

SOUTH DAKOTA DEPARTMENT OF REVENUE

Filing a Return as a Supplier (Upload File Containing Data Method)

August 2020



Benefits of EPath

- File and pay at www.sd.gov/epath
- 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

[Login](#) >

Log in to your Account

Username:

Password:

[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](#)

ACCESS
EPATH HELP
FROM EVERY
SCREEN

TIP: Each ⓘ has help information.
Simply point to the ⓘ to display the information.

Main Menu ➤

File and Pay.

- ▶ [File and Pay your Return ⓘ](#)
- ▶ [Upload Additional Documentation ⓘ](#)

- ▶ [Amend a Return ⓘ](#)

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 Tax License](#)



View History.

- ▶ [View Account Activity ⓘ](#)
- ▶ [View Pending Items ⓘ](#)

- ▶ [View/Edit Pending Electronic Payments ⓘ](#)
- ▶ [View Deleted Electronic Payments ⓘ](#)

Main Menu >

File and Pay:

- ▶ [File and Pay your Return](#) 
- ▶ [Upload Additional Documentation](#) 

- ▶ [Amend a Return](#) 
- ▶ [Cigarette Stamp Order](#) 


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.

Filing Options

- ☒ File a Return For:
- ☐ Amend a Return For: 
- ☐ Edit a Saved Return:

[Log out](#)

3000-1000-SU Wonder Woman Corporations (Supplier)

—Please select a Period—
DEC 2015 (Monthly Return)
NOV 2015 (Monthly Return)
OCT 2015 (Monthly Return)

[Back](#)

[Next](#)

Step 1: Choose from Filing Options to file, amend, or edit returns

Step 2: Use the dropdown boxes to display license numbers and returns

Step 3: 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 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.

Filing Options

☒ File a Return For:

☐ Amend a Return For: 

☐ Edit a Saved Return:

Select the Data Entry Method:

3000-1000-SU Wonder Woman Corporations (Supplier) ▼

SEP 2015 (Monthly Return) ▼

--Please select a Period-- ▼

DEC 2015 - Original Return ▼

☒ Upload File Containing Data

☐ Manual Data Entry

Log out

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Step 4: Choose a Data Entry Method to input a schedule

Upload File Containing Data allows you to upload your EPath Schedule that is saved on your computer.

Step 5: Click Next

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 Type</u>	<u>Description</u>	<u>Line(s) of Return</u>
5	This schedule type will report several types of gallons: <ul style="list-style-type: none">➤ 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 style="list-style-type: none">➤ 1-gallons from SD pipelines➤ 2-gallons from out - of-state pipelines➤ 6- Methyl and Ethyl Alcohol sales
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
B	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

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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

Refers to the lines that contain column headings. If the EPath Schedule of Receipts and Disbursements Template is used, no changes are needed.

1. ☐ Fixed Length:

☐ File contains no line feeds

2. ☒ Delimited File:

Field Delimiter:

Comma (,)



☐ Other:

String Qualifier:

Double Quote (")



☐ Other:

The Delimited File defaults to "Comma" and "Double Quote." No changes are needed.

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Click Next

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

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Describe the fields in your file using this section. Use the arrow buttons to reorder the fields. When using a fixed-length file, specify the length of each field in your file. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

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
	Destination State	2	Required
	Sold To	100	Required
	Purchaser FEIN	10	Required
	Transaction Date	8	Required
	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.

Step 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.

[Reset Layout](#) | [Save Layout](#)

[Back](#) [Next](#)

Step 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.

File 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 Name	123456789	J	SD	SD	A Purchaser		123456789	09/01/2015		9812345	5600	160
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
	A Carrier Name	123456789	J	SD	SD	A Purchaser		123456789	09/06/2015		9812345	560	160
	A Carrier Name	123456789	J	SD	SD	A Purchaser		123456789	09/07/2015		9812345	1000	171
	A Carrier Name	123456789	J	SD	IA	A Purchaser		123456789	09/08/2015		9812345	1200	243
	A Carrier Name	123456789	J	SD	IA	A Purchaser		123456789	09/09/2015		9812345	150	125
	A Carrier Name	123456789	J	SD	IA	A Purchaser		123456789	09/10/2015		9812345	1800	65
6b	A Carrier Name	123456789	J	SD	IA	A Purchaser		123456789	09/11/2015		9812345	1500	160

Example: Data File Upload

Data File Upload >

Filing SEP 2015 Return For 3000-1000 SU

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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.

Step 1: Click Browse

Browse...

Add File

Step 2: After selecting the file you wish to upload, click Add File

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Data File Upload >

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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.

Browse...

