SOUTH DAKOTA DEPARTMENT OF REVENUE

# Filing a Return as a Supplier (Upload File Containing Data 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

## **Features**

- 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 🕕
- Upload Additional Documentation 6

Amend a Return 6

## Pay Outstanding Balance.

Payment Only 6

## Select an account function to perform.

- ► Add/Edit User Accounts **1**
- ► Cancel Licenses
- Print License Card

## View History.

- ▶ View Account Activity ①
- View Pending Items 1

- ▶ Change Profile 6
- ► Add a License
- Renew your Alcohol Tax License
- ▶ View/Edit Pending Electronic Payments ①
- ▶ View Deleted Electronic Payments <a>®</a>

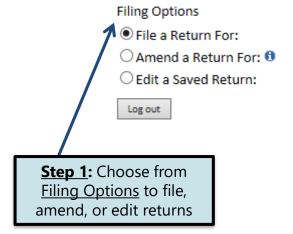


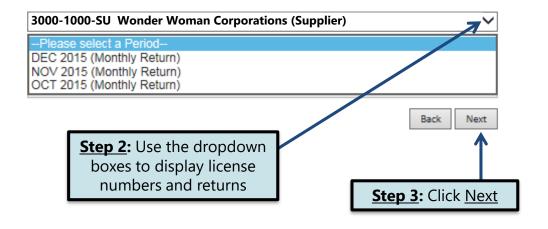
## Tax Return Filing Menu >

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.



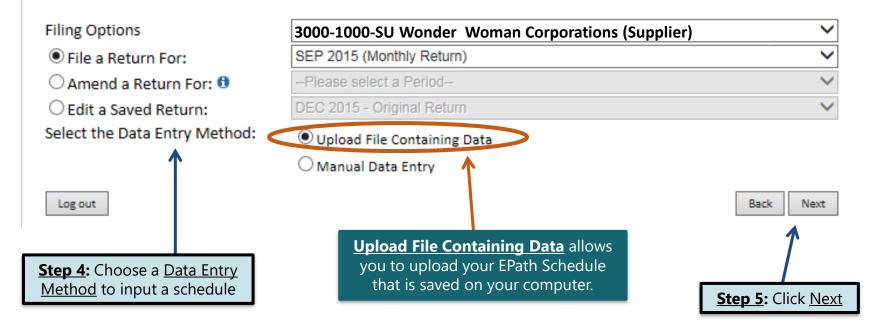


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## **Schedule Types**

• 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.

<u>Schedule</u> <u>Type</u>	<u>Description</u>	Line(s) of Return
5	This schedule type will report several types of gallons:  > Gallons withdrawn from pipeline(s) located within South Dakota with tax collected  > Gallons withdrawn from pipeline(s) located in South Dakota and sold to a licensed exporter for export without tax collected  > Gallons withdrawn from pipeline(s) outside South Dakota with a South Dakota destination state on the bill-of-lading with tax collected  > Gallons of 100 percent Ethyl Alcohol and Methyl Alcohol that were previously taxed	<ul> <li>1-gallons from SD pipelines</li> <li>2-gallons from out - of-state pipelines</li> <li>6- Methyl and Ethyl Alcohol sales</li> </ul>
6a	This schedule type will report gallons withdrawn from pipeline(s) located in South Dakota and sold tax exempt to licensed exporters for an out-of-state destination.	5
8	This schedule type will report gallons withdrawn directly from the pipeline(s) sold to U.S. Government entities.	4
10	This schedule type will report the total gallons of K-1 kerosene sold for not taxable purposes such as heating.	7

## **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		

## **Product Types**

• Each type of fuel that is sold has a specific product code. The codes that will be used on your schedule are listed to the right.

