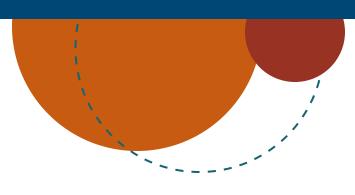


CNG Vendor Upload Data EPath Filing Guide



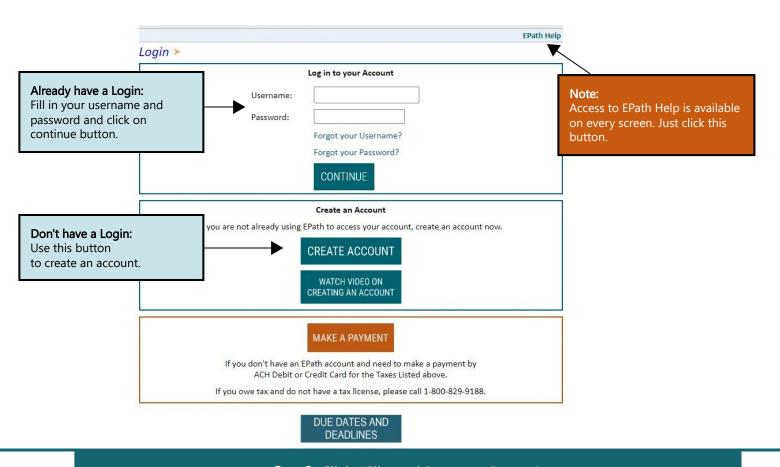




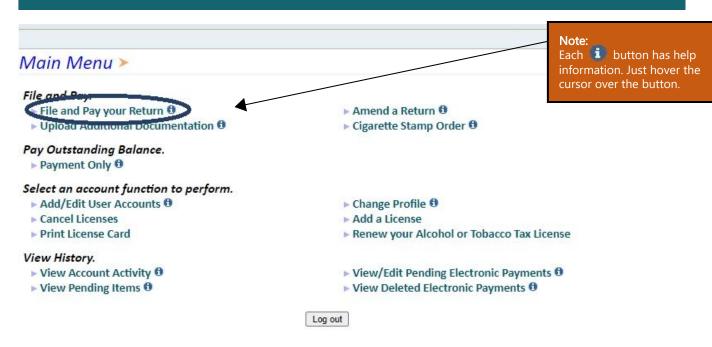
How to File and Pay your Return



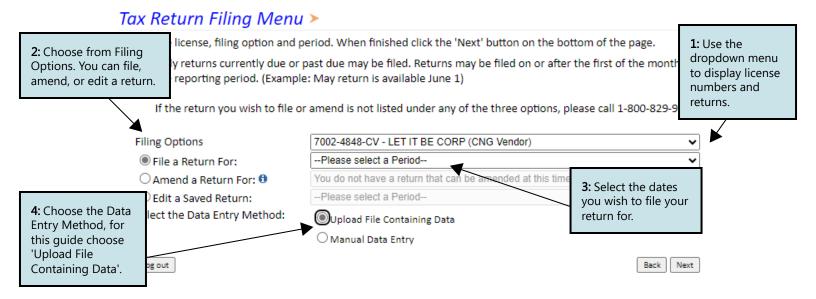
Step 1: Open <u>www.sd.gov/epath</u>. Log in or Create Account in EPath.



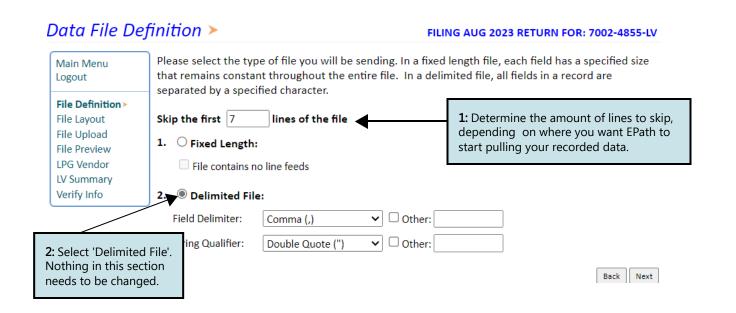
Step2: Click 'File and Pay your Return'.



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



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



Step 5: 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 6: Modes of Transfer.

