

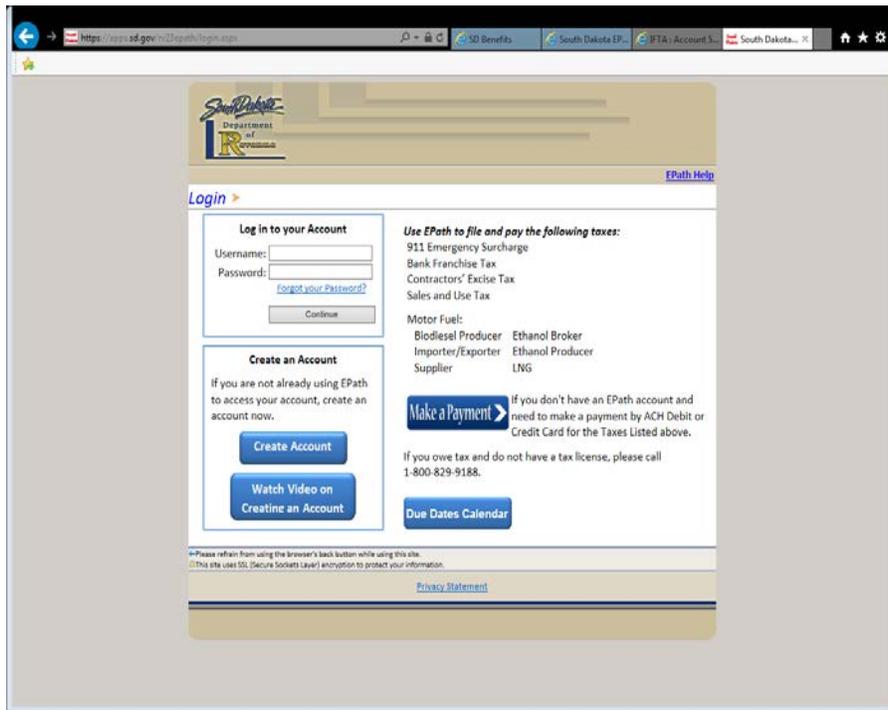


Division of Motor Vehicles
445 E. Capitol Avenue
Pierre, SD 57501

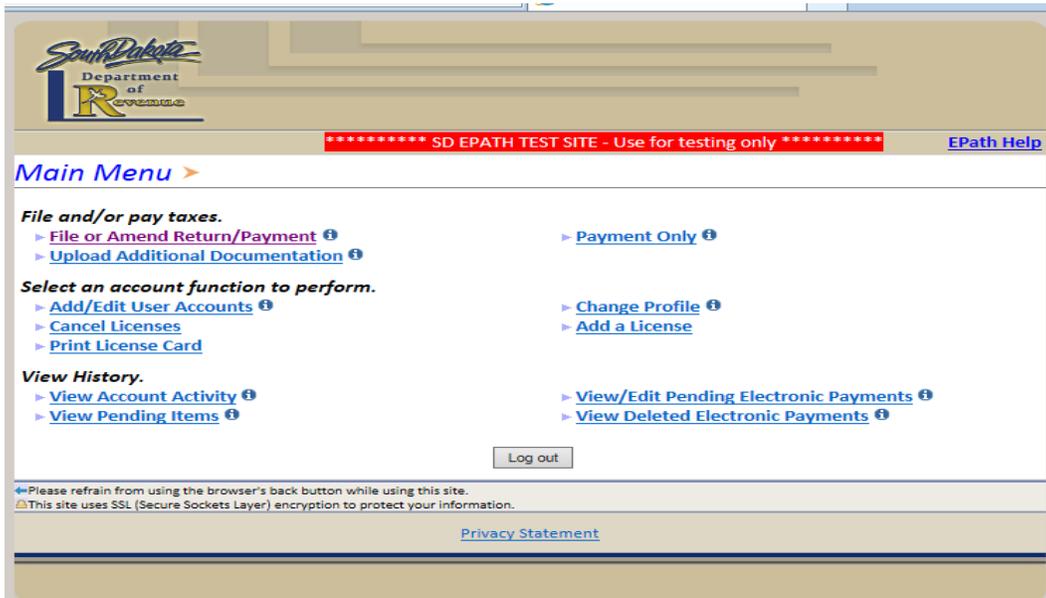
State of South Dakota. Department of Revenue, Motor Fuel Division

LPG Vendor EPath Instruction Manual

01/2016



- Enter Username and password and press the “Continue” button. Follow instructions on the screen to create an account.
- The username must be a minimum of 8 characters. The password must be a minimum of 8 characters, with one upper, one lower, one alpha and one special symbol.
- THE NEW LICENSE TYPES (Blender, LPG Vendor and LPG User) WILL NEED TO BE ADDED TO YOUR EXISTING LICENSES IN THE E-PATH PROGRAM(if you have had no tax reported for several months you will have to call to have the license added).