<u>Product Code</u>	<u>Fuel Type</u>
61	Natural Gasoline
65	Gasoline
72	Kerosene (Dyed)
73	Kerosene (Low Sulfur)
74	Kerosene (High Sulfur)
123	Ethyl Alcohol
125	Aviation Gasoline (AVGAS)
130	Jet Fuel
142	Kerosene (Clear)
145	Kerosene- Low Sulfur (Clear)
147	Kerosene- High Sulfur (Clear)
160	Diesel (Clear)
170	Biodiesel Blend (Clear)
171	Biodiesel Blend (Dyed)
228	Dyed Diesel
243	Methyl Alcohol
284	Biodiesel (Clear)
290	Biodiesel (Dyed)
92	Other

Example: Data File Definition

#### Data File Definition > Filing SEP 2015 Return For 3000-1000 SU Please select the type of file you will be sending. In a fixed length file, each field has a specified size Main Menu that remains constant throughout the entire file. In a delimited file, all fields in a record are Logout separated by a specified character. File Definition> Refers to the lines that contain column Skip the first | 7 lines of the file headings. If the EPath Schedule of File Layout Receipts and Disbursements Template File Upload 1. O Fixed Length: is used, no changes are needed. File Preview File contains no line feeds View Return Verify Info Delimited File: Field Delimiter: Other: Comma (.) Double Quote (") Other: String Qualifier: The Delimited File defaults to Back Next "Comma" and "Double Quote." No changes are needed. Click Next

#### Data File Lavout > Filing SEP 2015 Return For 3000-1000 SU Describe the fields in your file using this section. Use the arrow buttons to reorder the fields. When Main Menu using a fixed-length file, specify the length of each field in your file. You may remove any non-Logout mandatory fields that are not in your file by checking the box in the right-hand column. File Definition Position Field Name Include File Layout> File Upload 1 🗸 Schedule Type File Preview Carrier Name Required Carrier FFIN Required Verify I 4 🗸 Mode Required Origin State Required **Destination State** Required **Position** refers to the Sold To Required column on the schedule Purchaser FEIN Required that is uploaded into EPath. Transaction Date Required Manifest Number Required 11 🗸 Gross Gallons Required 12 🗸 Product Type Required

A Carrier Name 123456789

Reset Layout | Save Layout

**Step 2:** If the layout

If you are using the EPath template to file your schedule, no changes are needed on this page and you can click **Next**.

<u>Field Name</u> is the column heading on the EPath Schedule.

**Step 1:** Enter the <u>Position</u> number for each <u>Field Name</u> 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.

9812345

before clicking Next 8 A Carrier Name 123456789 J SD ND A Purchaser 123456789 09/02/2015 9812345	2500 130
5 A Carrier Name 123456789 J SD FL A Purchaser 123456789 09/03/2015 9812345	5200 228
5 A Carrier Name 123456789 J SD SD A Purchaser 123456789 09/04/2015 9812345	2000 160
10 A Carrier Name 123456789 J SD SD A Purchaser 123456789 09/05/2015 9812345	250 228
When uploading a schedule  A Carrier Name 123456789 J SD SD A Purchaser 123456789 09/06/2015 9812345	560 160
into EPath, the Data File  A Carrier Name 123456789 J SD SD A Purchaser 123456789 09/07/2015 9812345	1000 171
Layout must match the  A Carrier Name 123456789 J SD IA A Purchaser 123456789 09/08/2015 9812345	1200 243
Layout must mater the A Carrier Name 123456789 J SD IA A Purchaser 123456789 09/09/2015 9812345 uploaded schedule.	150 125
Uploaded Scriedule.   A Carrier Name   123456789   J   SD   IA   A Purchaser   123456789   09/10/2015   9812345	1800 65

