SOUTH DAKOTA DEPARTMENT OF REVENUE

# Filing a Return as an Importer/Exporter (Manual Data Entry 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>®</a>

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

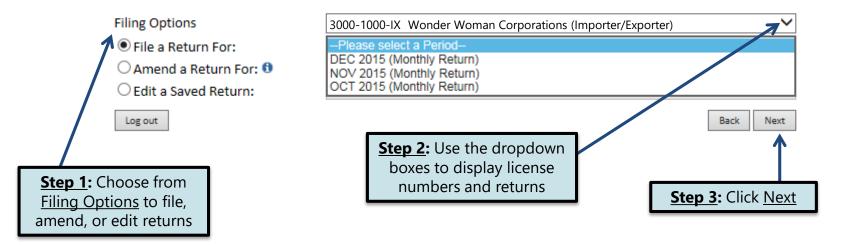


### Tax Return Filing Menu >

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.

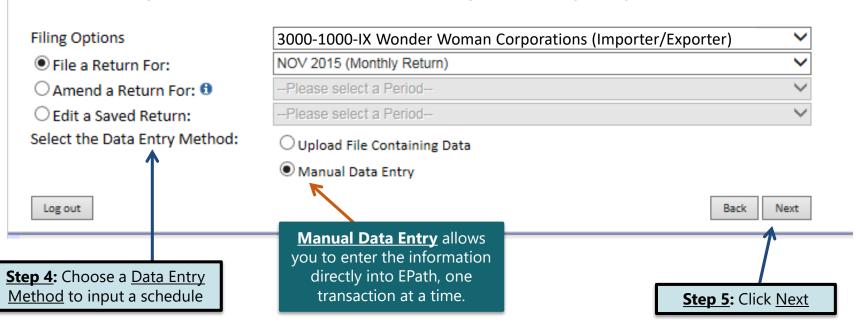


### Tax Return Filing Menu >

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

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.



### **Schedule Types**

• 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>	Line(s) of Return
<b>1</b> a	<ul> <li>This schedule type will report several types of gallons:</li> <li>This schedule type will report the gallons of fuel imported by means other than a pipeline into South Dakota (Tax Paid).</li> <li>Gallons of fuel imported that were purchased from a licensed South Dakota Supplier at an out of state terminal (Tax Paid).</li> </ul>	<ul> <li>1- gallons imported (tax paid)</li> <li>4- Gallons imported from out-of-state terminal (tax paid)</li> </ul>
<b>2</b> a	This schedule type will report the gallons of fuel imported by means other than a pipeline into South Dakota (Tax Unpaid).	5
<b>2</b> c	This schedule type will report gallons of fuel that were pulled from a South Dakota pipeline with an original destination outside South Dakota, but then diverted back into South Dakota.  4	
10	This schedule type will report the total gallons of K-1 kerosene sold for not taxable purposes such as heating.	7

### **Modes of Transfer**

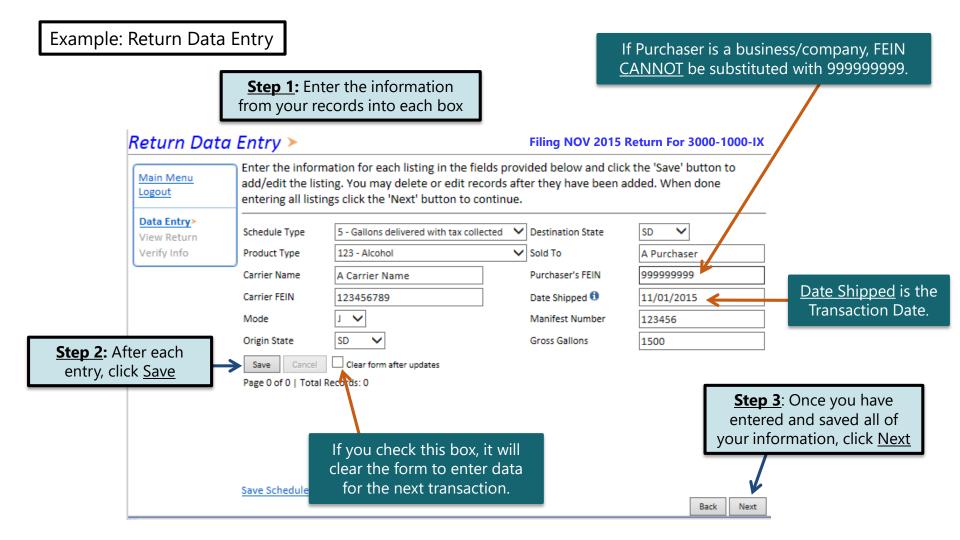
• How the fuel was transported will also need to be listed on the schedule. The modes of transfer codes that will be used and what they stand for are listed below.