- Click on “File or Amend Return/Payment” to begin processing the EPath return.

- **Filing Options:** Select license type for filing the return.
- **File a Return For:** Select the Return Period.
- **Amend a Return For:** Select the Return Period you are amending.
- **Edit a Saved Return:** This is for returns that have been started and not completed
- **Select the Data Entry Method:** Select Upload File Containing Data if you have a schedule to upload or Manual Data Entry. Click “Next”.

- **Skip the first ___ lines of the file:** This refers to lines that contain column headings.
- **The Delimited File options defaults to “Comma” and “Double quote”.** No changes are needed. Click “Next”
- **The Product type will be 54 and here are the schedule types :**
 - 6e - Gallons sold exempt of taxes because customer is a licensed LPG Vendor (Line1)
 - 8 - Gallons sold to US Government tax exempt (Line 3)
 - 10g- Gallons of other Authorized tax exempt sales (Line4)
 - 7 - Gallons exported out of state (Line 5)
 - 5 - Gallons delivered with tax collected (Line 7)
 - 2 - Gallons received from motor fuel licensee tax unpaid (Line 10)
- **The modes are : J – Truck, R – Rail, B – Barge, PL – Pipeline**

***** SD EPATH TEST SITE - Use for testing only ***** EPath Help

Data File Layout > FILING NOV 2015 RETURN FOR: 7002-0851-LV

Describe the fields in your file using this section. Use the arrow buttons to reorder the fields. When using a fixed-length file, specify the length of each field in your file. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

Position	Field Name	Size	Include
1	Schedule Type	2	Required
2	Carrier Name	100	Required
3	Carrier FEIN	10	Required
4	Mode	2	Required
5	Origin State	2	Required
6	Destination State	2	Required
7	Sold To	100	Required
8	Purchaser FEIN	10	Required
9	Transaction Date	8	Required
10	Customer/Manifest Number	15	Required
11	Gross Gallons	9	Required
12	Product Type	3	Required

Reset Layout | Save Layout

Back Next

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- “Position” refers to the column on the schedule that is uploaded into EPath.
- “Field Name” is the column heading on the EPath schedule
- Enter the “Position” number for each “Field Name” as they appear on your EPath schedule (in the example below the first Column would be Position 1 so you want to match the Field Name to the Column heading). When uploading a schedule into EPath the Data File Layout must match the uploaded schedule(Excel spreadsheet)

Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination State	Sold To	Purchaser FEIN	Transaction Date	Manifest Number	Gross Gallons	Product Type
6e	A Carrier Name	123456789	J	SD	SD	A Purchaser	123456789	03/12/2015	937152	949	54
5	A Carrier Name	123456789	J	SD	SD	A Purchaser	123456789	03/13/2015	937152	640	54
2	A Carrier Name	123456789	J	SD	SD	A Purchaser	123456789	03/14/2015	937152	9709	54
10	A Carrier Name	123456789	J	SD	SD	A Purchaser	123456789	03/15/2015	937152	700	54
10G	A Carrier Name	123456789	J	SD	SD	A Purchaser	123456789	03/16/2015	937152	100	54
8	A Carrier Name	123456789	J	SD	SD	A Purchaser	123456789	03/16/2015	937152	500	54
7	A Carrier Name	123456789	J	SD	IA	A Purchaser	123456789	03/16/2015	937152	300	54

- Click “Save Layout”. Click “Next”
- If you have chosen Upload a File your screen will look like the following:

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Data File Upload > FILING NOV 2015 RETURN FOR: 7002-0851-LV

Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

Browse...

