SOUTH DAKOTA DEPARTMENT OF REVENUE

Filing a Return as an Ethanol Producer (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

<u>Features</u>

- 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 6
- ▶ Upload Additional Documentation

Amend a Return 6

Pay Outstanding Balance.

► Payment Only **①**

Select an account function to perform.

- ► Add/Edit User Accounts **6**
- **▶** Cancel Licenses
- ▶ Print License Card

View History.

- ▶ View Account Activity 1
- ▶ View Pending Items <a>®

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

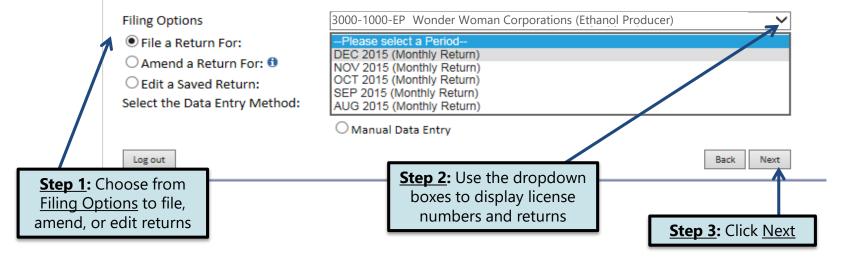


Tax Return Filing Menu >

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.

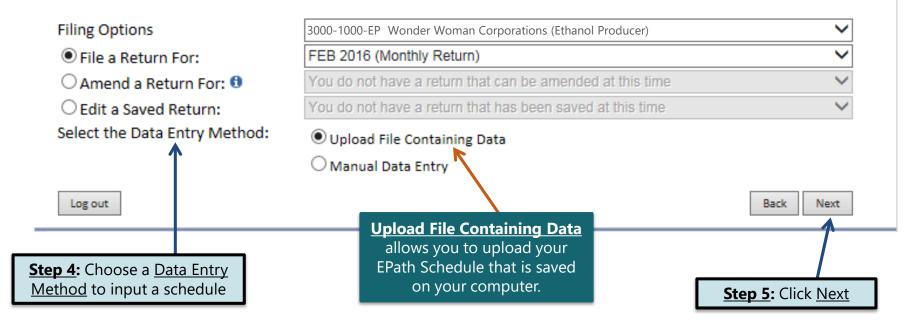


Tax Return Filing Menu >

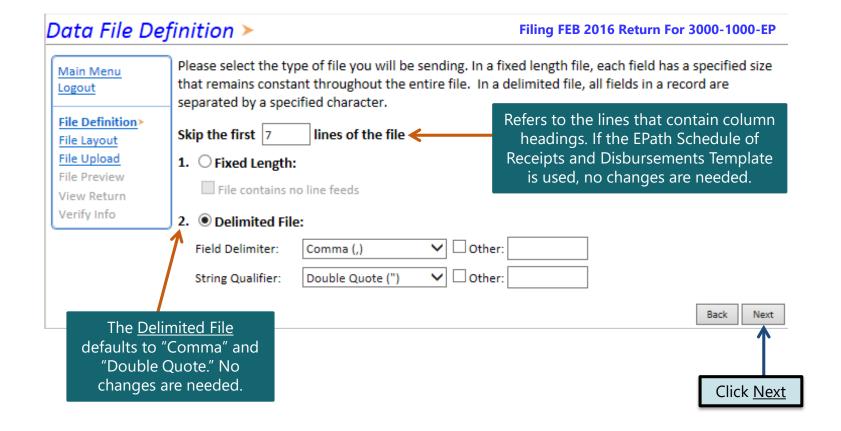
Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

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Example: Upload a File Containing Data



Schedule Types

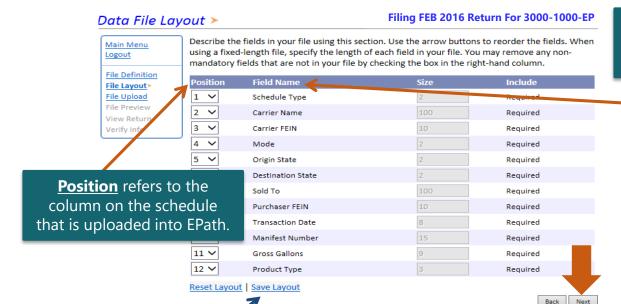
• You will only be reporting Ethyl Alcohol sales, so the product type will always be 123. The schedule types you will use are listed below, depending on the type of activity conducted. When uploading an electronic schedule, the following schedule types will automatically record the gallons you report on the line listed in the description box.

