



# CNG Vendor Upload Data EPath Filing Guide

# How to File and Pay your Return

Step 1: Open [www.sd.gov/epath](http://www.sd.gov/epath). Log in or Create Account in EPath.

The screenshot shows the EPath user interface. At the top right is a link for "EPath Help". Below it is a "Login" section with a "Log in to your Account" heading. It contains fields for "Username:" and "Password:", links for "Forgot your Username?" and "Forgot your Password?", and a "CONTINUE" button. A callout box on the left says: "Already have a Login: Fill in your username and password and click on continue button." Another callout box on the right says: "Note: Access to EPath Help is available on every screen. Just click this button." Below the login section is a "Create an Account" section with the text "you are not already using EPath to access your account, create an account now." It features a "CREATE ACCOUNT" button and a "WATCH VIDEO ON CREATING AN ACCOUNT" button. A callout box on the left says: "Don't have a Login: Use this button to create an account." Below this is a "MAKE A PAYMENT" button and text: "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." At the bottom is a "DUE DATES AND DEADLINES" button.

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. Other menu items include "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", and "View Deleted Electronic Payments". A "Log out" button is at the bottom. A callout box on the right says: "Note: Each 'i' 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 >**

license, filing option and period. When finished click the 'Next' button on the bottom of the page.  
 y returns currently due or past due may be filed. Returns may be filed on or after the first of the month  
 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 1-800-829-9

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

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

**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'.

Filing Options

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

File a Return For:

--Please select a Period--

Amend a Return For: **f**

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

--Please select a Period--

Edit a Saved Return:

Select the Data Entry Method:

Upload File Containing Data

Manual Data Entry

Log 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  lines of the file

**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.

**1.**  Fixed Length:

File contains no line feeds

**2.**  Delimited File:

Field Delimiter:   Other:

Ending Qualifier:   Other:

Back 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
J	Truck
R	Rail Car
B	Barge
PL	Pipeline

# Step 7: Data File Layout.

## Data File Layout >

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

Describe the fields in your file using this section. Use the arrow buttons to reorder the fields. For 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.

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

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

Field Name is the column heading on the EPath schedule.

Reset Layout | Save Layout

Back Next

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
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

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.

2: Click 'Add File'.

Choose File No file chosen

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 11.

**Supplier File Preview** >

FILING AUG 2023 RETURN FOR: 7002-4848-CV

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	Carrier FEIN	Mode	Origin State	Destination State
Success	8	A Carrier	123456789	J	SD	SD
Success	7	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	3	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD

Back Next

## Step 10: Resolving a failed download.

### View Results >

FILING AUG 2023 RETURN FOR: 7002-4848-CV

These are the results of

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

Result	Error Codes	View	Count	Carrier Name	Count
Failed		View	8	A Carrier	12
Failed		View	8	A Carrier	12
Failed		View	8	A Carrier	12
Failed		View	8	A Carrier	12
Failed		View	5	A Carrier	
Failed		View	5	A Carrier	
Failed		View	5	A Carrier	
Failed		View	5	A Carrier	
Failed		View	5	A Carrier	

2: A window will open that describes the error.

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

4: Click 'Back'.

Page 1 of 1 | Total Records: 9

Total Records: 9    View    Save  
 records: 0    View    Save  
 records: 9    View    Save

Back    Next

**Motor Fuel Return Error Code Descriptions**

109	You have entered an invalid Transaction Date. Transaction Date must be a valid date that occurs during the reporting period
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### Data File Upload >

FILING AUG 2023 RETURN FOR: 7002-4853-LN

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

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

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

Choose File    No file chosen    Add File

Delete	File Number	Upload Date	File Name	File Size
Delete	1	6/25/2024 2:30:02 PM	ScheduleOfDisbursements 1.csv	1.53

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

Back    Next



## Step 11: Fill out necessary information (details below).

[EPATH - Motor Fuel](#) >

FILING AUG 2023 RETURN FOR: 7002-4848-CV

- Main Menu
- Logout
- File Definition
- File Layout
- File Upload
- File Preview
- CNG Vendor** >
- CNG Summary
- Payment Method
- Make Payment
- Verify Info

### 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)	5,000
2. Gallons on which South Dakota fuel tax is due (Attach Uniform Schedule of Disbursements Type 5)	7,700
3. Total gallons used or sold for use in motor vehicles (Add Lines 1 and 2)	12,700
TAX CALCULATION AND REMITTANCE	
4. Fuel Taxable Gallons (Record Amount from Line 2 here)	7,700
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)	\$770.00
7. Interest	\$84.70
8. Penalty (If filing after the due date)	\$77.00
10. Total Remittance (Add Lines 6, 7, and 8)	\$931.70

Calculate

Back

Next

2: Click 'Calculate'.

3: Click 'Next'.

## Step 12: Review all information then click 'Next'.

[Epath-Motor Fuel](#) >

FILING AUG 2023 RETURN FOR: 7002-4848-CV

- Main Menu
- Logout
- File Definition
- File Layout
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- File Preview
- CNG Vendor
- CNG Summary** >
- Payment Method
- Make Payment
- Verify Info

### Compressed Natural Gas (CNG) Vendor Tax Return

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)	5,000
2. Gallons on which South Dakota fuel tax is due (Attach Uniform Schedule of Disbursements Type 5)	7,700
3. Total gallons used or sold for use in motor vehicles (Add Lines 1 and 2)	12,700
TAX CALCULATION AND REMITTANCE	
4. Fuel Taxable Gallons (Record Amount from Line 2 here)	7,700
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)	\$770.00
7. Interest	\$84.70
8. Penalty (If filing after the due date)	\$77.00
9. Total Remittance (Add Lines 6, 7, and 8)	\$931.70

View Printer Friendly Version

Back

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 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

- Main Menu
- Logout
- File Definition
- File Layout
- File Upload
- File Preview
- LPG Vendor
- LV Summary
- Payment Method >**
- Make Payment
- Verify Info

Select the Payment Method you will be using

- ACH Debit
- ACH Credit
- 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.
- No Payment at this time. (Interest will apply to late payments.)

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

Payment Calendar

**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			
<b>License:</b>	7002-4856-MK	<b>Period:</b>	8/1/2023 To 8/31/2023
<b>Name:</b>	LET IT BE CORP	<b>Return Due Date:</b>	N/A
<b>File Code:</b>	Required Calendar Monthly	<b>Return Type:</b>	MK - Original
		<b>Refund Amount:</b>	\$2,632.00
		<b>Interest/Penalty:</b>	N/A
		<b>Total Refund:</b>	\$2,632.00
		<b>Payment Type:</b>	

  

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 style="width: 150px;" type="password"/>

**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](#)
- [▶ View Pending Items](#)

**Have Additional Questions:**

Call: 605-773-8178  
Email: [sdmotorfuel@state.sd.us](mailto:sdmotorfuel@state.sd.us)