SOUTH DAKOTA DEPARTMENT OF REVENUE

# Filing a Return as an LNG Vendor (Upload File Containing Data Method)



### **Benefits of EPath**

- File and pay at <u>www.sd.gov/epath</u>
- Provides 24/7 access to file and pay returns by electronic means
- Easy Data entry or Data upload
- System does all calculations
- Pay by ACH Debit or ACH Credit

#### <u>Features</u>

- Amend returns online
- Review returns, payments, outstanding returns, and account balances
- Make payments
- View pending payments and make changes to pending payments
- Use bank account for a one-time payment or save account information for future payments
- Use one EPath account to file and pay taxes for multiple licenses for same owner
- Assign additional users access to specific licenses on your EPath account
- Change your password, security questions, and email address at any time



**EPath Help** Login > Log in to your Account Username: Password: ACCESS
EPATH HELP
FROM EVERY
SCREEN Forgot your Username? Forgot your Password? CONTINUE Create an Account If you are not already using EPath to access your account, create an account now. CREATE ACCOUNT WATCH VIDEO ON CREATING AN ACCOUNT MAKE A PAYMENT If you don't have an EPath account and need to make a payment by ACH Debit or Credit Card for the Taxes Listed above. If you owe tax and do not have a tax license, please call 1-800-829-9188.

#### DUE DATES CALENDAR

**TIP**: Each **1** has help information. Simply point to the **1** to display the information.

#### Main Menu >

#### File and Pay.

- ▶ File and Pay your Return 6
- ▶ Upload Additional Documentation

Amend a Return 6

#### Pay Outstanding Balance.

► Payment Only **①** 

#### Select an account function to perform.

- ► Add/Edit User Accounts **6**
- **▶** Cancel Licenses
- ▶ Print License Card

#### View History.

- ▶ View Account Activity 1
- ▶ View Pending Items <a>®</a>

- ► Change Profile **①**
- ▶ Add a License
- Renew your Alcohol Tax License
- ▶ View/Edit Pending Electronic Payments ①
- ▶ View Deleted Electronic Payments <a>®</a>

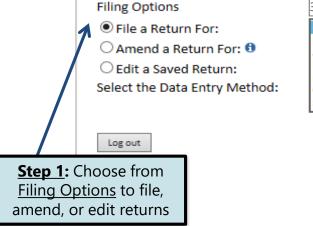


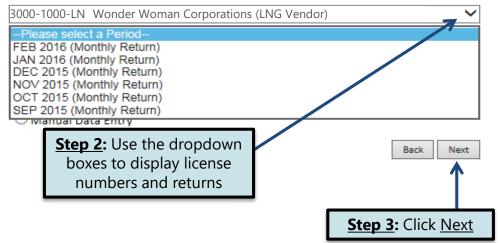
#### Tax Return Filing Menu ≻

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.