Schedule Type	<u>Description</u>
5	This schedule type will be used to report transactions of Ethyl Alcohol that were sold for use or used in licensed motor vehicles upon which fuel tax is due. This amount will be reported on <u>Line 5</u> of the tax return.
6a	This schedule type will be used to report transactions of Ethyl Alcohol that were sold tax exempt to license Importer/Exporters for export. This amount will be reported on Line 4 of the tax return.
10	This schedule type will be used to report transactions of Ethyl Alcohol that were sent to other tax exempt entities. This amount will be reported on <u>Line 4</u> of the tax return.

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



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

Field Name is the column heading on the EPath Schedule.

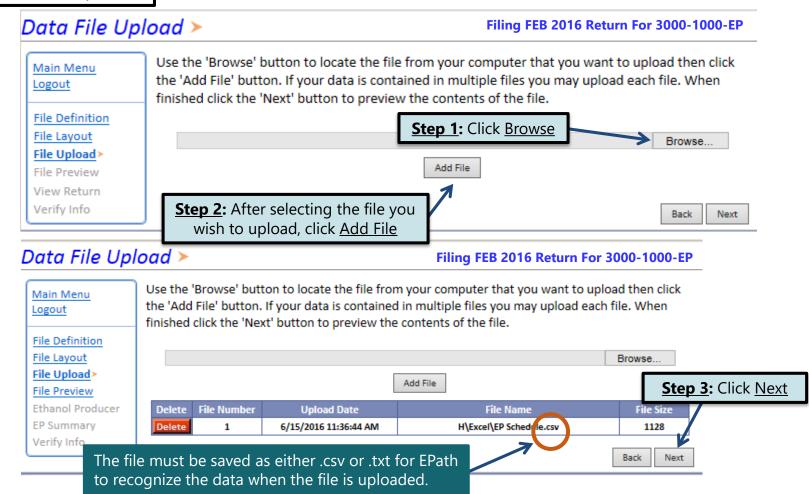
Step 1: Enter the <u>Position</u> number for each <u>Field Name</u> as they appear on your EPath Schedule. In the example below, the first column would be Position 1, so you want to match the Field Name to the column heading.

Step 2: If the layout changes, click <u>Save Layout</u> before clicking Next

When uploading a schedule into EPath, the Data File Layout must match the uploaded schedule.

Schedule	Carrier	Carrier	Mode	Point of	Destination	Sold To	Purchaser	Date Shipped	Manifest	Gross	Product
Type	Name	FEIN	Wode	Origin	Desiliation	Acquired From	Seller FEIN	Received	Number	Gallons	Type
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/12/2016	9812345	1500	123
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/15/2016	9812345	1600	123
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/15/2016	9812345	1200	123
10	A Carrier	123456789	J	SD	WY	A Purchaser	999999999	02/15/2016	9812345	1900	123
10	A Carrier	123456789	J	SD	WY	A Purchaser	999999999	02/16/2016	9812345	500	123
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/16/2016	9812345	1000	123
5	A Carrier	123456789	J	SD		A Purchaser	999999999	02/16/2016	9812345	2500	123
5	A Carrier	123456789	J	SD		A Purchaser	999999999	02/16/2016	9812345	1800	123
6a	A Carrier	123456790	J	SD	SD	A Purchaser	999999999	02/16/2016	9812345	3500	123

Example: Data File Upload



Example: Supplier File Preview

Supplier File Preview >

Filing FEB 2016 Return For 3000-1000-EP

Main Menu Logout

File Definition
File Layout
File Upload
File Preview
Ethanol Producer
EP Summary
Verify Info

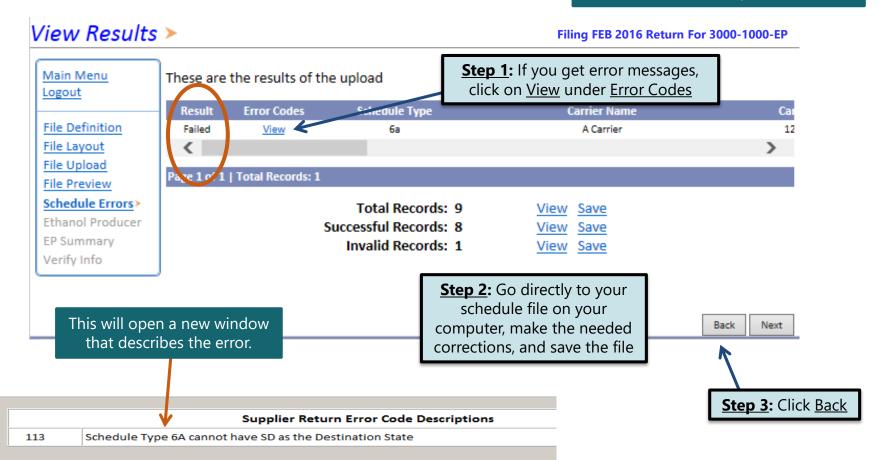
Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

