

SOUTH DAKOTA DEPARTMENT OF REVENUE

Filing a Return as an Ethanol Producer (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 ⓘ](#)

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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:

Select the Data Entry Method:

3000-1000-EP Wonder Woman Corporations (Ethanol Producer) 

--Please select a Period--

- DEC 2015 (Monthly Return)
- NOV 2015 (Monthly Return)
- OCT 2015 (Monthly Return)
- SEP 2015 (Monthly Return)
- AUG 2015 (Monthly Return)

☐ Manual Data Entry

Log out

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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-EP Wonder Woman Corporations (Ethanol Producer) ▼

FEB 2016 (Monthly Return) ▼

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

You do not have a return that has been saved at this time ▼

☒ 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

Example: Upload a File Containing Data

Data File Definition >

Filing FEB 2016 Return For 3000-1000-EP

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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

1. ☐ Fixed Length:

☐ File contains no line feeds

2. ☒ Delimited File:

Field Delimiter: ☐ Other:

String Qualifier: ☐ Other:

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

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

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Click Next

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.

<u>Schedule Type</u>	<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 <u>Line 4</u> 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
B	Barge
PL	Pipeline

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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

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

Position refers to the column on the schedule that is uploaded into EPath.

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.

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.

Schedule 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
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	SD	A Purchaser	999999999	02/16/2016	9812345	2500	123
5	A Carrier	123456789	J	SD	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

Data File Upload >

Filing FEB 2016 Return For 3000-1000-EP

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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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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	6/15/2016 11:36:44 AM	H:\Excel\EP Schedule.csv	1128

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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

Supplier File Preview >

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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.

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

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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 >

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These are the results of the upload

Result	Error Codes	Schedule Type	Carrier Name	Car
Failed	View	6a	A Carrier	12
Page 1 of 1 Total Records: 1				

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

Total Records: 9 [View](#) [Save](#)
Successful Records: 8 [View](#) [Save](#)
Invalid Records: 1 [View](#) [Save](#)

This will open a new window that describes the error.

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

[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	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	5	A Carrier	123456789	J	SD	SD
Success	6a	A Carrier	123456790	J	SD	SD

Step 4: Click Back on the File Preview Page

Step 5: Click Delete and upload the corrected file

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.

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.

<input type="text" value="Browse..."/>				
<input type="button" value="Add File"/>				
<input type="button" value="Delete"/>	File Number	Upload Date	File Name	File Size
<input type="button" value="Delete"/>	1	6/17/2016 3:21:39 PM	H:\Excel\Biodiesel Producer.csv	954

To upload a new file:

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

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Ethanol Producer Return

DENATURATED FUEL-GRADE ALCOHOL INVENTORY SALES

1. Total gallons of fuel-grade alcohol in inventory at beginning of reporting period	Manual Entry
2. Total gallons of fuel-grade alcohol produced or upgraded during reporting period	Manual Entry
3. Subtotal gallons of fuel-grade alcohol (Add Lines 1 and 2)	20,000
4. Total gallons of fuel-grade alcohol sold to licensed brokers and exporters	5,900
5. Total gallons of taxable fuel-grade alcohol sold to non-licensed brokers and exporters	9,600
6. Total gallons of fuel-grade alcohol sold during reporting period (Add Lines 4 and 5)	15,500
7. Total gallons of fuel-grade alcohol in inventory at end of reporting period (Subtract Line 6 from Line 3)	4,500

ENTHANOL PRODUCTION INCENTIVE

8. Total gallons biobutanol produced	Manual Entry
9. Total gallons ethyl alcohol shipped out of the United State of America	Manual Entry
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
12. Net gallons eligible for production payment (Subtract Line 11 from Line 10 and add Line 8 + Line 9)	15,500
13. Production Payment Rate	\$0.20
14. Production payments allowance for this reporting period (Multiply Line 12 by rate on Line 13)	\$3,100.00

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)	\$1,344.00
17. Tank Inspection Fee (Multiply Line 5 by \$0.02)	\$192.00
18. Total gallons of natural gasoline used for denaturing alcohol	Manual Entry
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 (Add Lines 16, 17, and subtract Line 22)	\$1,536.00
24. Interest	\$46.08
25. Penalty	\$153.60
26. Total Due (Add Lines 23, 24, and 25)	\$1,735.68

Calculate

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Step 1: Lines 1, 2, 8, 9, 11, 18, and 19 are entered manually

TIP: Calculate entries before continuing.

Step 2: Click Calculate

Step 3: Click Next

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Ethanol Producer Return

DENATURED FUEL-GRADE ALCOHOL INVENTORY & SALES

1. Total gallons of fuel-grade alcohol in producer's inventory at begining of reporting period	20,000
2. Total gallons of fuel-grade alcohol produced or upgraded during reporting period	80
3. Subtotal gallons of fuel-grade alcohol (Add Lines 1 and 2)	20,080
4. Total gallons of fuel-grade alcohol sold to licensed ethanol brokers and exporters	5,900
5. Total gallons of taxable fuel-grade alcohol sold to non-licensed ethanol brokers and exporters	9,600
6. Total gallons of fuel-grade alcohol sold during reporting period (Add Lines 4 and 5)	15,500
7. Total gallons of fuel-grade alcohol remaining in inventory at end of reporting period (Subtract Line 6 from Line 3)	4,580

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)	\$3,097.00

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)	\$1,344.00
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 (Multiply Lines 18 & 19 by \$0.28 tax rate)	\$1,820.00
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)	\$1,950.00
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](#)

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

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

Payment Method >

Filing FEB 2016 Return For 3000-1000-EP

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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.

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Step 3: Click Next

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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-EP	Period:	02/2016
Name:	WONDER WOMAN CORPORATIONS	Return Due Date:	3/23/2016
File Code:	Required Calendar Monthly	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
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?



South Dakota
Department of Revenue



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South Dakota DOR



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