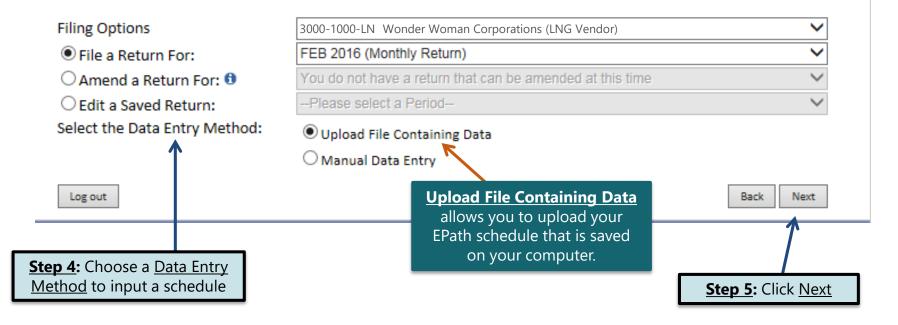


#### Tax Return Filing Menu >

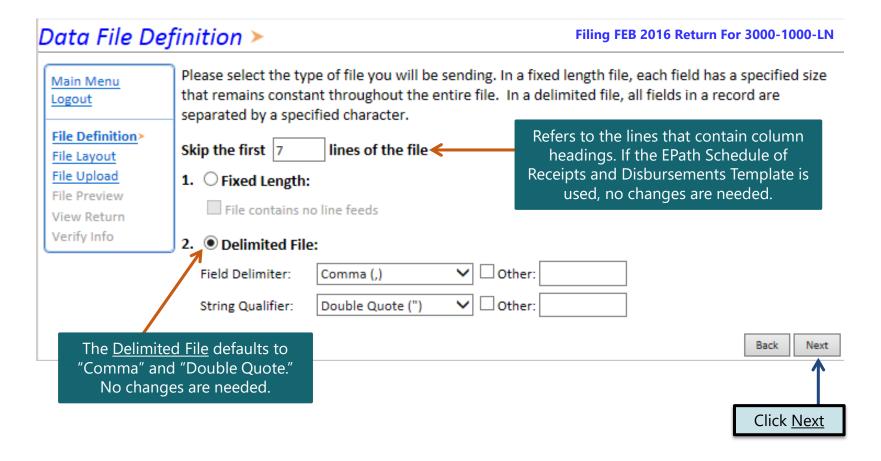
Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

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Example: Data File Definition



#### Data File Layout >

#### Filing FEB 2016 Return For 3000-1000-LN

Main Menu
Logout

File Definition
File Layout
File Upload
File Preview
View Return

Verify Info

Position refers to the column on the schedule that is uploaded into EPath.

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 🗸	Manifest Number	15	Required	
11 🗸	Gross Gallons	9	Required	
12 🗸	Product Type	3	Required	
Reset Layout	Save Layout			

If you are using the EPath template to file your schedule, no changes are needed on this page and you can click <u>Next</u>.

<u>Field Name</u> is the column heading on the EPath Schedule.

Step 1: 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.

<u>Step 2</u>: If the layout changes, click <u>Save Layout</u> before clicking <u>Next</u>.

When uploading a schedule into Epath, the Data File Layout must match the uploaded schedule.

Schedule Type	Carrier Name	Carrier FEIN	Mode	Point of Origin	Destination	Sold To Acquired From	Purchaser Seller FEIN	Date Shipped Received	Manifest Number	Gross Gallons	Product Type
6d	A Carrier	123456789	J	SD	SD	A Purchaser	123456789	02/01/2016	123456	1200	225
6d	A Carrier	123456789	J	SD	SD	A Purchaser	123456790	02/02/2016	123456	1200	225
6d	A Carrier	123456789	J	SD	SD	A Purchaser	123456791	02/03/2016	123456	1200	225
8	A Carrier	123456789	J	SD	SD	A Purchaser	123456792	02/04/2016	123456	1200	225
8	A Carrier	123456789	J	SD	SD	A Purchaser	123456793	02/05/2016	123456	1200	225
8	A Carrier	123456789	J	SD	SD	A Purchaser	123456794	02/06/2016	123456	1200	225
7	A Carrier	123456789	J	SD	TX	A Purchaser	123456795	02/07/2016	123456	1200	225
7	A Carrier	123456789	J	SD	FL	A Purchaser	123456796	02/08/2016	123456	1200	225
7	A Carrier	123456789	J	SD	AK	A Purchaser	123456797	02/09/2016	123456	1200	225
7	A Carrier	123456789	J	SD	ND	A Purchaser	123456798	02/10/2016	123456	1200	225

Back

## **Schedule Types**

• You will only be reporting liquid natural gas sales, so the product type will always be 225. The schedule types you will use are listed below, depending on the type of activity conducted. When uploading an electronic schedule, the following schedule types will automatically record the gallons you report on the line listed in the description box.

