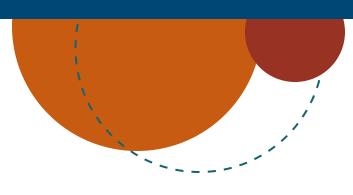


# Supplier Upload Data EPath Filing Guide



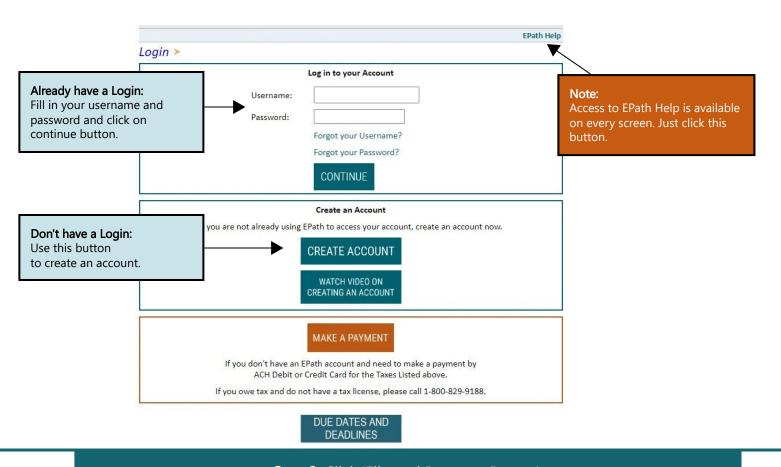




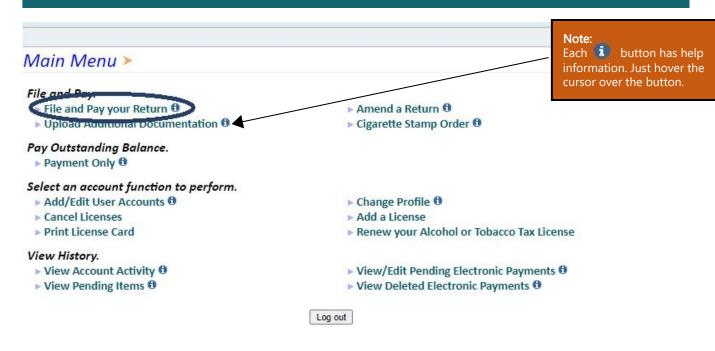
## **How to File and Pay your Return**



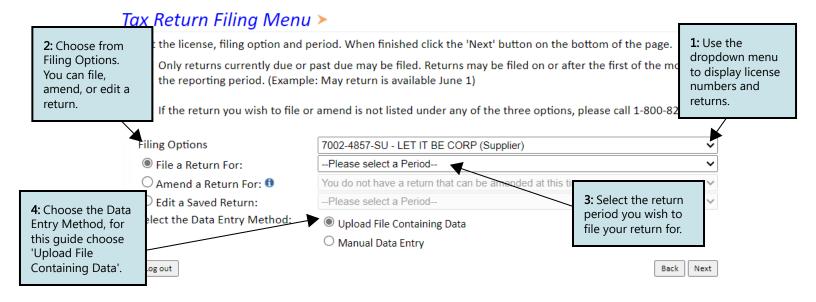
## **Step 1:** Open <u>www.sd.gov/epath</u>. Log in or Create Account in EPath.



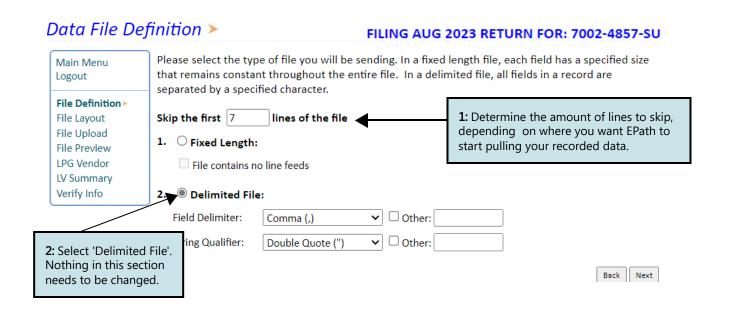
## Step 2: Click 'File and Pay your Return'.



