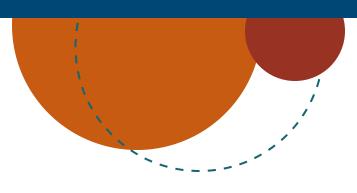


Ethanol Producer Upload Data EPath Filing Guide



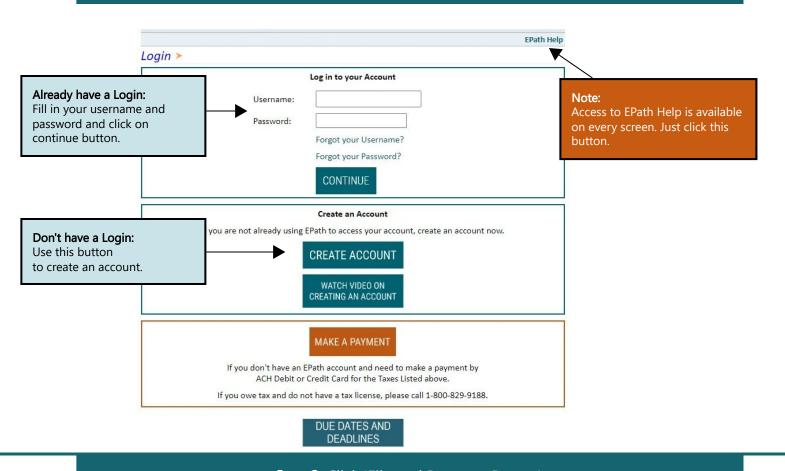




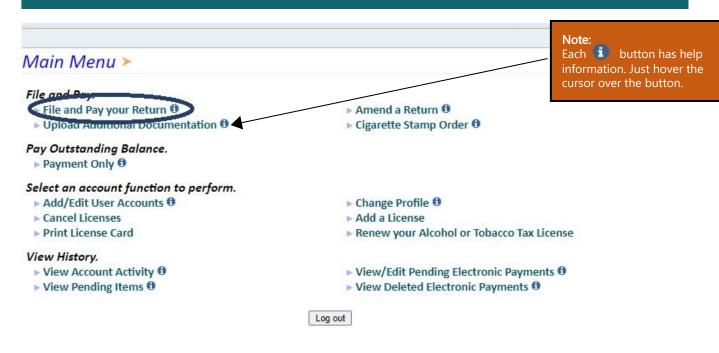
How to File and Pay your Return



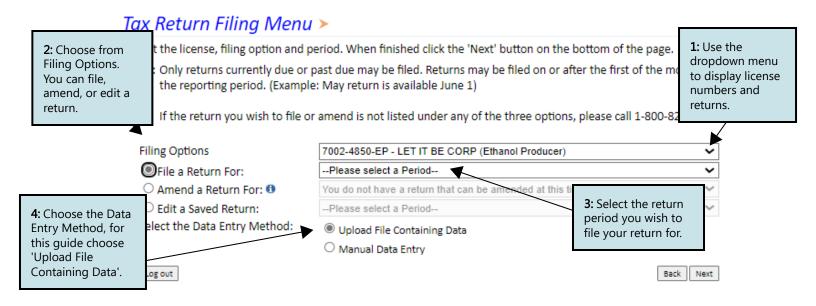
Step 1: Open <u>www.sd.gov/epath</u>. Log in or Create Account in EPath.



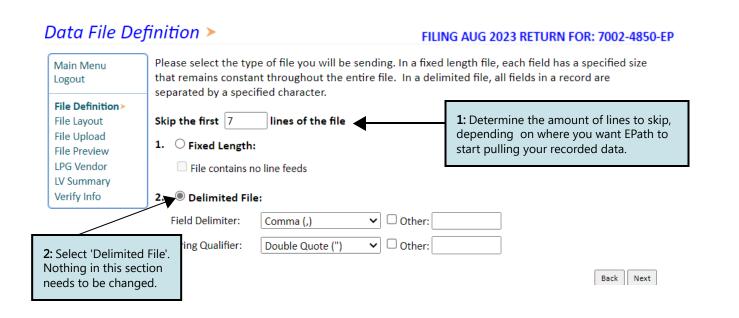
Step 2: Click 'File and Pay your Return'.



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
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 Line 5 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 Line 4 of the tax return.

Step 6: 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.

Mode	Description
J	Truck
R	Rail Car
В	Barge
PL	Pipeline

Step 7: Data File Layout.

Data File Layout >

FILING AUG 2023 RETURN FOR: 7002-4850-EP



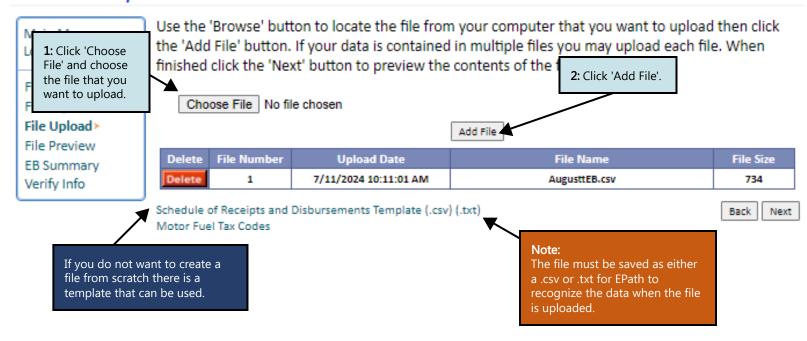
When uploading a schedule into EPath, the data file layout must match the uploaded schedule.