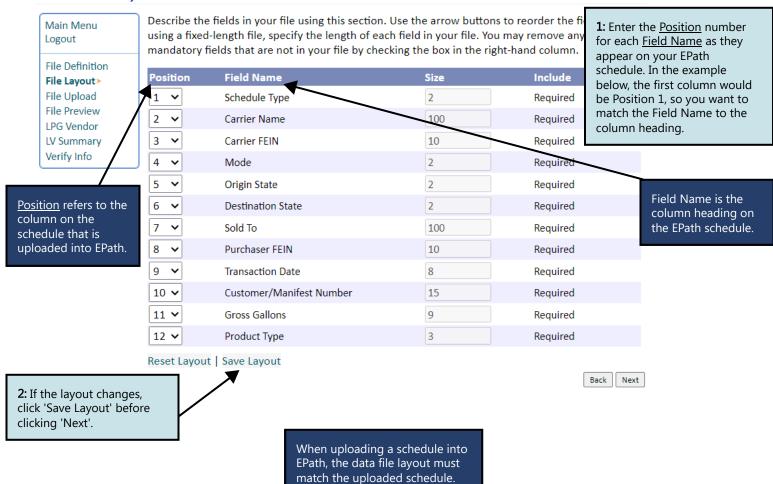
• How the fuel was transported will also need to be listed on the schedule. The modes of transfer codes that will be used and what they stand for are listed below.

Mode	Description
1	Truck
R	Rail Car
В	Barge
PL	Pipeline

Step 7: Data File Layout.

Data File Layout >

FILING AUG 2023 RETURN FOR: 7002-4855-LV

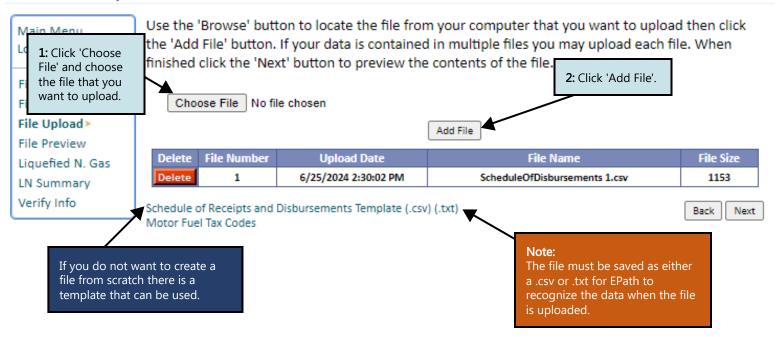


Schedule Type	Carrier Name	Carrier FEIN	Mode	Point of Origin	Destination	Sold To Acquired From	Purchaser Seller FEIN	Date Shipped Received	Manifest Number	Gross Gallons	Product Type
8	A Carrier	123456789	J	SD	SD	A Purchas	123456789	08/01/2023	12345	1500	224
8	A Carrier	123456789	J	SD	SD	A Purchas	123456789	08/02/2023	12345	2500	224
8	A Carrier	123456789	J	SD	SD	A Purchas	123456789	08/03/2023	12345	1200	224
8	A Carrier	123456789	J	SD	SD	A Purchas	123456789	08/04/2023	12345	800	224
8	A Carrier	123456789	J	SD	SD	A Purchas	123456789	08/05/2023	12345	500	224
5	A Carrier	123456789	J	SD	SD	A Purchas	123456789	08/06/2023	12345	900	224
5	A Carrier	123456789	J	SD	SD	A Purchas	123456789	08/07/2023	12345	1000	224
5	A Carrier	123456789	J	SD	SD	A Purchas	123456789	08/08/2023	12345	1500	224
5	A Carrier	123456789	J	SD	SD	A Purchas	123456789	08/09/2023	12345	1800	224
5	A Carrier	123456789	J	SD	SD	A Purchas	123456789	08/10/2023	12345	2500	224

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

Data File Upload >

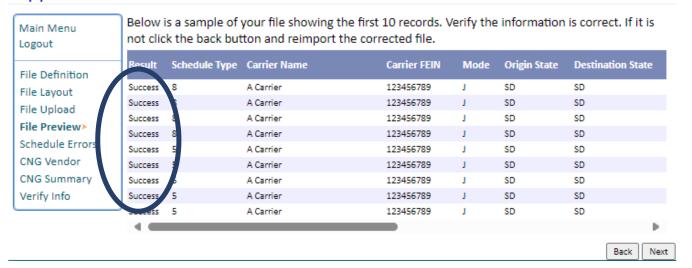
FILING AUG 2023 RETURN FOR: 7002-4853-LN



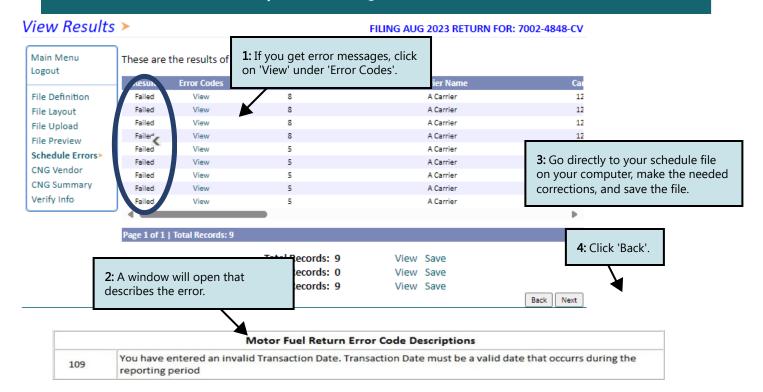
Step 9: Verify that the download was successful. If it is not successful move to next step. If it was successful click 'Next' and skip to step 11.