Add File

Back Next

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- Click on the “Browse” button to locate the file from your computer directory that you want to upload.
- Click “Add file”. Click “Next”

- If you have chosen Manual Entry your screen will look like the following:

- You will enter the information from your schedule into each box. The Purchaser's FEIN(Federal Employer Identification Number or Tax ID Number or Social Security Number) can be substituted with 999999999 if unavailable. Date Shipped would be the Transaction Date. Enter the Customer Number or the Manifest Number (Ticket Number). Enter Gross Gallons (Total Gallons sold in whole gallons no decimals). Then Click "Save". Continue this until you have entered all transactions (If you check the "Clear form after updates" box this will clear the form to enter the next transaction). Then Click "Next".
- If you uploaded a file you will see a screen similar to this:

Result	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination State	S
Success	7	Community Oil Company	420636373	J	SD	IA	C
Success	5	Community Oil Company	420636373	J	SD	SD	E

- If you get error messages, go directly to your schedule file on your computer, make the needed corrections, and save the file.
- Go to the "File Preview" page and click "Back".
- Delete the file previously added on the "Data File Upload" page

- Click “Browse” and upload the corrected EPath schedule.
- Click “Add File”. Then Click “Next”.

South Dakota Department of Revenue

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EPATH - Motor Fuel > **FILING NOV 2015 RETURN FOR: 7002-0851-LV**

Liquefied Petroleum Gas Return

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LV Summary
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SALES SUMMARY	
1. Gallons sold tax-unpaid to other licensed LPG Vendors (Attach Uniform Schedule of Disbursements Type 6e)	0
2. Gallons sold tax-unpaid for agricultural (exempt) use	0
3. Gallons sold tax-unpaid to exempt government agencies (Attach Uniform Schedule Of Disbursements Type 8)	0
4. Gallons sold tax-unpaid to licensed LPG Users or Highway Contractor (Attach Uniform Schedule of Disbursements Type 10g)	0
5. Gallons exported from South Dakota (Attach Uniform Schedule Of Disbursements Type 7)	6,348
6. Gallons sold on which South Dakota sales tax is due and will be reported and remitted on your sales tax return	
7. Gallons sold for or used in licensed vehicles upon which fuel tax is due (unless sold to a licensed LPG User or Highway Contractor) (Attach Uniform Schedule of Disbursements Type 5)	12,000
8. Total LPG Gallons Sold or Exported (Add Lines 1,2,3,4,5,6 and 7)	18,348
INVENTORY RECONCILIATION	
9. Beginning LPG Inventory	
10. Total gallons received during the month or brought into South Dakota (Attach Uniform Schedule of Disbursements Type 2)	71,580
11. Total gallons to be accounted for (Add Lines 9 and 10)	71,580
12. Total gallons sold or exported (Record amount from Line 8 here)	18,348
13. Ending LPG Inventory (Subtract Line 12 from Line 11)	53,232
TAX CALCULATION AND REMITTANCE	
14. Fuel Taxable Sales (Record Amount from Line 7 here)	12,000
15. Fuel Tax Rate	\$0.20
16. Fuel Tax Liability for this reporting period (Multiply amount on Line 14 by tax rate on Line 15)	\$2,400.00
17. Allowance (Multiply first 25,000 gallons on Line 14 by 0.02 and excess gallons by 0.01. Add amounts and multiply by \$0.20 Record amount here (\$500 Maximum))	\$0.00
18. Net Fuel Tax Liability (Subtract Line 17 From Line 16)	\$2,400.00
19. Interest	\$48.00
20. Penalty (if filing after due date)	\$240.00
21. Total Due (Add lines 18,19, and 20)	\$2,688.00

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- Lines 2, 6 and 9 need to be entered manually.
- Book value inventory practice is followed. The ending inventory reported on the previous return period is the beginning inventory for the current return period. A notation in your records is required to explain the difference between the book inventory and the physical inventory.
- Click “Calculate”. Confirm all data is correct.
- Click “Next”.


