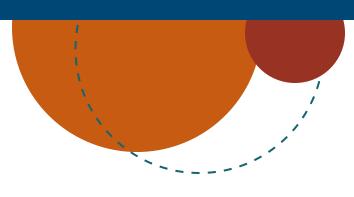# LNG Vendor Upload Data EPath Filing Guide

How to File and Pay your Return

Already have a Login:
Fill in your username and password and click on continue button.

Don't have a Login:
Use this button to create an account.

Note:
Access to EPath Help is available on every screen. Just click this button.

Step 2: Click 'File and Pay your Return'.

Note:
Each ℹ️ button has help information. Just hover the cursor over the button.

Step 3: Fill out necessary information (details below). Then click 'Next'.

Tax Return Filing Menu ➤

2: Choose from Filing Options. You can file, amend, or edit a return.

1: Use the dropdown menu to display license numbers and returns.

t the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Only returns currently due or past due may be filed. Returns may be filed on or after the first of the mo 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

Filing Options

○ File a Return For:
○ Amend a Return For: ❶
○ Edit a Saved Return:

elect the Data Entry Method:

- 7002-4853-LN - LET IT BE CORP (Liquid Natural Gas)
- --Please select a Period--
- You do not have a return that can be amended at this ti
- --Please select a Period--

● Upload File Containing Data
○ Manual Data Entry

3: Select the dates you wish to file your return for.

4: Choose the Data Entry Method, for this guide choose 'Upload File Containing Data'.

og out

Back   Next

Step 4: Fill out necessary information (details below). Then click 'Next'.

Data File Definition ➤

FILING AUG 2023 RETURN FOR: 7002-4855-LV

Main Menu
Logout

File Definition ➤
File Layout
File Upload
File Preview
LPG Vendor
LV Summary
Verify Info

Please select the type of file you will be sending. In a fixed length file, each field has a specified size that remains constant throughout the entire file. In a delimited file, all fields in a record are separated by a specified character.

Skip the first [7] **lines of the file**

1. ○ **Fixed Length:**
   ☐ File contains no line feeds

2. ● **Delimited File:**

   Field Delimiter: [Comma (,) ⌄] ☐ Other: [   ]
   ing Qualifier: [Double Quote (") ⌄] ☐ Other: [   ]

1: Determine the amount of lines to skip, depending on where you want EPath to start pulling your recorded data.

2: Select "Delimited File'. Nothing in this section needs to be changed.

Back   Next

- 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.

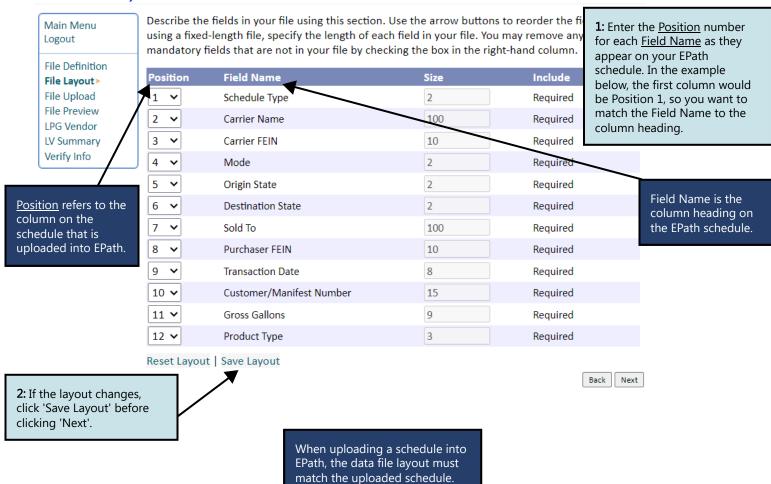| Schedule Type	Description
6d	This Schedule type will be used to report transactions on LNG that were sold tax exempt to other licensed LNG Vendors. This amount will be reported on Line 1 on the tax return.
10a	This schedule type will be used to report transactions on LNG that were sold tax exempt for agricultural use. This amount will be reported on Line 2 on the tax return.
8	This schedule type will be used to report transactions of LBG that were sold tax exempt to the federal government. This amount will be reported on Line 3 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 Line 4 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 Line 6 of the tax return.

Step 6: 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.

Mode	Description
J	Truck
R	Rail Car
B	Barge
PL	Pipeline

Data File Layout ➤

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

Main Menu
Logout

File Definition
File Layout ➤
File Upload
File Preview
LPG Vendor
LV Summary
Verify Info

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.

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

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

Field Name is the column heading on the EPath schedule.

2: If the layout changes, click 'Save Layout' before clicking 'Next'.