Resul	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination S	tate
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	10	A Carrier	123456789	J	SD	WY	
Success	10	A Carrier	123456789	J	SD	WY	
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	6a	A Carrier	123456790	J	SD	SD	

Click Next

Example: Failed Download

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



Example: Failed Download... Continued

Supplier File Preview >

Filing FEB 2016 Return For 3000-1000-EP

>

Next

Back

Main Menu Logout 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
Ethanol Producer
EP Summary
Verify Info

Schedule Type Carrier Name Carrier FEIN Origin State Destination State Success 5 123456789 SD SD A Carrier A Carrier 123456789 SD SD Success A Carrier 123456789 SD Success A Carrier 123456789 WY Success A Carrier 123456789 WY Success A Carrier 123456789 Success Success A Carrier 123456789 SD SD A Carrier 123456789 SD SD Success A Carrier 123456790 SD SD Success 6a

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

Step 5: Click Delete and upload the corrected file



Filing FEB 2016 Return For 3000-1000-EP

Browse

Main Menu
Logout

File Definition
File Layout
File Upload
File Preview
Schedule Errors
Ethanol Producer
EP Summary
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 you 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 areadly exist for this return. If you would like use the existing file just click the 'Next' button without selecting another file

Delete I le Number Upload Date File Name File Size

Delete 1 6/17/2016 3:21:39 PM H\Excel\Biodiesel Producer.csv 954

Back Next

To upload a new file:

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

26. Total Due (Add Lines 23, 24, and 25)

Calculate

Main Menu **Ethanol Producer Return** Logout File Definition DENATURED FUEL-GRADE AICOHOL INVENTORY SALES File Layout 1. Total gallons of fuel-grade alcohol in inventory at begining of reporting period Manual Entry File Upload 2. Total gallons of fuel-grade alcohol produced or upgraded during reporting period Manual Entry File Preview 3. Subtotal gallons of fuel-grade alcohol (Add Lines 1 and 2) 20.000 Ethanol Producer 4. Total gallons of fuel-grade alcohol sold to licensed brokers and exporters 5.900 **EP Summary** 5. Total gallons of taxable fuel-grade alcohol sold to non-licensed brokers and exporters 9.600 Payment Method Make Payment 6. Total gallons of fuel-grade alcohol sold during reporting period (Add Lines 4 and 5) 15,500 Verify Info 7. Total gallons of fuel-grade alcohol in inventory at end of reporting period 4.500 (Subtract Line 6 from Line 3) ENTHANOL PRODUCTION INCENTIVE **Step 1:** Lines 1, 2, 8. Total gallons biobutanol produced Manual Entry 8, 9, 11, 18, and 9. Total gallons ethyl alcohol shipped out of the United State of America Manual Entry 19 are entered 10. Total gallons fuel-grade sold during reporting period (Record amount from Line 6 here) 15.500 11. Total gallons fuel-grade alcohol produced out-of-state Manual Entry manually 12. Net gallons eligibile for production payment 15,500 (Subtract Line 11 from Line 10 and add Line 8 + Line 9) 13. Production Payment Rate \$0.20 14. Production payments allowance for this reporting period \$3,100.00 (Multiply Line 12 by rate on Line 13) TAXES AND FEES DUE 15. Allowance(If Filing on Time) (Multiply Line 5 by 0.0225) \$1,344,00 16. Fuel Tax Due (Subtract Line 15 from Line 5 and multiply by \$0.14) **TIP**: Calculate entries \$192.00 17. Tank Inspection Fee (Multiply Line 5 by \$0.02) 18. Total gallons of natural gasoline used for denaturing alcohol Manual Entry before continuing. 19. Total gallons of gasoline used for denaturing alcohol Manual Entry 20. Net Credit Due for gallons used as a denaturant (Multiply Lines 18 & 19 by \$0.28 tax rate) \$0.00 21. Tank Inspection Fee (Multiply Lines 18 & 19 by \$0.02) \$0.00 22. Total credit for this reporting period (Add Lines 20 and 21) \$0.00 23. Total taxes and fees for this reporting period \$1,536,00 (Add Lines 16, 17, and subtract Line 22) **Step 2:** Click <u>Calculate</u> 24. Interest \$46.08 25. Penalty \$153.60