Schedule Type	Carrier Name	Carrier FIEN	Mode	Point of Origin	Destinati on	Sold to Acquired From	Purchaser Seller FIEN	Date Shipped/ Received	Manifest Number	Gross Gallons	Product Type
5	A Purchaser	123456789	J	SD	SD	A Carrier	123456789	08/01/2023	12345	200	123
5	A Purchaser	123456789	J	SD	SD	A Carrier	123456789	08/02/2023	12345	200	123
5	A Purchaser	123456789	J	SD	SD	A Carrier	123456789	08/03/2023	12345	200	123
10	A Purchaser	123456789	R	SD	WY	A Carrier	123456789	08/04/2023	12345	100	123
10	A Purchaser	123456789	J	SD	WY	A Carrier	123456789	08/05/2023	12345	200	123
6a	A Purchaser	123456789	J	SD	SD	A Carrier	123456789	08/06/2023	12345	300	123
6a	A Purchaser	123456789	J	SD	SD	A Carrier	123456789	08/07/2023	12345	200	123

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

Data File Upload >

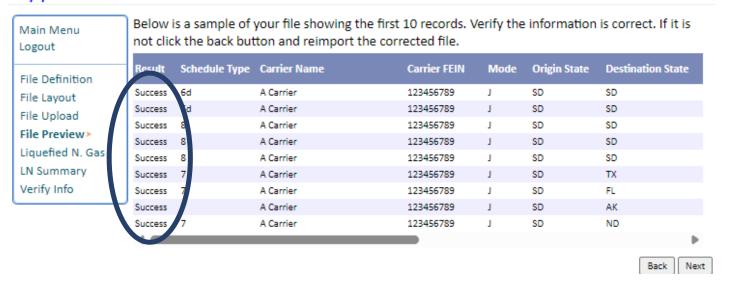
FILING AUG 2023 RETURN FOR: 7002-4850-EP



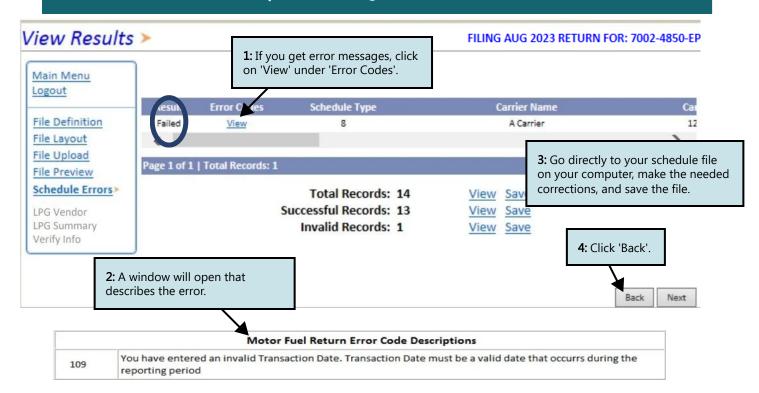
Step 9: Verify that the download was successful. If it is not successful move to next step. If it was successful click 'Next' and skip to step to step 11.

Supplier File Preview >

FILING AUG 2023 RETURN FOR: 7002-4850-EP.

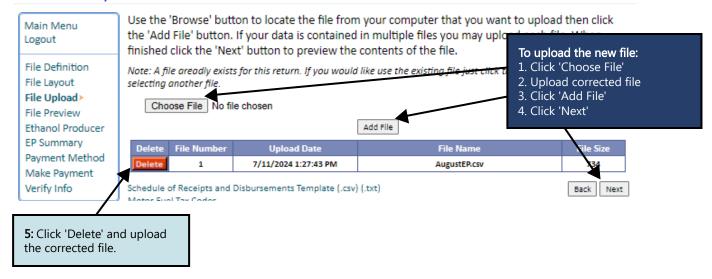


Step 10: Resolving a failed download.



Data File Upload >

FILING AUG 2023 RETURN FOR: 7002-4850-EP



Step 11: Fill out necessary information (details below).

