SOUTH DAKOTA DEPARTMENT OF REVENUE

Filing a Return as a CNG Vendor (Manual Data Entry 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 🐧

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>®

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

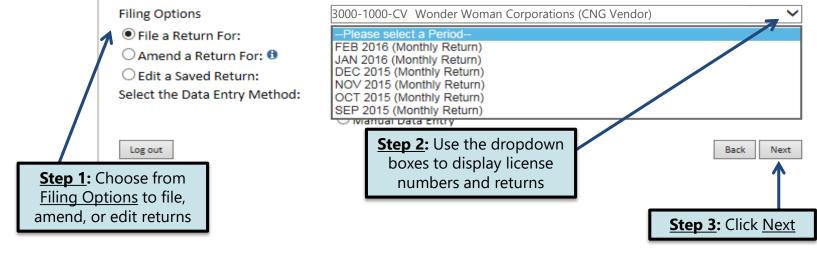


Tax Return Filing Menu ≻

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.

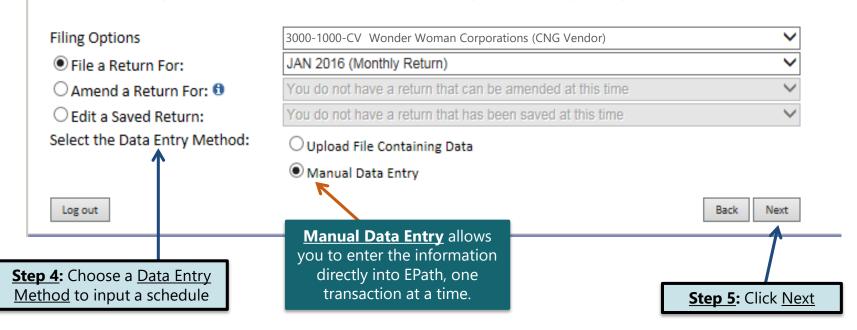




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Schedule Types

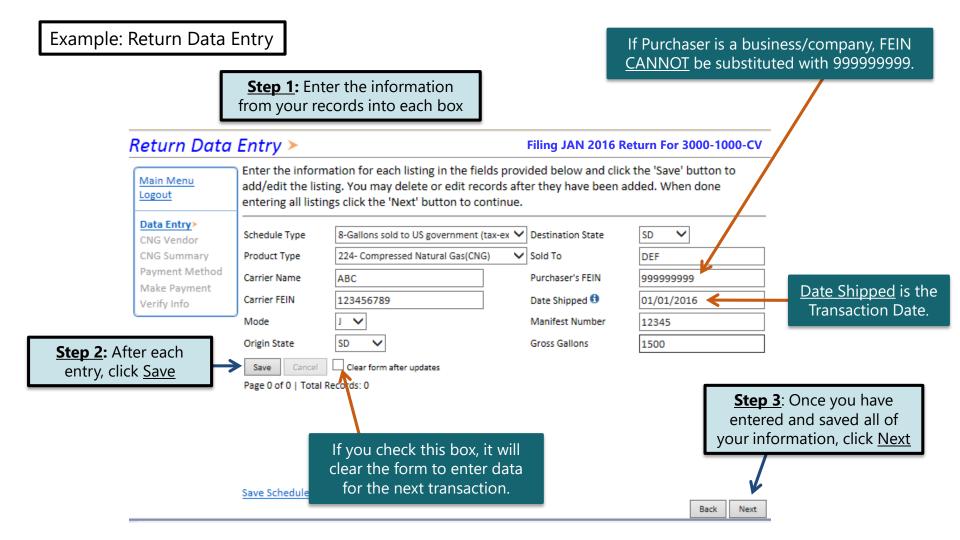
• You will only be reporting compressed natural gas sales, so the product type will always be 224. The schedule types you will use are listed below, depending on the type of activity conducted. When uploading an electronic schedule, the following schedule types will automatically record the gallons you report on the line listed in the description box.

Schedule Type	<u>Description</u>
8	This schedule type will be used to report transactions where gallons were sold tax exempt to the US Government. This amount will be reported on <u>Line 1</u> of the tax return.
5	This schedule type will be used to report transactions where tax was collected on CNG used for fuel taxable purposes. This amount will be reported on Line 2 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



Main Menu Logout

Data Entry CNG Vendor>

Verify Info

CNG Summary Payment Method Make Payment

TIP: Calculate entries before continuing.

Compressed Natural Gas (CNG) Vendor Tax Return

SALES SUMMARY

- Gallons sold tax-exempt to U.S. government agencies for use in motor vehicles
 (Attach Uniform Schedule of Disbursements Type 8)
- Gallons on which South Dakota fuel tax is due (Attach Uniform Schedule of Disbursements Type 5)
- 3. Total gallons used or sold for use in motor vehicles (Add Lines 1 and 2)

TAX CALCULATION AND REMITTANCE

- 4. Fuel Taxable Gallons (Record Amount from Line 2 here)
- 5. Fuel Tax Rate
- 6. Fuel Tax Liability for this reporting period (Multiply amount on Line 4 by tax rate on Line 5)
- 7. Interest

Calculate

- 8. Penalty(If filing after the due date)
- 10. Total Remittance (Add Lines 6, 7, and 8)

10. Total Refilitionice (Add Lines 6, 7, and 6)

Back

\$661.20 Next

7.500

5.800

13,300

5.800

\$0.10

\$580.00

\$23.20

\$58.00

Step 1: Click <u>Calculate</u>

Step 2: Click Next

Click Next

Epath-Motor Fuel >

Filing JAN 2016 Return For 3000-1000-CV

Main Menu Logout

Data Entry
CNG Vendor
CNG Summary>

Payment Method Make Payment Verify Info

Compressed Natural Gas (CNG) Vendor Tax Return

Check Here to View Amendment Changes:

ı	SALES SUMMARY	
	 Gallons sold tax-exempt to U.S. government agencies for use in motor vehicles (Attach Unifor Schedule of Disbursements Type 8) 	m 7,500
ı	2. Gallons on which South Dakota fuel tax is due (Attach Uniform Schedule of Disbursements Type 5)	5,800
ı	3. Total gallons used or sold for use in motor vehicles (Add Lines 1 and 2)	13,300
	TAX CALCULATION AND REMITTANCE	
J	4. Fuel Taxable Gallons (Record Amount from Line 2 here)	5,800
	5. Fuel Tax Rate	\$0.10
	6. Fuel Tax Liability for this reporting period (Multiply amount on Line 4 by tax rate on Line 5)	\$580.00
	7. Interest	\$23.20
,	8. Penalty(If filing after the due date)	\$58.00
	9. Total Remittance (Add Lines 6, 7, and 8)	\$661.20
	View Printer Friendly Version	Pools Nove



<u>Please Note</u>: You will **NOT** be able to print your return after it's submitted. Click <u>View</u> <u>Printer Friendly Version</u> to print your return.

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 CNG Vendor return. If no tax is due, you will not reach this page.

Payment Method >

Filing JAN 2016 Return For 3000-1000-CV

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 @



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

CNG Vendor
CNG 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-CV

Name: WONDER WOMAN CORPORATIONS

File Code: Required Calendar Monthly

Period: 01/2016

Return Due Date: 2/23/2016

Return Type: CV - Original

Total Tax Due: \$580.00 Interest/Penalty: \$81.20 Total Due: \$661.20 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: 115154341694570823

Date Submitted: Jun 20, 2016 3:15 PM

Return

License: 3000-1000-CV

Period: 01/2016

Return Type: CV - Original

Return Due Date: Feb 23, 2016

Total Amount Due: \$661.20

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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