\$1,735.68

Next

Back

Step 3: Click Next

Main Menu Logout

File Definition

File Layout File Upload

File Preview

Ethanol Producer

EP Summary>

Verify Info

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

Ethanol Producer Return

DENATURED FUEL-GRADE ALCOHOL INVENTORY & SALES

4	DENATORED FUEL-GRADE ALCOHOL INVENTORY & SALES		
ı	1. Total gallons of fuel-grade alcohol in producer's inventory at begining of reporting period		20,000
ı	2. Total gallons of fuel-grade alcohol produced or upgraded during reporting period		80
ı	3. Subtotal gallons of fuel-grade alcohol (Add Lines 1 and 2)		20,080
ı	4. Total gallons of fuel-grade alcohol sold to licensed ethanol brokers and exporters		5,900
ı	5. Total gallons of taxable fuel-grade alcohol sold to non-licensed ethanol brokers and export	ers	9,600
ı	6. Total gallons of fuel-grade alcohol sold during reporting period (Add Lines 4 and 5)		15,500
ı	7. Total gallons of fuel-grade alcohol remaining in inventory at end of reporting period		4,580
ı	(Subtract Line 6 from Line 3)		
J	ETHANOL PRODUCTION INCENTIVE		
	8. Total gallons biobutanol produced		50
	9. Total gallons ethyl alcohol shipped out of the United State of America		35
	10. Total gallons fuel-grade sold during reporting period (Record amount from Line 6 here)		15,500
	11. Total gallons fuel-grade alcohol produced out-of-state		100
	12. Net gallons eligible for production payment (Subtract Line 11 from Line 10 and add Line 8 + Line 9)		15,485
	13. Production Payment Rate		\$0.20
	14. Production payments allowance for this reporting period (Multiply Line 12 by rate on Line 13)	\$3	3,097.00
	TAXES AND FEES DUE		
	15. Allowance (If filing on time) (Multiply Line 5 by 0.0225)		0
	16. Fuel Tax Due (Subtract Line 15 from Line 5 and multiply by \$0.14)	\$1	1,344.00
	17. Tank Inspection Due (Multiply Line 5 by \$0.02)		\$192.00
	18. Total gallons on natural gasoline used for denaturing alcohol		1,500
	19. Total gallons of gasoline used for denaturing alcohol		5,000
	20. Net Credit Due for gallons of gasoline and/or natural gasoline used as a denaturant	\$1	,820.00
	(Multiply Lines 18 & 19 by \$0.28 tax rate)		
	21. Tank Inspection Fee (Multiply Lines 18 & 19 by \$0.02)		\$130.00
	22. Total credit for this reporting period (Add Lines 20 and 21)	\$1	1,950.00
	23. Total taxes and fees for this reporting period (Add Lines 16, 17, and subtract Line 22)	(\$	414.00)
	24. Interest Due		\$0.00
	25. Penalty Due		\$10.00
	26. Total Due (Add Lines 23, 24, and 25)	(\$	404.00)
		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 return. If no tax is due, you will not reach this page.

Payment Method >

Filing FEB 2016 Return For 3000-1000-EP

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 ACH 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 Definition

File Layout File Upload

File Preview

Ethanol Producer

EP 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

License: 3000-1000-EP

Name: WONDER WOMAN CORPORATIONS

File Code: Required Calendar Monthly

Period: 02/2016

Return Due Date: 3/23/2016

Return Type: EP - Original

Total Tax Due: (\$414.00) Interest/Penalty: \$10.00 Total Due: (\$404.00)

Payment Type:

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:

Reminder: Clicking 'Submit' will finalize the filing process. Make sure to look over everything one last time.

Back

Submit

Confirmation Information >

Confirmation

Confirmation Number: 117241041694570824

Date Submitted: Jun 20, 2016 5:24 PM

Return

License: 3000-1000-EP

Period: 02/2016

Return Type: EP – Original

Return Due Date: Mar 20, 2016

Total Amount Due: -\$404.00

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.

View/Print Full Return

Print

Main Menu

Questions?



South Dakota Department of Revenue



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South Dakota DOR



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