Back

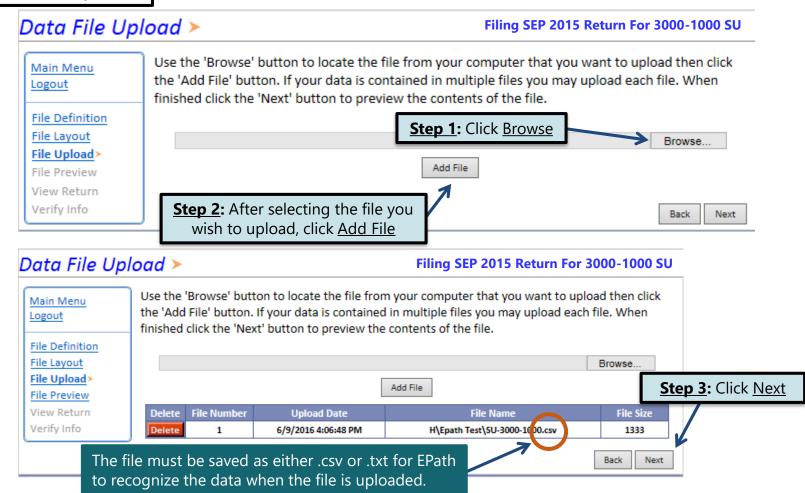
A Purchaser

Carrier FEIN Mode Point of Origin Destination | Sold To Acquired From | Purchaser Seller FEIN | Date Shipped Received | Manifest Number | Gross Gallons | Product Type

123456789

09/11/2015

Example: Data File Upload



Example: Supplier File Preview

## Supplier File Preview >

### Filing SEP 2015 Return For 3000-1000 SU

Main Menu Logout

File Definition
File Layout
File Upload
File Preview
View Return
Verify Info

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 St	ate
/	Success	8	A Carrier Name	123456789	J	SD	ND	
	Success	5	A Carrier Name	123456789	J	SD	FL	
۱	Success	5	A Carrier Name	123456789	J	SD	SD	
۱	Success	10	A Carrier Name	123456789	J	SD	SD	
۱	Success	10	A Carrier Name	123456789	J	SD	SD	
J	Success	10	A Carrier Name	123456789	J	SD	SD	
	Success	6a	A Carrier Name	123456789	J	SD	IA	
	Success	6a	A Carrier Name	123456789	1	SD	IA	
	Success	6a	A Carrier Name	123456789	J	SD	IA	
\	Success	6b	A Carrier Name	123456789	J	SD	IA	
1	<							>

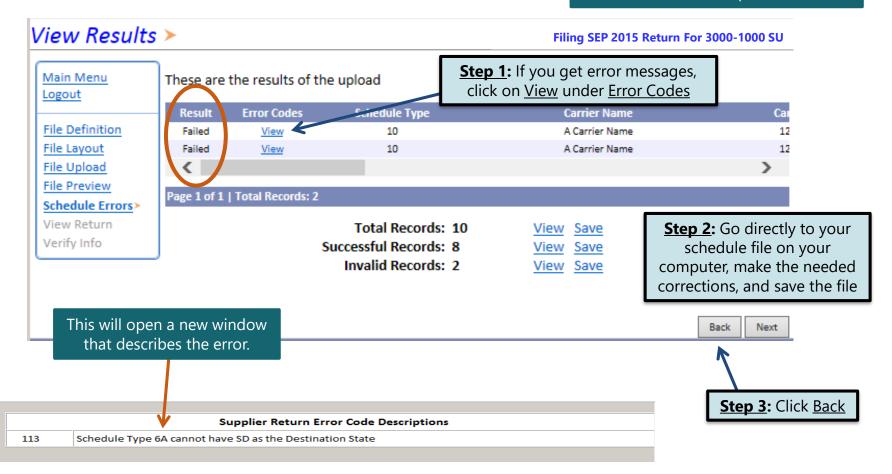
Back

Next

Click Next

Example: Failed Download

If you did not get any error messages, click <u>Next</u> and also skip the next slide.



## Supplier File Preview 🗲

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Filing SEP 2015 Return For 3000-1000 SU

Back

Next

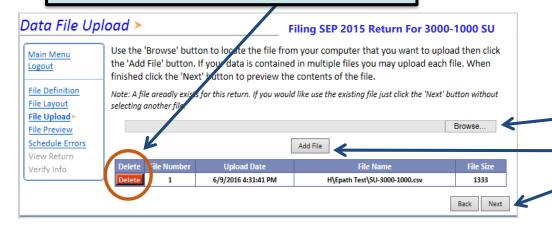
| Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

File Definition
File Layout
File Upload
File Preview
Schedule Errors
View Return
Verify Info

