

SOUTH DAKOTA DEPARTMENT OF REVENUE

Filing a Return as a Supplier (Manual Data Entry 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](#)
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- ▶ [Change Profile ⓘ](#)
- ▶ [Add a License](#)
- ▶ [Renew your Alcohol Tax License](#)

View History.

- ▶ [View Account Activity ⓘ](#)
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Main Menu >

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:

[Log out](#)

3000-1000-SU Wonder Woman Corporations (Supplier)

--Please select a Period--

DEC 2015 (Monthly Return)

NOV 2015 (Monthly Return)

OCT 2015 (Monthly Return)

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[Next](#)

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.

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Filing Options

- ☒ File a Return For:
☐ Amend a Return For: ⓘ
☐ Edit a Saved Return:

Select the Data Entry Method:

3000-1000-SU Wonder Woman Corporations (Supplier)	▼
NOV 2015 (Monthly Return)	▼
--Please select a Period--	▼
--Please select a Period--	▼

- ☐ Upload File Containing Data
☒ Manual Data Entry

Log out

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Next

Step 4: Choose a Data Entry Method to input a schedule

Manual Data Entry allows you to enter the information directly into EPath, one transaction at a time.

Step 5: Click Next

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.

<u>Schedule Type</u>	<u>Description</u>	<u>Line(s) of Return</u>
5	This schedule type will report several types of gallons: <ul style="list-style-type: none">➤ Gallons withdrawn from pipeline(s) located within South Dakota with tax collected➤ Gallons withdrawn from pipeline(s) located in South Dakota and sold to a licensed exporter for export without tax collected➤ Gallons withdrawn from pipeline(s) outside South Dakota with a South Dakota destination state on the bill-of-lading with tax collected➤ Gallons of 100 percent Ethyl Alcohol and Methyl Alcohol that were previously taxed	<ul style="list-style-type: none">➤ 1-gallons from SD pipelines➤ 2-gallons from out - of-state pipelines➤ 6- Methyl and Ethyl Alcohol sales
6a	This schedule type will report gallons withdrawn from pipeline(s) located in South Dakota and sold tax exempt to licensed exporters for an out-of-state destination.	5
8	This schedule type will report gallons withdrawn directly from the pipeline(s) sold to U.S. Government entities.	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
B	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>
61	Natural Gasoline
65	Gasoline
72	Kerosene (Dyed)
73	Kerosene (Low Sulfur)
74	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)
92	Other

Example: Return Data Entry

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

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

Return Data Entry >

Filing NOV 2015 Return For 3000-1000 SU

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Enter the information for each listing in the fields provided below and click the 'Save' button to add/edit the listing. You may delete or edit records after they have been added. When done entering all listings click the 'Next' button to continue.

Schedule Type	5 - Gallons delivered with tax collected	Destination State	SD
Product Type	123 - Alcohol	Sold To	A Purchaser
Carrier Name	A Carrier Name	Purchaser's FEIN	999999999
Carrier FEIN	123456789	Date Shipped ⓘ	11/01/2015
Mode	J	Manifest Number	123456
Origin State	SD	Gross Gallons	1500

☐ Clear form after updates

Page 0 of 0 | Total Records: 0

[Save Schedule](#)

Step 2: After each entry, click Save

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

Date Shipped is the Transaction Date.

Step 3: Once you have entered and saved all of your information, click Next

Motor Fuel Tax Return - Supplier >

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

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

Reporting Period: SEP 2015		Return		
SALES	Gasoline	100% Ethyl Alcohol	AVGAS	
1. Withdrawn from SD Pipeline	0	0	0	0
2. Withdrawn from out-of-state Pipeline	0	0	0	0
3. Total Sales	0	0	0	5,2
CREDITS				
4. Sold to US Government	0	0	0	0
5. Sold to Licensed Exporter	1,800	0	150	0
6. Ethyl Alcohol & Methyl Alcohol		0		
7. Undyed K-1 Kerosene/Biodiesel sold to blender				
8. Total Credits	1,800	0	150	0
TAX COMPUTATION				
9. Subtotal Taxable Gallons	-1,800	0	-150	5,2
10. Allowance	-41	0	-3	
11. Total Taxable Gallons	-1,759	0	-147	
12. Tax Rates	\$0.28	\$0.14	\$0.06	\$0.
13. Total Due	(\$492.52)	\$0.00	(\$8.82)	
14. Total All Taxes Due	(\$203.32)			
TANK INSPECTION FEE		TAXES AND FEES DUE		
15. Total Gallons	1,550	20. Total Taxes and Fees Due	(\$122.32)	
16. Total Gallons sold to Gov Entities	2,500	21. Total Interest	\$0.00	
17. Total Gallons of Undyed K1 Kerosene	0	Total Penalty	\$10.00	
18. Subtotal Tank Inspection Fee Gallons	4,050	22. Balance Due or Credit	\$0.00	
19. Tank Inspection Fee	\$81.00	23. Total Amount Due	(\$112.32)	

Please Note: You will **NOT** be able to print your return after it is submitted. Click [View Printer Friendly Version](#) to print your return.



[View Printer Friendly Version](#)

Your total credit due is **(\$112.32)**

Click [Next](#)

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

Payment Method >

Filing NOV 2015 Return For 3000-1000-SU

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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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[Next](#)

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-SU	Period:	09/2015
Name:	Wonder Woman Corporations	Return Due Date:	10/23/2015
File Code:	Required Calendar Monthly	Return Type:	SU - Original
		Total Tax Due:	(\$122.32)
		Interest/Penalty:	\$10.00
		Total Due:	(\$112.32)
		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-SU
Period:	11/2015
Return Type:	SU - Original
Return Due Date:	Dec 23, 2015
Total Amount Due:	-\$112.32
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

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Questions?



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