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Epath-Motor Fuel > FILING NOV 2015 RETURN FOR: 7002-0851-LV

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Liquefied Petroleum Gas Return

SALES SUMMARY		
1. Gallons sold tax-unpaid to other licensed LPG Vendors (Attach Uniform Schedule of Disbursements Type 6e)	0	
2. Gallons sold tax-unpaid for agricultural (exempt) use	700	
3. Gallons sold tax-unpaid to exempt government agencies (Attach Uniform Schedule Of Disbursements Type 8)	0	
4. Gallons sold tax-unpaid to licensed LPG Users or Highway Contractor (Attach Uniform Schedule of Disbursements Type 10g)	0	
5. Gallons exported from South Dakota (Attach Uniform Schedule Of Disbursements Type 7)	6,348	
6. Gallons sold on which South Dakota sales tax is due and will be reported and remitted on your sales tax return	0	
7. Gallons sold for or used in licensed vehicles upon which fuel tax is due (unless sold to a licensed LPG User or Highway Contractor) (Attach Uniform Schedule of Disbursements Type 5)	12,000	
8. Total LPG Gallons Sold or Exported (Add Lines 1,2,3,4,5,6 and 7)	19,048	
INVENTORY RECONCILIATION		
9. Beginning LPG Inventory	53,232	
10. Total gallons received during the month or brought into South Dakota (Attach Uniform Schedule of Disbursements Type 2)	71,580	
11. Total gallons to be accounted for (Add Lines 9 and 10)	124,812	
12. Total gallons sold or exported (Record amount from Line 8 here)	19,048	
13. Ending LPG Inventory (Subtract Line 12 from Line 11)	105,764	
TAX CALCULATION AND REMITTANCE		
14. Fuel Taxable Sales (Record Amount from Line 7 here)	12,000	
15. Fuel Tax Rate	\$0.20	
16. Fuel Tax Liability for this reporting period (Multiply amount on Line 14 by tax rate on Line 15)	\$2,400.00	
17. Allowance (Multiply first 25,000 gallons on Line 14 by 0.02 and excess gallons by 0.01. Add amounts and multiply by \$0.20 Record amount here (\$500 Maximum))	\$0.00	
18. Net Fuel Tax Liability (Subtract Line 17 From Line 16)	\$2,400.00	
19. Interest	\$48.00	
20. Penalty (If filing after due date)	\$240.00	
21. Total Due (Add lines 18,19, and 20)	\$2,688.00	

[View Printer Friendly Version](#)

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- Click "View Printer Friendly Version".
- Right Click your computer mouse and select "Print Preview".
- Click "Shrink to fit" to fit the return to the paper. Click "Print".
- Close the Print screen once you have printed the form. Click "Next".


***** SD EPATH TEST SITE - Use for testing only *****
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Payment Method > FILING NOV 2015 RETURN FOR: 7002-0851-LV

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Select the Payment Method you will be using

ACH Debit 

 ACH Credit 

 Credit Card 

 A non-refundable convenience fee of 2.45% will apply if you pay by credit card. Credit Card payments are processed by Elavon Inc. You will be taken to Elavon's site to enter your credit card information after you submit your return.

No Payment at this time. (Interest will apply to late payments.)

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- ACH Debit: Tax payments will be automatically withdrawn on a date of your choosing, from a bank account you designate. Some banks block ACH Debit transactions, please contact your bank to authorize the Department's ACH Debit transaction.
- ACH Credit: You will need to notify your bank each time fuel taxes are due and payable. You are responsible for any costs associated with an ACH Credit payment.
- Payment is due the second-to-last working day of the month. Interest will be assessed if the payment is received late.
- Click "Next" after making your selection.

South Dakota Department of Revenue

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[EPath Help](#)

Scheduled Payments >

Period: NOV 2015 Payment Due Date: Dec 30, 2015

Existing Account:

Payment Date:

Amount:

Pay to the Order Of: SD Treasurer

Checking Savings

Routing #: Bank Account #:

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- Enter the name of the bank you wish to make fuel tax payments from.
- Select the "Payment Date" for payment of the taxes due.
- Enter the Amount of taxes due.
- Select the type of account the payment will be withdrawn from. Enter the Routing number and Account number from where the funds will be withdrawn. Click "Next"

South Dakota Department of Revenue

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[EPath Help](#)

Verify Information >

Please verify your Return information. Use the 'Back' button or select a link from the side menu to go to the appropriate page to fix the errors.

To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.