<u>Mode</u>	<u>Description</u>
J	Truck
R	Rail Car
В	Barge
PL	Pipeline

### **Product Types**

• Each type of fuel that is sold has a specific product code. The codes that will be used on your schedule are listed to the right.

<u>Product Code</u>	<u>Fuel Type</u>
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 Diesel
243	Methyl Alcohol
284	Biodiesel (Clear)
290	Biodiesel (Dyed)
092	Other



### Motor Fuel Tax Return - Import/Exporter ➤

View Printer Friendly Version

Main Menu Logout

Please verify that the return information is correct. If the return is incorrect please click the 'Back' button to return to the previous page.

File Definition File Layout File Upload File Preview View Return> Verify Info

Return Du Reporting Period: DEC 2015 **TIP**: Always remember to review your entries before 100% Ethyl Alcohol AVGAS Gasoline TAX LIABILITY continuing in the process. 1,800 0 0 1. Imports 2 Fuel Diverted to SD 0 0 0 3. Total Gallons 1,800 0 0 1,800 CREDITS 0 0 0 4. Tax Paid Imports 1,800 5. Exports from bulk storage 3,600 0 0 0 6. Undyed K-1 kerosene 7. Tax Unpaid Biodiesel 8. Tax paid fuel diverted out of South Dakota/ 200 0 0 0 Tax paid on exports 9. Total Credits 5,600 0 0 0 10. Tax unpaid exports 0 0 0 TAX COMPUTATION 11. Subtotal Taxable Gallons -3,800 0 0 1,800 12. Allowance -57 0 0 13. Total Taxable Gallons -3.7430 0 14 Tax Rates \$0.28 \$0.14 \$0.06 \$0.00 15. Taxes Due (\$1,048.04)\$0.00 \$0.00 16. Total All Taxes Due (\$1,820.28) TANK INSPECTION FEE TAXES AND FEES DUE 17 Total Gallons -500 20. Total Interest \$0.00 18. Tank Inspection Fee (\$10.00)Total Penalty \$10.00 19. Total Taxes and Fees Due 21. Balance Due or Credit \$0.00 (\$1,830.28) 22. Total Amount Due (\$1,820.28) <

Please Note: You will NOT be able to print your return after it is submitted. Click <u>View Printer Friendly Version</u> to print your return.

Your total credit due is (\$1,820.28)

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

### Payment Method >

#### Filing NOV 2015 Return For 3000-1000-IX

**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 A CH 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 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.

File Definition

To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.

File Layout

File Upload

File Preview

View Return Verify Info≻ Return Information

License: 300

Name: File Code: 3000-1000-IX Wonder Woman Corporations

Required Calendar Monthly

Period: 12/2015

Return Due Date: 1/25/2016 Return Type: IX - Original

Total Tax Due: (\$1,830.28) Interest/Penalty: \$10.00

Total Due: (\$1,820.28)

Payment Type: None

### Filing Agreement

By rekeying my log in password I declare and affirm under penalty of perjury that this return and associated schedules have 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 and associated schedules 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: 117251341694570807
Date Submitted: Jun 09, 2016 5:25 PM

#### Return

License: 3000-1000-IX

Period: 11/2015

Return Type: IX - Original

Return Due Date: Dec 23, 2015

Total Amount Due: -\$1,820.28

<u>Please Note</u>: You will **NOT** be able to print your return after you return to the main menu. Click <u>View/ Print Full Return</u> to print your return.

View/Print Full Return

Print

Main Menu

## Questions?



South Dakota Department of Revenue



@SDRevenue



South Dakota Department of Revenue



@SDRevenue



South Dakota DOR



Sign-up for our E-Newsletter