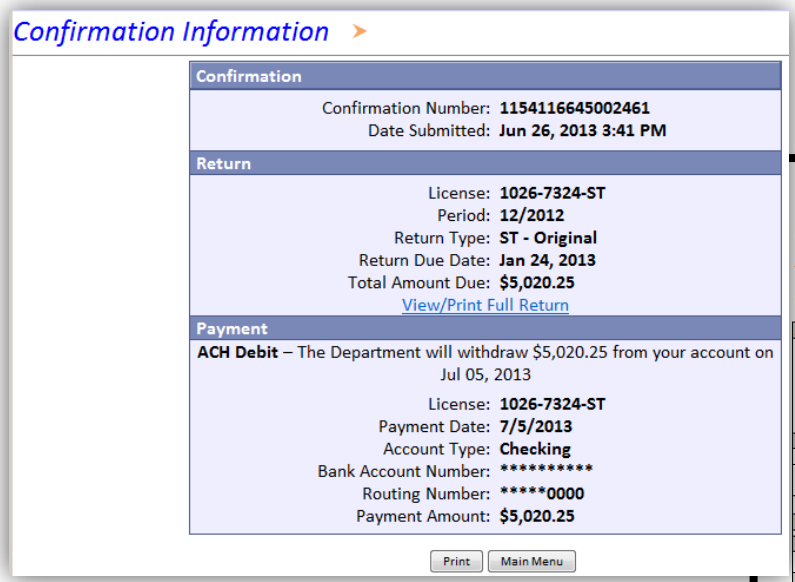
Verify Info and Submit Return

You can view the full return in PDF format before and after you submit the return.

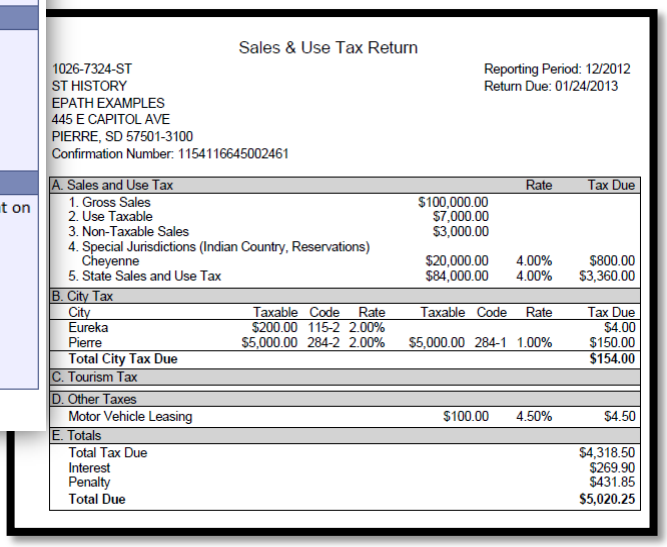
To view and print click "View/Print Full Return".

To submit a return: Enter your Login Password on the Verify Information page under the Filing Agreement. When submitted a confirmation page will displayed. Print the confirmation page for your records.





Printed return from Confirmation Page



Sales & Use Tax Return

1026-7324-ST
ST HISTORY
EPATH EXAMPLES
445 E CAPITOL AVE
PIERRE, SD 57501-3100
Confirmation Number: 1154116645002461

Reporting Period: 12/2012
Return Due: 01/24/2013

A. Sales and Use Tax		Rate	Tax Due
1. Gross Sales	$100,000.00		
2. Use Taxable	$7,000.00		
3. Non-Taxable Sales	$3,000.00		
4. Special Jurisdictions (Indian Country, Reservations) Cheyenne	$20,000.00	4.00%	$800.00
5. State Sales and Use Tax	$84,000.00	4.00%	$3,360.00

B. City Tax							
City	Taxable	Code	Rate	Taxable	Code	Rate	Tax Due
Eureka	$200.00	115-2	2.00%				$4.00
Pierre	$5,000.00	284-2	2.00%	$5,000.00	284-1	1.00%	$150.00
Total City Tax Due							$154.00

C. Tourism Tax			
D. Other Taxes			
Motor Vehicle Leasing	$100.00	4.50%	$4.50

E. Totals	
Total Tax Due	$4,318.50
Interest	$269.90
Penalty	$431.85
Total Due	$5,020.25