



Supplier Upload Data 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 two sections: "Log in to your Account" and "Create an Account".

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 your 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. At the top left is a link for "Main Menu". Below it is a "File and Pay" section. The "File and Pay your Return" button is circled in blue. To the right of this button is an information icon (i). Below the "File and Pay" section are several other menu items, each with an information icon (i). At the bottom center is a "Log out" button.

Main Menu

File and Pay

File and Pay your Return ⓘ

- ▶ 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 ⓘ button has help information. Just hover the cursor over the button. (Points to the information icon next to "File and Pay your Return")

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

Tax Return Filing Menu >

the license, filing option and period. When finished click the 'Next' button on the bottom of the page.
 Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month following 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 1-800-822-8222

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 'Upload File Containing Data'.

3: Select the return period 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

7002-4857-SU - LET IT BE CORP (Supplier)

--Please select a Period--

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

--Please select a Period--

log out

Back Next

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

Data File Definition >

FILING AUG 2023 RETURN FOR: 7002-4857-SU

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 Ethyl Alcohol sales, so the product type will always be 123. 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	Line of Return
5	This schedule type will report several types of gallons: — Gallons withdrawn from pipeline located within South Dakota with tax collected. — Gallons withdrawn from pipeline located in South Dakota and sold to a licensed exporter for export without tax collected. — Gallons withdrawn from pipeline outside South Dakota with a South Dakota destination state on the bill-of-landing with tax collected. — Gallons of 100% Ethyl Alcohol and Methyl Alcohol that were previously taxed.	—1: gallons imported (tax paid) —2: gallons from out-of-state pipelines —6: methyl and ethyl alcohol sales
6a	This schedule type will report gallons withdrawn from pipeline 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 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

Step 6: Modes of Transfer and Product Codes.

- 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: cont.

- Each type of fuel that is sold has a specific product code. The codes that will be used on your schedule are listed below.

Product Code	Fuel Type
061	Natural Gasoline
065	Gasoline
072	Kerosene (Dyed)
073	Kerosene (Low Sulfur)
074	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 Deisel
243	Methyl Alcohol
284	Biodiesel (Clear)
290	Biodiesel (Dyed)
092	Other

Step 7: Data File Layout.

Data File Layout >

FILING AUG 2023 RETURN FOR: 7

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.

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.

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 FIEN	Mode	Point of Origin	Destination	Sold to Acquired From	Purchaser Seller FIEN	Date Shipped/Received	Manifest Number	Gross Gallons	Product Type
8	A Purchaser	123456789	J	SD	SD	A Carrier	123456789	08/01/2023	12345	5600	160
8	A Purchaser	123456789	J	SD	ND	A Carrier	123456789	08/02/2023	12345	2500	130
5	A Purchaser	123456789	J	SD	FL	A Carrier	123456789	08/03/2023	12345	5200	228
5	A Purchaser	123456789	J	SD	SD	A Carrier	123456789	08/04/2023	12345	2000	160
10	A Purchaser	123456789	J	SD	SD	A Carrier	123456789	08/05/2023	12345	250	228
10	A Purchaser	123456789	J	SD	SD	A Carrier	123456789	08/06/2023	12345	560	160
10	A Purchaser	123456789	J	SD	IA	A Carrier	123456789	08/07/2023	12345	1000	171
6b	A Purchaser	123456789	J	SD	IA	A Carrier	123456789	08/08/2023	12345	1200	243
6b	A Purchaser	123456789	J	SD	IA	A Carrier	123456789	08/09/2023	12345	150	125

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

Data File Upload >

FILING AUG 2023 RETURN FOR: 7002-4857-SU

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	7/11/2024 10:11:01 AM	AugusttEB.csv	734

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 to step 11.

Supplier File Preview >

FI FILING AUG 2023 RETURN FOR: 7002-4857-SU

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	6d	A Carrier	123456789	J	SD	SD
Success	6d	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	7	A Carrier	123456789	J	SD	TX
Success	7	A Carrier	123456789	J	SD	FL
Success	7	A Carrier	123456789	J	SD	AK
Success	7	A Carrier	123456789	J	SD	ND

Back Next

Step 10: Resolving a failed download.

View Results > FILING AUG 2023 RETURN FOR: 7002-4857-SU

Main Menu
Logout

File Definition
File Layout
File Upload
File Preview
Schedule Errors >

LPG Vendor
LPG Summary
Verify Info

Result	Error Codes	Schedule Type	Carrier Name	Carrier
Failed	View	8	A Carrier	12

Page 1 of 1 | Total Records: 1

Total Records: 14
Successful Records: 13
Invalid Records: 1

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

4: Click 'Back'.

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

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

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.

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: 7002-4857-SU

Main Menu
Logout

File Definition
File Layout
File Upload >
File Preview
Ethanol Producer
EP Summary
Payment Method
Make Payment
Verify Info

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 them all. 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 to selecting another file.

[Choose File](#) No file chosen

[Add File](#)

Delete	File Number	Upload Date	File Name	File Size
Delete	1	7/11/2024 1:27:43 PM	AugustEP.csv	134

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

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

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'

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

Motor Fuel Tax Return - Supplier >

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: AUG 2023			Return Due: 9/20/23	
SALES	Gasoline	100% Ethyl Alcohol	AVGAS	Dyed Fuel
1. Withdrawn from SD Pipeline	0	0	0	5,000
2. Withdrawn from out-of-state Pipeline	0	0	0	
3. Total Sales	0	0	0	5,000
CREDITS				
4. Sold to US Government	0	0	0	
5. Sold to Licensed Exporter	0	0	0	
6. Ethyl Alcohol & Methyl Alcohol		0		
7. Undyed K-1 Kerosene/Biodiesel sold to blender				
8. Total Credits	0	0	0	
TAX COMPUTATION				
9. Subtotal Taxable Gallons	0	0	0	5,000
10. Allowance	0	0	0	
11. Total Taxable Gallons	0	0	0	
12. Tax Rates	\$0.28	\$0.14	\$0.06	\$0.00
13. Total Due	\$0.00	\$0.00	\$0.00	
14. Total All Taxes Due	(\$1,083.08)			
TANK INSPECTION FEE		TAXES AND FEES DUE		
15. Total Gallons	-900	20. Total Taxes and Fees Due		(\$939.08)
16. Total Gallons sold to Gov Entities	8,100	21. Total Interest		\$0.00
17. Total Gallons of Undyed K1 Kerosene	0	Total Penalty		\$10.00
18. Subtotal Tank Inspection Fee Gallons	7,200	22. Balance Due or Credit		\$0.00
19. Tank Inspection Fee	\$144.00	23. Total Amount Due		(\$929.08)

Your total credit due is **(\$929.08)**

[View Printer Friendly Version](#)

[Back](#) [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: 7002-4850-EP

Main Menu
Logout

Data Entry
Ethanol Producer
EP 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](#)

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

Step 14: 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.		
Data Entry Ethanol Producer EP Summary Payment Method Make Payment Verify Info >	To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.		
Return Information			
License:	7002-4850-EP	Period:	08/2023
Name:	LET IT BE CORP	Return Due Date:	9/20/2023
File Code:	Required Calendar Monthly	Return Type:	EP - Original
		Total Tax Due:	\$240.00
		Interest/Penalty:	\$53.00
		Total Due:	\$293.00
		Payment Type:	None
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 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