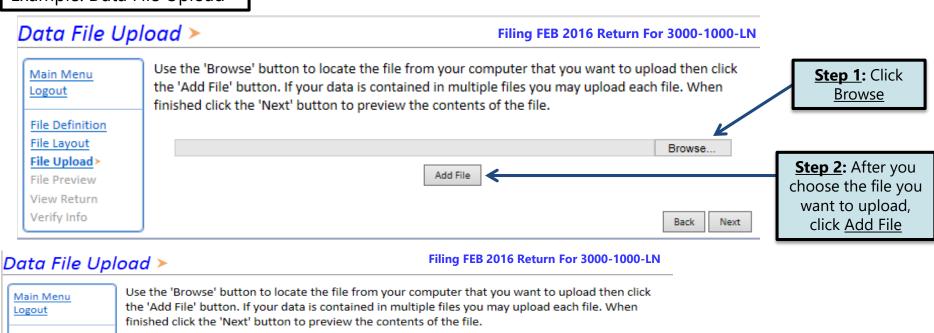
Schedule Type	<u>Description</u>	
6d	This schedule type will be used to report transactions of LNG that were sold tax exempt to other licensed LNG Vendors. This amount will be reported on <u>Line 1</u> of the tax return.	
<b>10</b> a	This schedule type will be used to report transactions of LNG that were sold tax exempt for agricultural use. This amount will be reported on <u>Line 2</u> of the tax return.	
8	This schedule type will be used to report transactions of LNG that were sold tax exempt to the federal government. This amount will be reported on <u>Line 3</u> of the tax return.	
7	This schedule type will be used to report transactions of LNG that were exported out of South Dakota.  This amount will be reported on <u>Line 4</u> of the tax return.	
5	This schedule type will be used to report transactions of LNG that were sold for use or used in licensed motor vehicles upon which fuel tax is due. This amount will be reported on <u>Line 6</u> of the tax return.	

## **Modes of Transfer**

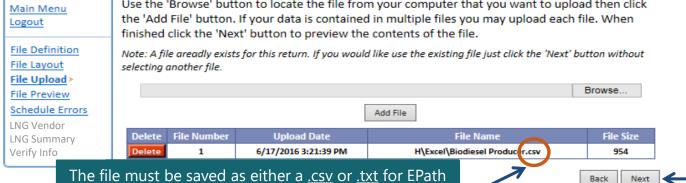
• How the fuel was transported will also need to be listed on the schedule. The modes of transfer codes that will be used and what they stand for are listed below.