EPATH - Motor Fuel >

FILING AUG 2023 RETURN FOR: 7002-4850-EP

Main Menu Logout	Ethanol Producer Return		
Data Entry	DENATURED FUEL-GRADE AICOHOL INVENTORY SALES		
Ethanol Producer> EP Summary Payment Method Make Payment Verify Info	1. Total gallons of fuel-grade alcohol in inventory at begining of reporting period 2. Total gallons of fuel-grade alcohol produced or upgraded during reporting period 3. Subtotal gallons of fuel-grade alcohol (Add Lines 1 and 2) 4. Total gallons of fuel-grade alcohol sold to licensed brokers and exporters 5. Total gallons of taxable fuel-grade alcohol sold to non-licensed brokers and exporters 6. Total gallons of fuel-grade alcohol sold during reporting period (Add Lines 4 and 5) 7. Total gallons of fuel-grade alcohol in inventory at end of reporting period (Subtract Line 6 from Line 3)	0 0 1,500 1,500 -1,500	
	ENTHANOL PRODUCTION INCENTIVE		
	8. Total gallons biobutanol produced 9. Total gallons ethyl alcohol shipped out of the United State of America 10. Total gallons fuel-grade sold during reporting period (Record amount from Line 6 here) 11. Total gallons fuel-grade alcohol produced out-of-state 12. Net gallons eligibile for production payment (Subtract Line 11 from Line 10 and add Line 8 + Line 9) 13. Production Payment Rate 14. Production payments allowance for this reporting period (Multiply Line 12 by rate on Line 13)	1,500 1,500 \$0.20 \$300.00	1: Lines 1,2,8,9,11,18, and 19 are entered in manually.
	TAXES AND FEES DUE 15. Allowance(If Filing on Time) (Multiply Line 5 by 0.0225)		
Click 'Calculat	16. Fuel Tax Due (Subtract Line 15 from Line 5 and multiply by \$0.14) 17. Tank Inspection Fee (Multiply Line 5 by \$0.02) 18. Total gallons of natural gasoline used for denaturing alcohol 19. Total gallons of gasoline used for denaturing alcohol 20. Net Credit Due for gallons used as a denaturant (Multiply Lines 18 & 19 by \$0.28 tax rate) 21. Tank Inspection Fee (Multiply Lines 18 & 19 by \$0.02) 22. Total credit for this reporting period (Add Lines 20 and 21) 11. Tank Laxes and fees for this reporting period Lines 16, 17, and subtract Line 22) 12. Tennity 12. Tennity 13. Tank Le (Add Lines 23, 24, and 25)	\$210.00 \$30.00 \$0.00 \$0.00 \$240.00 \$29.00 \$240.00	3: Click 'Next'.

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

Epath-Motor Fuel >

FILING AUG 2023 RETURN FOR: 7002-4850-EP

Main Menu	Ethanol Producer Return	
Logout	DENATURED FUEL-GRADE ALCOHOL INVENTORY & SALES	
Data Entry Ethanol Producer EP Summary	1. Total gallons of fuel-grade alcohol in producer's inventory at begining of reporting period 2. Total gallons of fuel-grade alcohol produced or upgraded during reporting period 3. Subtotal gallons of fuel-grade alcohol (Add Lines 1 and 2) 4. Total gallons of fuel-grade alcohol sold to licensed ethanol brokers and exporters	9,436 3,456 12,892 0
Payment Method	5. Total gallons of taxable fuel-grade alcohol sold to non-licensed ethanol brokers and exporters	- 1
Make Payment	6. Total gallons of fuel-grade alcohol sold during reporting period (Add Lines 4 and 5)	1,500
Verify Info	7. Total gallons of fuel-grade alcohol remaining in inventory at end of reporting period (Subtract Line 6 from Line 3)	11,392
	ETHANOL PRODUCTION INCENTIVE	
	8. Total gallons biobutanol produced	0
	9. Total gallons ethyl alcohol shipped out of the United State of America	0
	10. Total gallons fuel-grade sold during reporting period (Record amount from Line 6 here)	1,500
	11. Total gallons fuel-grade alcohol produced out-of-state	0
	12. Net gallons eligible for production payment (Subtract Line 11 from Line 10 and add Line 8 + Line 9)	1,500
	13. Production Payment Rate	\$0.20
	14. Production payments allowance for this reporting period (Multiply Line 12 by rate on Line 13)	\$300.00
	TAXES AND FEES DUE	
	15. Allowance (If filling on time) (Multiply Line 5 by 0.0225)	0
	16. Fuel Tax Due (Subtract Line 15 from Line 5 and multiply by \$0.14)	\$210.00
	17. Tank Inspection Due (Multiply Line 5 by \$0.02)	\$30.00
	18. Total gallons on natural gasoline used for denaturing alcohol	0
	19. Total gallons of gasoline used for denaturing alcohol	0
	 Net Credit Due for gallons of gasoline and/or natural gasoline 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)	\$240.00
	24. Interest Due	\$29.00
	25. Penalty Due	\$24.00
	26. Total Due (Add Lines 23, 24, and 25)	\$293.00
		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

Select the Payment Method you will be using Main Menu O ACH Debit 0 Logout If you choose ACH O ACH Credit @ Credit you have to Data Entry Credit Card VSX Control DISCOVER reach out to your bank Ethanol Producer A non-refundable convenience fee of 2.45% will apply if you pay by credit card. and request they send **EP Summary** Credit Card payments are processed by Elavon Inc. You will be taken to Elavon's site to enter your cre the amount due. Payment Method> card information after you submit your return. Make Payment No Payment at this time. (Interest will apply to late payments.) Verify Info Payment Calendar Back Next

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 7002-4850-EP License: Period: 08/2023 Make Payment 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 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