Add File

Step 3: Click Next

Delete	File Number	Upload Date	File Name	File Size
Delete	1	6/9/2016 4:06:48 PM	H:\Epath Test\SU-3000-1000.csv	1333

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Next

The file must be saved as either .csv or .txt for EPath to recognize the data when the file is uploaded.

Example: Supplier File Preview

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Filing SEP 2015 Return For 3000-1000 SU

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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 Name	123456789	J	SD	ND
Success	5	A Carrier Name	123456789	J	SD	FL
Success	5	A Carrier Name	123456789	J	SD	SD
Success	10	A Carrier Name	123456789	J	SD	SD
Success	10	A Carrier Name	123456789	J	SD	SD
Success	10	A Carrier Name	123456789	J	SD	SD
Success	6a	A Carrier Name	123456789	J	SD	IA
Success	6a	A Carrier Name	123456789	J	SD	IA
Success	6a	A Carrier Name	123456789	J	SD	IA
Success	6b	A Carrier Name	123456789	J	SD	IA



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Click Next

Example: Failed Download

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

View Results >

Filing SEP 2015 Return For 3000-1000 SU

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These are the results of the upload

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

Result	Error Codes	Schedule Type	Carrier Name	Ca
Failed	View	10	A Carrier Name	12
Failed	View	10	A Carrier Name	12

Page 1 of 1 | Total Records: 2

Total Records: 10
Successful Records: 8
Invalid Records: 2

[View](#) [Save](#)
[View](#) [Save](#)
[View](#) [Save](#)

Step 2: Go directly to your schedule file on your computer, make the needed corrections, and save the file

This will open a new window that describes the error.

[Back](#) [Next](#)

Step 3: Click Back

Supplier Return Error Code Descriptions

113 Schedule Type 6A cannot have SD as the Destination State

Example: Failed Download... Continued

Supplier File Preview

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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 Name	123456789	J	SD	ND
Success	5		A Carrier Name	123456789	J	SD	FL
Success	5		A Carrier Name	123456789	J	SD	SD
Success	10		A Carrier Name	123456789	J	SD	FL
Success	10		A Carrier Name	123456789	J	SD	FL
Success	10		A Carrier Name	123456789	J	SD	SD
Success	6a		A Carrier Name	123456789	J	SD	IA
Success	6a		A Carrier Name	123456789	J	SD	IA
Success	6a		A Carrier Name	123456789	J	SD	IA
Success	Ch		A Carrier Name	123456789	J	SD	IA

Step 4: Click Back on the File Preview Page

Step 5: Click Delete and upload the corrected file

Data File Upload

Filing SEP 2015 Return For 3000-1000 SU

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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.

Note: A file already exists for this return. If you would like use the existing file just click the 'Next' button without selecting another file.

Delete	File Number	Upload Date	File Name	File Size
<input type="button" value="Delete"/>	1	6/9/2016 4:31:41 PM	H\Epath Test\SU-3000-1000.csv	1333

To upload a new file:

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

Motor Fuel Tax Return - Supplier >

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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		
SALES	Gasoline	100% Ethyl Alcohol	AVGAS	D
1. Withdrawn from SD Pipeline	0	0	0	
2. Withdrawn from out-of-state Pipeline	0	0	0	0
3. Total Sales	0	0	0	5,2
CREDITS				
4. Sold to US Government	0	0	0	0
5. Sold to Licensed Exporter	1,800	0	150	0
6. Ethyl Alcohol & Methyl Alcohol		0		
7. Undyed K-1 Kerosene/Biodiesel sold to blender				
8. Total Credits	1,800	0	150	0
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 Fees Due	(\$122.32)	
16. Total Gallons sold to Gov Entities	2,500	21. Total Interest	\$0.00	
17. Total Gallons of Undyed K1 Kerosene	0	Total Penalty	\$10.00	
18. Subtotal Tank Inspection Fee Gallons	4,050	22. Balance Due or Credit	\$0.00	
19. Tank Inspection Fee	\$81.00	23. Total Amount Due	(\$112.32)	

TIP: Always remember to review your entries before continuing in the process.

Please Note: You will **NOT** be able to print your return after it is submitted. Click [View Printer Friendly Version](#) to print your return.

[Click Next](#)

Your total credit due is (\$112.32)

[View Printer Friendly Version](#)[Back](#)[Next](#)

Example: Returns with Tax Due

Step 1: Choose a Payment Method

On the Payment Method 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

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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.)

Step 2: Follow the prompts to make a payment if you choose to make a payment at this time

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 >

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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-SU	Period:	09/2015
Name:	Wonder Woman Corporations	Return Due Date:	10/23/2015
File Code:	Required Calendar Monthly	Return Type:	SU - Original
		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.

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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
View/Print Full Return	

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?



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