<u>Mode</u>	<u>Description</u>
J	Truck
R	Rail Car
В	Barge
PL	Pipeline

Example: Data File Upload

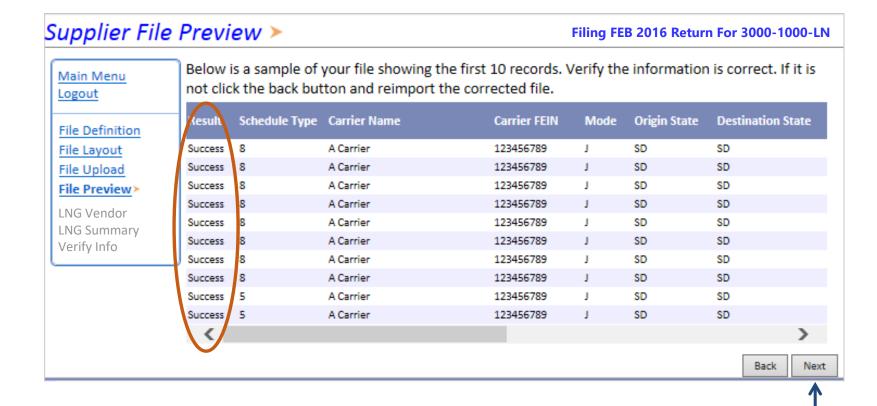


**Step 3:** Click Next

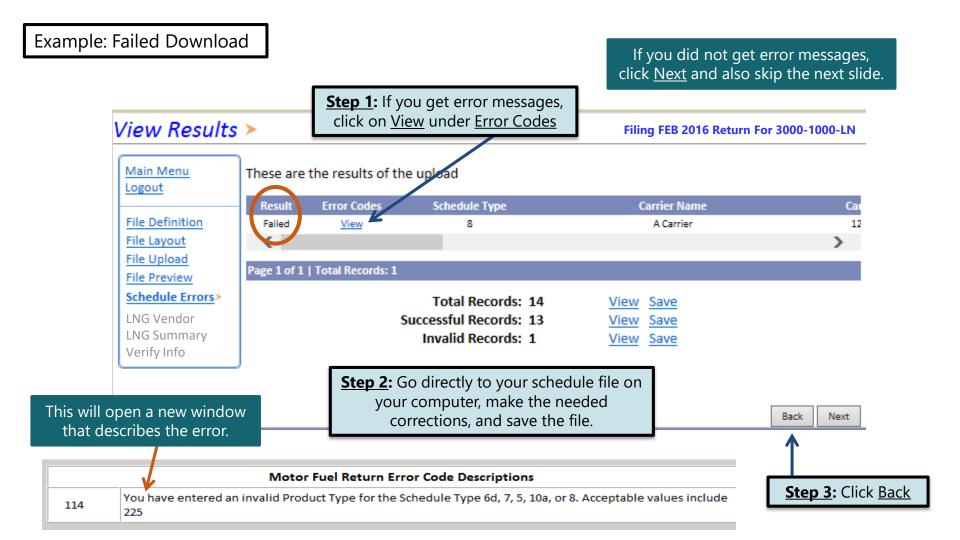


to recognize the data when the file is uploaded.

Example: File Preview



Click Next



#### Example: Failed Download Continued...



#### Filing FEB 2016 Return For 3000-1000-LN

>

Next

Back

Main Menu Logout File Definition File Layout

File Upload

File Preview>

LNG Vendor

NC Summary

Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

Result Schedule Type Carrier Name Origin State **Destination State** Carrier FFIN Mode Success 5 A Carrier 123456789 SD SD Success A Carrier 123456789 SD SD Success 5 A Carrier 123456789 SD A Carrier 123456789 WY Success A Carrier 123456789 SD Success A Carrier 123456789 SD Success 5 Success 5 A Carrier 123456789 SD 123456789 SD Success A Carrier SD SD Success A Carrier 123456790

**Step 4:** Click <u>Back</u> on the <u>File Preview Page</u>

Data File Upload >

**Step 5**: Click <u>Delete</u> and upload the corrected file

#### \_\_\_\_\_

#### Filing FEB 2016 Return For 3000-1000-LN

Next

Use the 'Browse' button to locate the file from your computer that you want to upload then click Main Menu the 'Add File' button. If your data is contained in multiple files you may upload each file. When Logout finished click the 'Next' button to preview the contents of the file. File Definition Note: A file preadly exists for this return. If you would like use the existing file just click the 'Next' button without File Layout selecting a other file. File Upload> Browse... File Preview Schedule Errors Add File LNG Vendor Dele File Number Upload Date File Size File Name LNG Summary 6/17/2016 3:21:39 PM H\Excel\Biodiesel Producer.csv 954 Verify Info

#### To upload a new file:

- 1. Click Browse
- 2. Upload Correct File
- 3. Click <u>Add File</u>
- 4. Click Next

Main Menu Logout File Definition File Layout File Upload File Preview Liquefied N. Gas> LN Summary Payment Method Make Payment Verify Info

**TIP**: Calculate entries before continuing.

**Step 2:** Click <u>Calculate</u>

#### Liquefied Natural Gas Return

	SALES SUMMARY	
	1. Gallons sold tax-unpaid to other licensed LN vendors	3,600
	2. Gallons sold tax-unpaid for agricultural (exempt) use	0
	3. Gallons tax-unpaid to exempt government agencies	3,600
	4. Gallons exported from South Dakota	4,800
	5. Gallons sold on which South Dakota sales tax is due and will be reported and remitted on your sales tax return	R
	6. Gallons sold for use or used in licensed vehicles upon which fuel tax is due	0
	7. Total LN Gallons Sold or Exported (Add Lines 1,2,3,4,5, and 6)	12,000
	INVENTORY RECONCILIATION	
	8. Beginning LN Inventory	4
	9. Total gallons received during the month or brought into South Dakota	4
	10. Total gallons to be accounted for (Add Lines 8 and 9)	0
	11. Total gallons sold or exported (Record amount from Line 7 here)	12,000
	12. Ending LNG Inventory (Subtract Line 11 from Line 10)	-12,000
	INVENTORY RECONCILIATION	
	13. Fuel Taxable Sales (Record Amount from Line 6 here)	0
	14. Fuel Tax Rate	\$0.14
	15. Fuel Tax Liability for this reporting period (Multiply amount on Line 13 by tax rate on Line 14)	\$0.00
	16. Interest	\$0.00
	17. Penalty	\$10.00
	18. Total Remittance (Add lines 15, 16, and 17)	\$10.00
K	Calculate	Back Next

