



CNG Vendor Manual EPath Filing Guide

How to File and Pay your Return

Step 1: Open www.sd.gov/epath. Log in or Create Account in EPath.

The screenshot shows the EPath login and account creation interface. At the top right is a link for "EPath Help". Below it is a "Login" link. The main content is divided into three sections: "Log in to your Account", "Create an Account", and "MAKE A PAYMENT".

Log in to your Account

Username:
Password:
Forgot your Username?
Forgot your Password?
CONTINUE

Create an Account

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 AND DEADLINES

Callout Boxes:

- Already have a Login:** Fill in the username and password and click on continue button. (Points to the login form)
- Don't have a Login:** Use this button to create an account. (Points to the "CREATE ACCOUNT" button)
- Note:** Access to EPath Help is available on every screen. Just click this button. (Points to the "EPath Help" link)

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

The screenshot shows the EPath Main Menu. The "File and Pay your Return" link is circled in blue. Below it are several other menu items, each with an information icon (i).

Main Menu

File and Pay your Return (circled)
▶ Upload Additional Documentation

Amend a Return
▶ Cigarette Stamp Order

Pay Outstanding Balance.
▶ Payment Only

Select an account function to perform.

- ▶ Add/Edit User Accounts
- ▶ Cancel Licenses
- ▶ Print License Card
- ▶ Change Profile
- ▶ Add a License
- ▶ Renew your Alcohol or Tobacco Tax License

View History.

- ▶ View Account Activity
- ▶ View Pending Items
- ▶ View/Edit Pending Electronic Payments
- ▶ View Deleted Electronic Payments

Log out

Note: Each **i** button has help information. Just hover the cursor over the button. (Points to the information icons)

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

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 of 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 1-800-829-3273

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

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

4: Choose the Data Entry Method, for this guide choose 'Manual Data Entry'.

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

Filing Options

File a Return For:

Amend a Return For: ⓘ

Edit a Saved Return:

Select the Data Entry Method:

Upload File Containing Data

Manual Data Entry

7002-4848-CV - LET IT BE CORP (CNG Vendor)

--Please select a Period--

You do not have a return that can be amended at this time

--Please select a Period--

Back Next

Step 4: 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	Description
8	This schedule type will be used to report transactions where gallons 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 where tax was collected on CNG used for fuel taxable purposes. This amount will be reported on <u>Line 2</u> of the tax return.

Step 5: 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

Step 6: Fill out necessary information (details below). Then click 'Next'.

Return Data Entry >
FILING AUG 2023 RETURN

1: Enter the information from your records into each box.

2: After each entry, click 'Save'.

3: Once you have entered and saved all information, click 'Next'.

If Purchaser is a business/company, FEIN CANNOT be substituted with 999999999.

Date Shipped is the transaction date.

If you check this box, it will clear the form to enter data for the next transaction.

Enter the information for each listing in the fields provided below and click the 'Save' button to add/edit the listing. You may delete or edit records after they have been added. For all listings click the 'Next' button to continue.

Schedule Type	8-Gallons sold to US government (tax-ex)	Destination State	SD
Product Type	54-liquid petroleum gas	Sold To	DEF
Carrier Name	ABC	Purchaser's FEIN	999999999
Carrier FEIN	123456789	Date Shipped	08/01/2023
Mode	j	Customer/Manifest Number	12345
Origin State	SD	Gross Gallons	1500

Clear form after updates

Edit	Delete	Schedule Type	Product Type	Carrier Name	Sold To	Gross Gallons
Edit	Delete	8	54	ABC	DEF	1500

Page 1 of 1 | Total Records: 1

Step 7: Fill out necessary information (details below).

EPath - Motor Fuel >
FILING AUG 2023 RETURN FOR: 7002-4848-CV

Compressed Natural Gas (CNG) Vendor Tax Return

SALES SUMMARY	
1. Gallons sold tax-exempt to U.S. government agencies for use in motor vehicles (Attach Uniform Schedule of Disbursements Type 8)	1,500
2. 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)	1,500
TAX CALCULATION AND REMITTANCE	
4. Fuel Taxable Gallons (Record Amount from Line 2 here)	
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)	
7. Interest	
8. Penalty (If filing after the due date)	\$10.00
10. Total Remittance (Add Lines 6, 7, and 8)	\$10.00

2: Click 'Calculate'.

3: Click 'Next'.

Step 8: Review all information then click 'Next'.

Epath-Motor Fuel >

FILING AUG 2023 RETURN FOR: 7002-4848-CV

Main Menu Logout	<h2>Compressed Natural Gas (CNG) Vendor Tax Return</h2>	
Data Entry CNG Vendor CNG Summary > Payment Method Make Payment Verify Info	Check Here to View Amendment Changes:	
	SALES SUMMARY	
	1. Gallons sold tax-exempt to U.S. government agencies for use in motor vehicles (Attach Uniform Schedule of Disbursements Type 8)	1,500
	2. Gallons on which South Dakota fuel tax is due (Attach Uniform Schedule of Disbursements Type 5)	0
	3. Total gallons used or sold for use in motor vehicles (Add Lines 1 and 2)	1,500
	TAX CALCULATION AND REMITTANCE	
	4. Fuel Taxable Gallons (Record Amount from Line 2 here)	0
	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)	\$0.00
	7. Interest	\$0.00
	8. Penalty (if filing after the due date)	\$10.00
	9. Total Remittance (Add Lines 6, 7, and 8)	\$10.00
	View Printer Friendly Version	<input type="button" value="Back"/> <input type="button" value="Next"/>

Note:
You will NOT be able to print your return after it is submitted. Click 'View Printer Friendly Version' to print your return.

Step 9: 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

Main Menu Logout	Select the Payment Method you will be using		Note: If you choose ACH Credit you have to reach out to your bank and request they send the amount due.
File Definition File Layout File Upload File Preview LPG Vendor LV Summary Payment Method > Make Payment Verify Info	<input checked="" type="radio"/> ACH Debit ?		
	<input type="radio"/> ACH Credit ?		
	<input type="radio"/> 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.	
	<input type="radio"/> No Payment at this time. (Interest will apply to late payments.)		
	Payment Calendar	<input type="button" value="Back"/> <input type="button" value="Next"/>	

Step 10: Review all information, type in your password, then click 'Next'.

Verify Information >

Main Menu Logout	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.
MK File Upload MK File Preview Supporting Doc. Marketer Refund MK Summary Verify Info >	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: <input type="password"/>	
<input type="button" value="Back"/> <input type="button" value="Submit"/>	

Step 11: 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](#) ⓘ
- ▶ [View Pending Items](#) ⓘ

Have Additional Questions: ?

Call: 605-773-8178

Email: sdmotorfuel@state.sd.us