

## **LPG (LIQUID PETROLEUM GAS) USER**

An LPG User is a person who uses liquid petroleum gas in the engine fuel supply tank of a motor vehicle and wishes to purchase LPG in bulk, into a storage tank which has a delivery hose attached thereto on a tax unpaid basis. A licensed LPG User is required to pay fuel excise taxes on any LPG transferred from their bulk storage and used in licensed vehicles on the public roads and highways in this state.

### **Record Keeping/Acceptable Records**

To ensure that the correct amount of fuel tax is collected on all fuel used on South Dakota roads and highways, the law requires LPG Users to keep detailed records of all fuel transactions and deliveries, and in some cases, of fuel usage. LPG Users will need these records to accurately complete tax returns and must present them to Department personnel if they are audited or have their licenses reviewed. Records are to be maintained for a period of at least 30 days at the delivery location or a location approved by the Secretary. All records must be preserved for the current year and the three preceding calendar years.

### **Sales and Purchase Records**

Licensed LPG Users must keep all sales and or purchase invoices. A copy of the invoice must be maintained in the records of both the seller and the purchaser. The invoices must be serially numbered and must contain the following information:

- The seller's name and address;
- The seller's supplier's license number issued by the department, if the fuel was sold at the pipeline or the seller's marketer's number if not sold at a pipeline;
- The purchaser's name and address;
- The date of sale and delivery of the fuel;
- The number of gallons of fuel sold and delivered to the purchaser, the type of fuel and if diesel whether it was dyed or not;
- The price charged per gallon of fuel;
- If charged, the amount of fuel tax or sales tax. Fuel tax must either be listed separately or as a statement by the marketer that the price per gallon required by law includes the South Dakota fuel tax; and
- The total amount of the sales invoice

### **Other Records Required of LPG Users**

LPG Users must also keep accurate records of the following:

- Individual vehicle and machinery fuel-consumption records or log books
- Motor vehicle odometer readings
- Machinery hour readings
- Monthly fuel use and odometer summaries

The Secretary of Revenue may require other pertinent records and papers necessary for the enforcement of fuel tax laws, including purchase records, journals, ledgers, payment records and banking records.

### **Payment and Reporting Schedule**

All fuel tax due from an LPG User must be remitted to the Department of Revenue on a semiannual basis. The tax is due on the last day of the month following the end of the semiannual period. Taxes due for the period January through June are due July 31<sup>st</sup>. Taxes due for the period July through December are due on January 31<sup>st</sup>. If July 31<sup>st</sup> or January

31st fall on a Saturday, Sunday, legal holiday or on a day that the Federal Reserve Bank is closed, the tax and report are due on the next day that is not a Saturday, Sunday, legal holiday, or a day the Federal Reserve Bank is closed.



# Liquefied Petroleum Gas (LPG) User Tax Return

Mail Remittance Center  
 Return to: P.O. Box 5055  
 Sioux Falls, SD 57117-5055

Check here if this is an amended return

When Applicable, Report in Whole **Gross** Gallons Only.

## VEHICLE INFORMATION

	Column A Vehicle #1	Column B Vehicle #2	Column C Vehicle #3	Column D Vehicle #4
<b>1</b> Odometer reading from last day of prior reporting period <b>1</b>				
<b>2</b> Odometer reading from last day of current reporting period <b>2</b>				
<b>3</b> Miles driven during current reporting period Subtract Line 1 from Line 2 <b>3</b>				
<b>4</b> Miles driven off of roads and highways <b>4</b>				
<b>5</b> Highway use miles -- Subtract Line 4 from Line 3 <b>5</b>				
<b>6</b> Vehicle's Average Miles Per Gallon (MPG) -- Determine from your records <b>6</b>				
<b>7</b> Gallons consumed during period -- Divide Line 5 by Line 6 <b>7</b>				
<b>8</b> Tax-paid gallons of LPG purchased during the current reporting period -- (Your records must contain copies of sales tickets for all tax-paid fuel purchases claimed on this line) <b>8</b>				
<b>9</b> Gallons consumed with no tax paid -- Subtract Line 8 from Line 7 <b>9</b>				
<b>10</b> Total gallons consumed with no tax paid -- Add Columns A through D on Line 9 <b>10</b>				
<b>11</b> Tax Rate <b>11</b>				\$0.20
<b>12</b> Total Fuel Tax Due -- Multiply Line 10 by Line 11 <b>12</b>				\$