## **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 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5	This schedule type will report several types of gallons:  — Gallons withdrawn from pipeline located within South Dakota with tax collected.  — Gallons withdrawn from pipeline located in South Dakota and sold to a licensed exporter for export without tax collected.  — Gallons withdrawn from pipeline outside South Dakota with a South Dakota destination state on the bill-of-landing with tax collected.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
В	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) Biodiesel (Dyed)				
290					
092	Other				

## Step 7: Data File Layout.

#### Data File Layout > **FILING AUG 2023 RETURN FOR: 7** 1: Enter the <u>Position</u> number for each Field Name as they Describe the fields in your file using this section. Use the arrow buttons to reorder the fi Main Menu appear on your EPath using a fixed-length file, specify the length of each field in your file. You may remove any Logout schedule. In the example mandatory fields that are not in your file by checking the box in the right-hand column. below, the first column would File Definition be Position 1, so you want to **Field Name** Size Include File Layout> match the Field Name to the File Upload ~ Schedule Type 2 Required column heading. File Preview ~ 100 Required Carrier Name LPG Vendor ~ 10 Required LV Summary 3 Carrier FEIN Verify Info 2 Required 4 Mode Origin State 2 Required Field Name is the 2 Position refers to the 6 ~ **Destination State** Required column heading on column on the Sold To 100 the EPath schedule. V Required schedule that is uploaded into EPath. Purchaser FEIN 10 ~ Required ~ Transaction Date 8 Required 10 🗸 Customer/Manifest Number 15 Required Gross Gallons 9 Required 11 🕶 12 🗸 **Product Type** 3 Required Reset Layout | Save Layout Back Next 2: If the layout changes, click 'Save Layout' before clicking 'Next'.

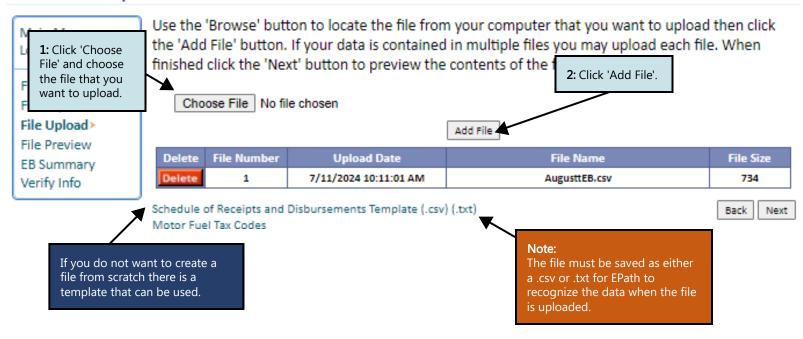
Carrier Carrier Point of Destinati Assuired Purchaser Shipped Manifest

When uploading a schedule into EPath, the data file layout must

Schedule Type	Carrier Name	Carrier FIEN	Mode	Point of Origin	Destinati on	Acquired From	Purchaser Seller FIEN	Shipped/ Received	Manifest Number		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

## Data File Upload >

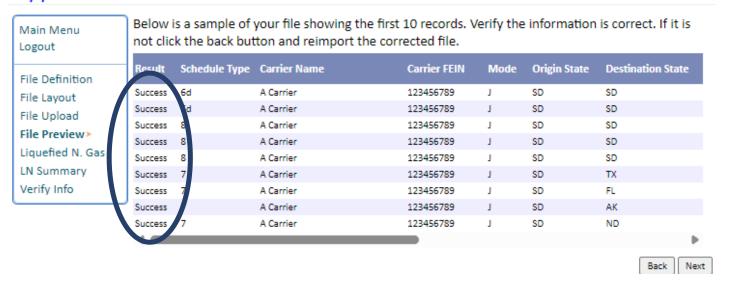
#### FILING AUG 2023 RETURN FOR: 7002-4857-SU