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	999999999	08/01/2023	12345	1200	225
6d	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	08/02/2023	12345	1200	225
6d	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	08/03/2023	12345	1200	225
8	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	08/04/2023	12345	1200	225
8	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	08/05/2023	12345	1200	225
8	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	08/06/2023	12345	1200	225
7	A Carrier	123456789	J	SD	TX	A Purchaser	999999999	08/07/2023	12345	1200	225
7	A Carrier	123456789	J	SD	FL	A Purchaser	999999999	08/08/2023	12345	1200	225
7	A Carrier	123456789	J	SD	AK	A Purchaser	999999999	08/09/2023	12345	1200	225
7	A Carrier	123456789	J	SD	ND	A Purchaser	999999999	08/10/2023	12345	1200	225

Step 8: Upload your data file, when finished uploading click 'Next'.
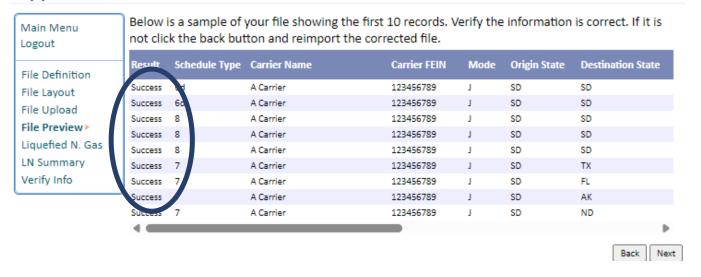
Data File Upload ➤

FILING AUG 2023 RETURN FOR: 7002-4853-LN

Main Menu
Lo...

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.

1: Click 'Choose File' and choose the file that you want to upload.

F...
F...

File Upload ➤
File Preview
Liquefied N. Gas
LN Summary
Verify Info

Choose File | No file chosen

2: Click 'Add File'.

Add File

Delete	File Number	Upload Date	File Name	File Size
Delete	1	6/25/2024 2:30:02 PM	ScheduleOfDisbursements 1.csv	1153

Schedule of Receipts and Disbursements Template (.csv) (.txt)
Motor Fuel Tax Codes

Back | Next

If you do not want to create a file from scratch there is a template that can be used.

Note:
The file must be saved as either a .csv or .txt for EPath to recognize the data when the file is uploaded.
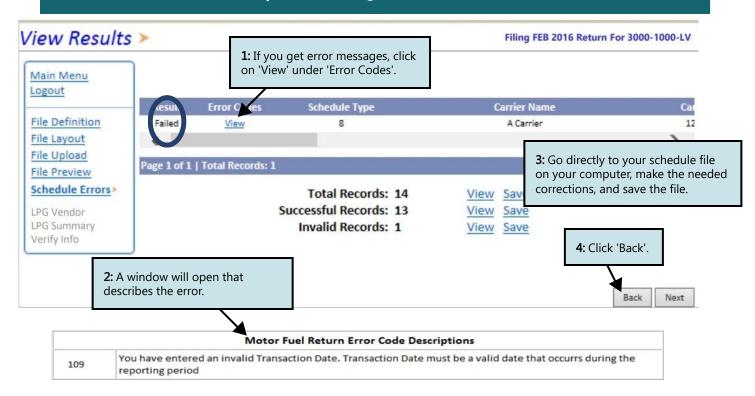
Step 9: Verify that the download was successful. If it is not successful move to next step. If it was successful click 'Next' and skip to step to step 11.

Supplier File Preview ➤
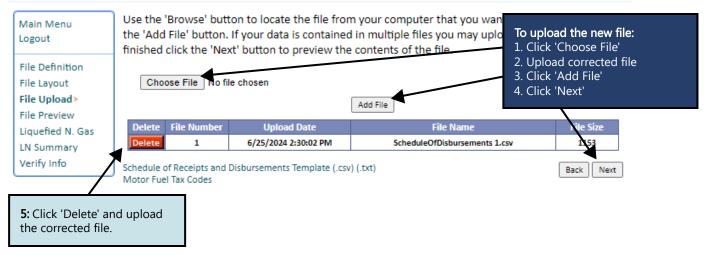
FILING AUG 2023 RETURN FOR: 7002-4853-LN

Main Menu
Logout

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.

File Definition
File Layout
File Upload
File Preview ➤
Liquefied N. Gas
LN Summary
Verify Info

Result	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination State
Success		A Carrier	123456789	J	SD	SD
Success	6d	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	7	A Carrier	123456789	J	SD	TX
Success	7	A Carrier	123456789	J	SD	FL
Success		A Carrier	123456789	J	SD	AK
Success	7	A Carrier	123456789	J	SD	ND

Back | Next

View Results

Filing FEB 2016 Return For 3000-1000-LV

Main Menu
Logout

File Definition
File Layout
File Upload
File Preview
Schedule Errors
LPG Vendor
LPG Summary
Verify Info

1: If you get error messages, click on 'View' under 'Error Codes'.

Result	Error Codes	Schedule Type	Carrier Name	Car
Failed	View	8	A Carrier	12

Page 1 of 1 | Total Records: 1

3: Go directly to your schedule file on your computer, make the needed corrections, and save the file.

Total Records: 14   View   Save
Successful Records: 13   View   Save
Invalid Records: 1   View   Save

4: Click 'Back'.

2: A window will open that describes the error.

