



Importer/Exporter Manual EPath Filing Guide

How to File and Pay your Return

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

The screenshot shows the EPath user interface. At the top right is a link for "EPath Help". Below it is a "Login" link. The main content area is divided into three sections: "Log in to your Account", "Create an Account", and "MAKE A PAYMENT".

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 AND DEADLINES

Callouts:

- Already have a Login:** Fill in the username and password and click on continue button.
- Don't have a Login:** Use this button to create an account.
- Note:** Access to EPath Help is available on every screen. Just click this button.

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

The screenshot shows the EPath Main Menu. The "File and Pay" section is circled in blue, and the "File and Pay your Return" link is circled in orange. A callout box points to the information icon on this link.

Main Menu

File and Pay

- File and Pay your Return** ⓘ
- Upload Additional Documentation ⓘ
- Amend a Return ⓘ
- Cigarette Stamp Order ⓘ

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 or Tobacco Tax License

View History.

- View Account Activity ⓘ
- View Pending Items ⓘ
- View/Edit Pending Electronic Payments ⓘ
- View Deleted Electronic Payments ⓘ

Log out

Note: Each ⓘ button has help information. Just hover the cursor over the button.

Step 3: Fill out necessary information (details below). Then click 'Next'.

Return Filing Menu >

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

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:

Upload File Containing Data

Manual Data Entry

7002-4852-IX - LET IT BE CORP (Importer/Exporter)

--Please select a Period--

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

--Please select a Period--

Back

2: Choose from Filing Options. You can file, amend, or edit a return.

1: Use the dropdown menu to display license numbers and returns.

3: Select the return period you wish to file your return for.

4: Choose the Data Entry Method, for this guide choose 'Manual Data Entry'.

Step 4: Schedule Types.

- You will only be reporting liquid petroleum gas sales, so the product type will always be 54. 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
1a	This schedule type will report several types of gallons: — This schedule type will report the gallons of fuel imported by means other than a pipeline into South Dakota (tax paid). — Gallons of fuel imported that were purchased from a licensed South Dakota Supplier at an out of state terminal (tax paid).	—1:gallons imported (tax paid) —4:gallons imported from out-of-state terminal (tax paid)
2a	This schedule type will report the gallons of fuel imported by means other than a pipeline into South Dakota (tax unpaid).	5
2c	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

Step 5: Modes of Transfer and Product Types.

- 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
B	Barge
PL	Pipeline

- Each type of fuel that is sold has a specific product code, these codes 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)
290	Biodiesel (Dyed)
092	Other

Step 6: Fill out necessary information (details below).

Return Data Entry >

FILING JUL 2023 RETU

Enter the information for each listing in the fields provided below and click the 'Next' button to continue. You may delete or edit records after they have been added. If you have multiple listings click the 'Next' button to continue.

If Purchaser is a business/company, FEIN CANNOT be substituted with 999999999.

1: Enter the information from your records into each box.

Main Menu Logout

Schedule Type: 5 - Tax Paid on Exports | Destination State: SD

Product Type: 125 - Aviation Gasoline(AVGAS) | Sold To/Acquired From: DVNJOS

Carrier Name: XURNTF | Purchaser/Seller FEIN: 123455678

Carrier FEIN: 12345678 | Date Shipped/Received: 07/20/2023

Mode: J | Manifest Number: 720019

Origin State: SD | Gross Gallons: 1800

Save Cancel Clear form after updates

Date Shipped is the transaction date.

2: After each entry, click 'Save'.

Edit	Delete	Schedule Type	Product Type	Carrier Name	Sold To	Gross Gallons
Edit	Delete	5	123	XURNTF	DVNJOS	1800

Page 1 of 1 | Total Records: 1

3: Once you have entered and saved all information, click 'Next'.

Save Schedule Information

If you check this box, it will clear the form to enter data for the next transaction.

Back Next

Step 7: Review all information then click 'Next'.

Motor Fuel Tax Return - Import/Exporter >

Main Menu Logout

Data Entry 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: JUL 2023		Return Due: 8/21/2		
TAX LIABILITY	Gasoline	100% Ethyl Alcohol	AVGAS	Dyed Diesel Kerosene
1. Imports	0	0	0	0
2. Fuel Diverted to SD	0	0	0	0
3. Total Gallons	0	0	0	0
CREDITS				
4. Tax Paid Imports	0	0	0	0
5. Exports from bulk storage	0	0	0	0
6. Undyed K-1 kerosene				
7. Tax Unpaid Biodiesel				
8. Tax paid fuel diverted out of South Dakota/ Tax paid on exports	0	1,800	0	0
9. Total Credits	0	1,800	0	0
10. Tax unpaid exports	0	0	0	0
TAX COMPUTATION				
11. Subtotal Taxable Gallons	0	-1,800	0	0
12. Allowance	0	-27	0	
13. Total Taxable Gallons	0	-1,773	0	
14. Tax Rates	\$0.28	\$0.14	\$0.06	\$0.00
15. Taxes Due	\$0.00	(\$248.22)	\$0.00	
16. Total All Taxes Due	(\$248.22)			
TANK INSPECTION FEE		TAXES AND FEES DUE		
17. Total Gallons	-1,800	20. Total Interest	\$0.00	
18. Tank Inspection Fee	(\$36.00)	Total Penalty	\$10.00	
19. Total Taxes and Fees Due	(\$284.22)	21. Balance Due or Credit	\$0.00	
		22. Total Amount Due	(\$274.22)	

Note: Click 'View Printer Friendly Version' to print your return.

View Printer Friendly Version

Your total credit due is (\$274.22)

Back Next

Step 8: 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: 70

Note:
If you choose ACH Credit you have to reach out to your bank and request they send the amount due.

- Main Menu
- Logout
- File Definition
- File Layout
- File Upload
- File Preview
- Biodiesel Producer
- BP Summary
- Payment Method >**
- Make Payment
- Verify Info

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.)

Payment Calendar

Back Next

Step 9: Review all information, type in your password, then click 'Next'.

Verify Information >

- Main Menu
- Logout
- Data Entry
- View Return
- 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:	7002-4852-IX	Period:	07/2023
Name:	LET IT BE CORP	Return Due Date:	8/21/2023
File Code:	Required Calendar Monthly	Return Type:	IX - Original
		Total Tax Due:	(\$284.22)
		Interest/Penalty:	\$10.00
		Total Due:	(\$274.22)
		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:

Back Submit

Step 10: 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](#) 
- > [View Pending Items](#) 

Have Additional Questions:

Call: 605-773-8178

Email: sdmotorfuel@state.sd.us