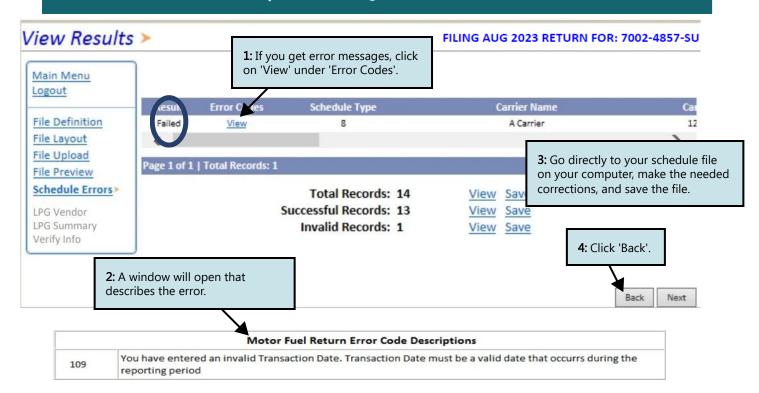
**Step 9:** Verify that the download was successful. If it is not successful move to next step. If it was successful click 'Next' and skip to step to step 11.

## Supplier File Preview >

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

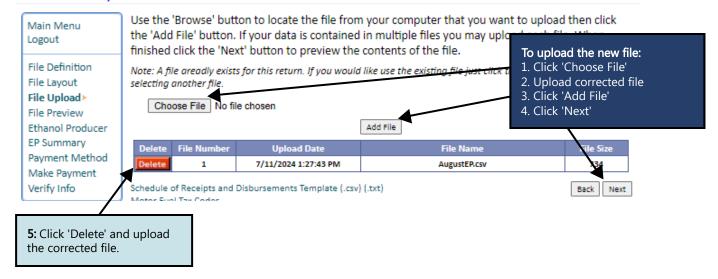


## Step 10: Resolving a failed download.



## Data File Upload >

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



## 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	Gasoline	100% Ethyl Alcohol	AVGAS	rn Due: 9/ Dyed I Kere
1. Withdrawn from SD Pipeline	0	0	0	5
2. Withdrawn from out-of-state Pipeline	0	0	0	
3. Total Sales	0	0	0	5
CREDITS				
4. Sold to US Government	0	0	0	
5. Sold to Licensed Exporter	0	0	0	
5. Ethyl Alcohol & Methyl Alcohol		0		
7. Undyed K-1 Kerosene/Biodiesel sold to blender				
B. Total Credits	0	0	0	
TAX COMPUTATION				
9. Subtotal Taxable Gallons	0	0	0	5
10. Allowance	0	0	0	
11. Total Taxable Gallons	0	0	0	
12. Tax Rates	\$0.28	\$0.14	\$0.06	\$
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 Undyded 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

O ACH Debit 0

O ACH Credit @

Credit Card WSX Company

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 cre card information after you submit your return.

No Payment at this time. (Interest will apply to late payments.)

Payment Calendar

Back Next

Note:

If you choose ACH

Credit you have to

the amount due.

reach out to your bank

and request they send

## **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 Main Menu menu to go to the appropriate page to fix the errors. Logout Data Entry To submit your Return read the 'Filing Agreement', enter your log in password, and click Ethanol Producer the 'Submit' button. EP Summary Return Information Payment Method License: Make Payment 7002-4850-EP Period: 08/2023 Verify Info> 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: 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 ①
- ▶ View Pending Items ①

Have Additional Questions: Call: 605-773-8178

Email: sdmotorfuel@state.sd.us