Supplier File Preview >

FILING AUG 2023 RETURN FOR: 7002-4848-CV

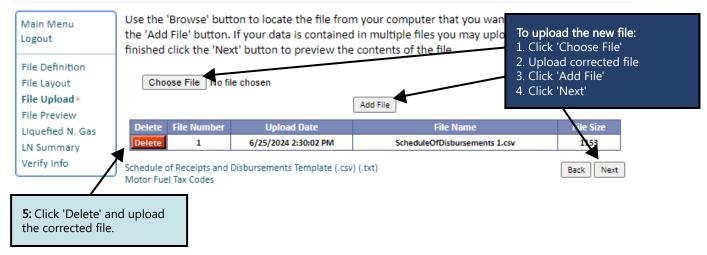


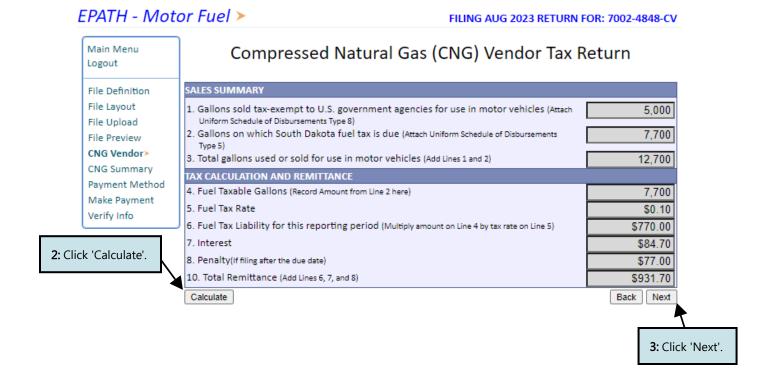
Step 10: Resolving a failed download.



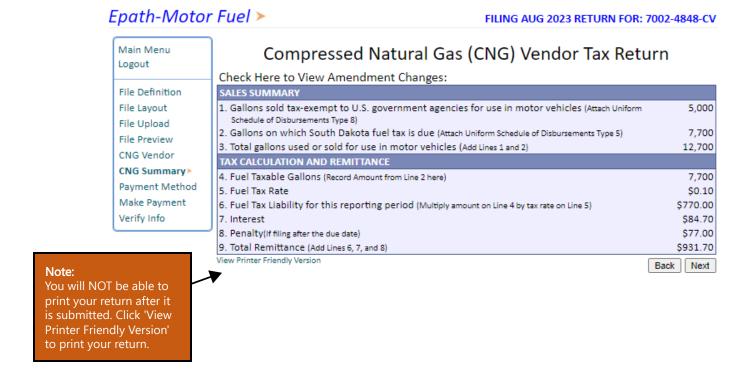
Data File Upload >

FILING AUG 2023 RETURN FOR: 7002-4853-LN





Step 12: Review all information then click '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

Select the Payment Method you will be using Main Menu Note: OACH Debit @ Logout If you choose ACH O ACH Credit 0 Credit you have to File Definition Credit Card VISA reach out to your bank File Lavout A non-refundable convenience fee of 2.45% will apply if you pay by credit card. and request they send File Upload Credit Card payments are processed by Elavon Inc. You will be taken to Elavon's site to enter your cre the amount due. File Preview card information after you submit your return. LPG Vendor O No Payment at this time. (Interest will apply to late payments.) LV Summary Payment Method> Make Payment Payment Calendar Verify Info Back Next

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

Verify Information > Please verify your Return information. Use the 'Back' button or select a link from the side Logout menu to go to the appropriate page to fix the errors. MK File Upload To submit your Return read the 'Filing Agreement', enter your log in password, and click MK File Preview the 'Submit' button. Supporting Doc. Return Information Marketer Refund MK Summary License: 7002-4856-MK Period: 8/1/2023 To 8/31/2023 Verify Info> LET IT BE CORP Return Due Date: N/A Name: MK - Original File Code: Required Calendar Monthly Return Type: Refund Amount: \$2,632.00 Interest/Penalty: N/A Total Refund: \$2,632.00 Payment Type: 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 0
- ▶ View Pending Items 6

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