Return Information			
License:	7002-0851-LV	Period:	11/2015
Name:	MELISSA BIG EAGLE	Return Due Date:	12/23/2015
File Code:	Required Calendar Monthly	Return Type:	LV - Original
Total Tax Due:		\$2,400.00	
Interest/Penalty:		\$288.00	
Total Due:		\$2,688.00	
Payment Type:		ACH Debit	

Payment Information			
Payment Type:	Checking	Routing Number:	*****9999
Payment Date:	2/5/2016	Bank Account:	*****1111
Amount:		\$2,688.00	

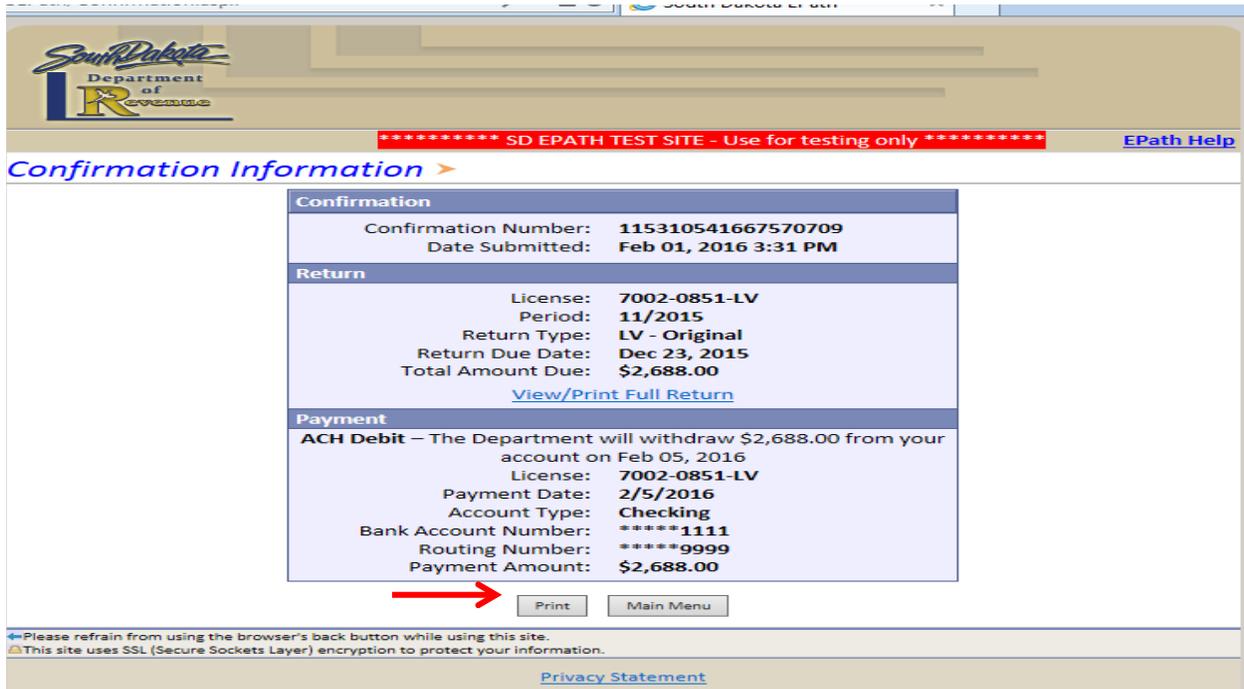
Filing Agreement

By rekeying my log in password I declare and affirm under penalty of perjury that this return has been examined by me, and to the best of my knowledge and belief is in all things true and correct. I understand that by submitting this return electronically it is my intention to have the South Dakota Department of Revenue accept it as filed.

Login Password:

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- Verify your Return information.
- Enter your Login Password. Click "Submit".



- Print the Confirmation Information page.
- View and or Print the full return.
- Your return has been submitted.

This is a sample of the Confirmation of your return and payment.

SD EPath Return & Payment Confirmation

Confirmation Number: 114423230033191337
 Date Submitted: Sep 03, 2015 2:42 PM

Return

License: 7002-0086-LV
 Period: 03/2015
 Return Type: LV - Original
 Due Date: Apr 23, 2015
 Total Amount Due: \$151.24

Payment

License: 7002-0086-LV
 Payment Date: 9/11/2015
 Account Type: Checking
 Bank Account Number: *****4582
 Routing Number: *****8795
 Payment Amount: \$151.24

If you have any questions or need any assistance, please contact one of the following Motor Fuel Tax staff members: In Rapid City Earl Coggins at 605-394-3397; In Sioux Falls Aleta Carlson at 605-367-5259; In Pierre Melissa Big Eagle at 605-773-4109.