## SALES TAX WORKSHEET

<b>13</b> Total gallons LPG received from all sources during this reporting period <b>13</b>	
<b>14</b> Total cost of all fuel (excluding all state and federal taxes) listed on Line 13 <b>14</b>	\$
<b>15</b> Average cost per gallon, excluding state taxes -- Divide Line 14 by Line 13 <b>15</b>	\$
<b>16</b> Total gallons used for off-road commercial purposes or for heating purposes <b>16</b>	
<b>17</b> Total gallons on which sales tax was paid at the time of purchase <b>17</b>	
<b>18</b> Net gallons subject to sales tax -- Subtract Line 17 from Line 16 <b>18</b>	
<b>19</b> Total cost of gallons subject to sales tax -- Multiply Line 18 by Line 15 <b>19</b>	
<b>20</b> Sales Tax Due -- Multiply Line 19 by \$0.04 <b>20</b>	\$

## TAX COMPUTATION

<b>21</b> Total Tax Liability -- Add Line 12 and Line 20 <b>21</b>	
<b>22</b> Interest and/or Penalty (If filing after due date) <b>22</b>	
<b>23</b> Balance Due or Credit from prior records (See Computer Notice) <b>23</b>	\$
<b>24</b> Total Remittance -- Add Lines 21 and 22, and add or subtract Line 23 (Depending on balance due or credit) <b>24</b>	\$

I declare and affirm under the penalty of perjury that this report has been examined by me, and to the best of my knowledge and belief is in all things true and correct.

Signature	Title	Date
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## LPG User Tax Return Instructions

1. Record the odometer readings from the last day of the prior reporting period.
2. Record the odometer readings from the last day of the current reporting period.
3. Miles driven – Subtract Line 1 from Line 2.
4. Miles driven off of roads and highways.
5. Highway use miles – Subtract Line 4 from Line 3.
6. Vehicles average miles per gallon – Determine from your records.
7. Gallons consumed during reporting period – Divide Line 5 by Line 6.
8. Tax-paid gallons of LPG purchased during the current reporting period. Your records must contain copies of sales tickets for all tax-paid fuel purchases claimed on this form.
9. Gallons consumed with no tax paid – Subtract Line 8 from Line 7.
10. Total gallons consumed with no tax paid – Add Columns A through D on Line 9
11. Tax rate
12. Fuel Tax due – Multiply Line 10 by Line 11
13. Report total gallons of LPG received from all sources during this reporting period.
14. Total cost of fuel – excluding all state and federal taxes – listed on Line 13.
15. Average cost per gallon, excluding state taxes – Divide Line 14 by Line 13.
16. Report total gallons used for off road commercial purposes or for heating purposes.
17. Report total gallons on which sales tax was paid at the time of purchase.
18. Net gallons subject to sales tax – Subtract Line 17 from Line 16
19. Total cost of gallons subject to sales tax – Multiply Line 18 by Line 15.
20. Sales Tax due – Multiply Line 19 by \$0.04.
21. Total tax liability – Add Lines 12 and 20.
22. Interest and/or Penalty. Interest is calculated at 1.25% per month. First month is \$5 or 1.25%, whichever is greater. Penalty is calculated at 10% or \$10, whichever is greater, for filing a return late even if no tax is due.
23. Balance Due or Credit from prior reporting periods (See computer notice).
24. Total Taxes and Fees for this reporting period – Add Lines 21, 22 and add or subtract Line 23 (depending on balance due or credit).