Step 1: Lines 5, 8, and 9 are entered manually

Step 3: Click Next

Back

Main Menu Logout	Liquefied Natural Gas Return  SALES SUMMARY  1. Galles and the properties of the literard LNG Venders	to re	<b>TIP</b> : Always remember to review your entries		
File Definition File Layout	Gallons sold tax-unpaid to other licensed LNG Vendors     (Attach Uniform Schedule of Disbursements - Type 6d)     Gallons sold tax-unpaid for agricultural (exempt) use		before continuing in the process.		
File Upload File Preview	(Attach Uniform Schedule of Disbursements - Type 10a)  3. Gallons sold tax-unpaid to exempt government agencies	3,600			
Liquefied N. Gas	(Attach Uniform Schedule of Disbursement - Type 8)	5,555			
LN Summary>	Gallons exported from South Dakota     (Attach Uniform Schedule of Disbursements - Type 7)	4,800			
Payment Method Make Payment	5. Gallons sold on which South Dakota sales tax is due and will be reported and remitted on your sales tax return	0			
Verify Info	Gallons sold for use or used in licensed vehicles upon which fuel tax is due     (Attach Uniform Schedule of Disbursements - Type 5)	0			
	7. Total LNG Gallons Sold or Exported (Add Lines 1,2,3,4,5, and 6)	12,000			
	INVENTORY RECONCILIATION				
	8. Beginning LNG Inventory	0			
	9. Total gallons received during the month or brought into South Dakota	12,000			
	10. Total gallons to be accounted for (Add Lines 8 and 9)	12,000			
	11. Total gallons sold or exported (Record amount from Line 7 here)	12,000			
	12. Ending LNG Inventory (Subtract Line 11 from Line 10)	0			
	TAX CALCULATION AND REMITTANCE				
	13. Fuel Taxable Sales (Record Amount from Line 6 here)	0			
	14. Fuel Tax Rate	\$0.14			
	15. Fuel Tax Liability (Multiply amount on Line 13 by tax rate on Line 14)	\$0.00	Click <u>Next</u>		
	16. Interest	\$0.00			
	17. Penalty	\$10.00			
	18. Total Remittance (Add lines 15, 16, and 17)	\$10.00			

Example: Returns with Tax Due

Step 1: Choose a Payment Method On the <u>Payment Method</u> page, you have the option to pay the tax amount due on your LNG Vendor return. If no tax is due, you will not reach this page.

#### Payment Method >

Filing FEB 2016 Return For 3000-1000-LN

**Step 2:** Follow the prompts to

make a payment, if you choose to make a payment at this time

Main Menu Logout

File Definition

File Layout

File Upload

File Preview

EB Summary

Payment Method>

Make Payment Verify Info

Select the Payment Method you will be using

OACH Debit @

O ACH Credit @

O Credit Card VISA COMPANY

A hon-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.)

If you choose to make a payment at a later date, select No Payment at this time and click Next.

Back Next **Step 3:** Click Next

#### Verify Information ➤

Main Menu Logout

File Definition

File Layout File Upload

File Preview

Liquefied N. Gas

LN Summary

Payment Method Make Payment

Verify Info>

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: 3000-1000-LN

Name: WONDER WOMAN

CORPORATIONS

File Code: Required Calendar Monthly

Period: 02/2016

Return Due Date: 3/23/2016

Return Type: LN - Original

Total Tax Due: \$10.00 Interest/Penalty: \$10.00 Total Due: \$10.00 Payment Type: None

#### 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:

**Reminder**: Clicking 'Submit' will finalize the filing process. Make sure to look over everything one last time.

Back

Submit

#### Confirmation Information ➤

#### Confirmation

Confirmation Number: 112490641694570825
Date Submitted: Jun 22, 2016 12:49 PM

#### Return

License: 3000-1000-LN

Period: 02/2016

Return Type: LN - Original Return Due Date: Mar 23, 2016

Total Amount Due: \$10.00

Please Note: You will NOT be able to print your return after you return to the main menu. Click View/ Print Full

Return to print your return.

View/Print Full Return

Print

Main Menu

## Questions?



South Dakota Department of Revenue



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South Dakota DOR



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