Schedule Type Carrier Name Origin State **Destination State** Carrier FEIN Mode Success A Carrier Name 123456789 SD ND Success A Carrier Name 123456789 SD FL SD SD A Carrier Name 123456789 Success A Carrier Name 123456789 SD FL Success 10 A Carrier Name 123456789 FL Success A Carrier Name 123456789 SD Success SD IA Success A Carrier Name 123456789 A Carrier Name 123456789 SD Success 123456789 A Carrier Name SD IA Success 123456789 IA A Carrier Name

**Step 4:** Click <u>Back</u> on the <u>File Preview</u> Page

**Step 5:** Click <u>Delete</u> and upload the corrected file



## To upload a new file:

- 1. Click Browse
- 2. Upload corrected file
- 3. Click Add File
- 4. Click Next

## Motor Fuel Tax Return - Supplier ➤

View Printer Friendly Version

Main Menu Logout

File Definition File Layout File Upload File Preview View Return> Verify Info

Please verify that the return information is correct. If the return is incorrect please click the 'Back' button to return to the previous page.

Reporting Period: SEP 2015		Return Due		Due <b>TIP</b> : Always remember to
SALES	Gasoline	100% Ethyl Alcohol	AVGAS	review your entries before
1. Withdrawn from SD Pipeline	0	0	0	continuing in the process
2. Withdrawn from out-of-state Pipeline	0	0	0	С
3. Total Sales	0	0	0	5,2
CREDITS	·			
4. Sold to US Government	0	0	0	a
5. Sold to Licensed Exporter	1,800	0	150	C
6. Ethyl Alcohol & Methyl Alcohol		0		
7. Undyed K-1 Kerosene/Biodiesel sold to blender				
8. Total Credits	1,800	0	150	C
TAX COMPUTATION				
9. Subtotal Taxable Gallons	-1,800	0	-150	5,2
10. Allowance	-41	0	-3	
11. Total Taxable Gallons	-1,759	0	-147	
12. Tax Rates	\$0.28	\$0.14	\$0.06	\$0.
13. Total Due	(\$492.52)	\$0.00	(\$8.82)	
14. Total All Taxes Due	(\$203.32)			
TANK INSPECTION FEE		TAXES AND FEES DUE		
15. Total Gallons 1,550		20. Total Taxes and Fee:	s Due	(\$122.32)
16. Total Gallons sold to Gov Entities	2,500	21. Total Interest \$0.		\$0.00
17. Total Gallons of Undyded K1 Kerosene	0	Total Penalty \$10		\$10.00
18. Subtotal Tank Inspection Fee Gallons	18. Subtotal Tank Inspection Fee Gallons 4,050		lit	\$0.00
19. Tank Inspection Fee	\$81.00	23. Total Amount Du	e	(\$112.32)
<				Click Nevt

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

Your total credit due is (\$112.32)

Back

Next

Click Next

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

## Payment Method >

### Filing NOV 2015 Return For 3000-1000-SU

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 A CH Credit @

O Credit Card VISA COMPANY



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

File Upload

File Preview View Return

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.

Period:

To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.

Return Information

License: 3000-1000-SU

Name: Wonder Woman Corporations Return Due Date:
File Code: Required Calendar Monthly Return Type:

Total Tax Due: (\$122.32)
Interest/Penalty: \$10.00
Total Due: (\$112.32)
Payment Type: None

### Filing Agreement

By rekeying my log in password I declare and affirm under penalty of perjury that this return and associated schedules have 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 and associated schedules 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.

09/2015

10/23/2015

SU - Original

Back

Submit



## Confirmation Information >

### Confirmation

Confirmation Number: 117251341694570807
Date Submitted: Jun 09, 2016 5:25 PM

### Return

License: 3000-1000-SU

Period: 11/2015

Return Type: SU - Original

Return Due Date: Dec 23, 2015

Total Amount Due: -\$112.32

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.



Print

Main Menu

## Questions?



South Dakota Department of Revenue



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South Dakota Department of Revenue



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South Dakota DOR



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