Back   Next

	Motor Fuel Return Error Code Descriptions
109	You have entered an invalid Transaction Date. Transaction Date must be a valid date that occurrs during the reporting period

Data File Upload

FILING AUG 2023 RETURN FOR: 7002-4853-LN

Main Menu
Logout

File Definition
File Layout
File Upload
File Preview
Liquefied N. Gas
LN Summary
Verify Info

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

Choose File | No file chosen

To upload the new file:
1. Click 'Choose File'
2. Upload corrected file
3. Click 'Add File'
4. Click 'Next'

Add File

Delete	File Number	Upload Date	File Name	File Size
Delete	1	6/25/2024 2:30:02 PM	ScheduleOfDisbursements 1.csv	1153

Schedule of Receipts and Disbursements Template (.csv) (.txt)
Motor Fuel Tax Codes

Back   Next

5: Click 'Delete' and upload the corrected file.

EPATH - Motor Fuel ➤   FILING AUG 2023 RETURN FOR: 7002-4853-LN

Liquefied Natural Gas Return

Main Menu
Logout

Data Entry
Liquefied N. Gas ➤
LN Summary
Payment Method
Make Payment
Verify Info

SALES SUMMARY

1. Gallons sold tax-unpaid to other licensed LN vendors	0
2. Gallons sold tax-unpaid for agricultural (exempt) use	0
3. Gallons tax-unpaid to exempt government agencies	1,500
4. Gallons exported from South Dakota	0
5. Gallons sold on which South Dakota sales tax is due and will be reported and remitted on your sales tax return	
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)	1,500

INVENTORY RECONCILIATION

8. Beginning LN Inventory	
9. Total gallons received during the month or brought into South Dakota	
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)	1,500
12. Ending LNG Inventory (Subtract Line 11 from Line 10)	-1,500

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. ...alty	$10.00
18. ...otal Remittance (Add lines 15, 16, and 17)	$10.00

Calculate   Back   Next

1: Lines 5,8, and 9 are entered in manually.

Enter shrinkage and expansion gallons in Line 13 to accurately report inventory. Shrinkage is negative and expansion is positive.

2: Click 'Calculate'.

3: Click 'Next'.

EPATH - Motor Fuel ➤   FILING AUG 2023 RETURN FOR: 7002-4853-LN

Liquefied Natural Gas Return

Main Menu
Logout

Data Entry
Liquefied N. Gas
LN Summary ➤
Payment Method
Make Payment
Verify Info

SALES SUMMARY

1. Gallons sold tax-unpaid to other licensed LNG Vendors (Attach Uniform Schedule of Disbursements - Type 6d)	0
2. Gallons sold tax-unpaid for agricultural (exempt) use (Attach Uniform Schedule of Disbursements - Type 10a)	0
3. Gallons sold tax-unpaid to exempt government agencies (Attach Uniform Schedule of Disbursement - Type 8)	1,500
4. Gallons exported from South Dakota (Attach Uniform Schedule of Disbursements - Type 7)	0
5. Gallons sold on which South Dakota sales tax is due and will be reported and remitted on your sales tax return	0
6. 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)	1,500

INVENTORY RECONCILIATION

8. Beginning LNG Inventory	0
9. Total gallons received during the month or brought into South Dakota	0
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)	1,500
12. Ending LNG Inventory (Subtract Line 11 from Line 10)	-1,500

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
16. Interest	$0.00
17. Penalty	$10.00
18. Total Remittance (Add lines 15, 16, and 17)	**$10.00**

Back   Next

Step 13: Payment, if no tax is due you will not reach this page. After filling out all necessary information click 'Next'.

Payment Method ➤

FILING AUG 2023 RETURN FOR: 7002-4855-LV

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File Definition
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LV Summary
Payment Method ➤
Make Payment
Verify Info

Select the Payment Method you will be using

○ ACH Debit ❓
○ ACH Credit ❓
○ Credit Card [VISA] [MasterCard] [DISCOVER]
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.)

Payment Calendar

[Back] [Next]

Note:
If you choose ACH Credit you have to reach out to your bank and request they send the amount due.

Step 14: Review all information, type in your password, then click 'Next'.

Verify Information ➤

Main Menu
Logout

MK File Upload
MK File Preview
Supporting Doc.
Marketer Refund
MK Summary
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:	7002-4856-MK	Period:	8/1/2023 To 8/31/2023
Name:	LET IT BE CORP	Return Due Date:	N/A
File Code:	Required Calendar Monthly	Return Type:	MK - Original
		Refund Amount:	$2,632.00
		Interest/Penalty:	N/A
		Total Refund:	$2,632.00
		Payment Type:	

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: [_____]

[Back] [Submit]

Step 15: Confirmation page will appear that will allow you to print the return should you want to. You may also check your account activity to verify that you successfully completed your return.

View History.
► View Account Activity ℹ️
► View Pending Items ℹ️

Have Additional Questions: ❓
Call: 605-773-8178
Email: sdmotorfuel@state.sd.us