SOUTH DAKOTA DEPARTMENT OF REVENUE

Filing a Return as a Supplier (Manual Data Entry Method)

August 2020



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

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



	Log in to your Account	
Userr	iame:	
Passv	vord:	
	Forgot your Username?	ACCESS
	Forgot your Password?	EPATH I
	CONTINUE	FROM
	Solutino L	EVERY
	Create an Account	ACCESS EPATH HELP FROM EVERY SCREEN
If you are not alread	dy using EPath to access your account, create an acc	
	CREATE ACCOUNT	
	WATCH VIDEO ON CREATING AN ACCOUNT	
	MAKE A PAYMENT	
If you don't	nave an EPath account and need to make a payment	by

DUE DATES CALENDAR



Main Menu >

File and Pay.

- File and Pay your Return 1
- Upload Additional Documentation 0

Pay Outstanding Balance.

Payment Only 1

Select an account function to perform.

- Add/Edit User Accounts 0
- Cancel Licenses
- Print License Card

View History.

- View Account Activity 6
- View Pending Items 0

Amend a Return 6

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

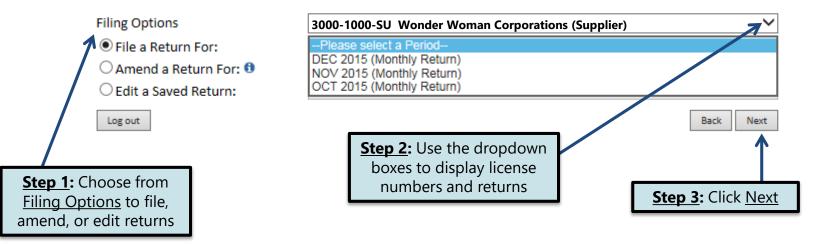


Tax Return Filing Menu >

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.

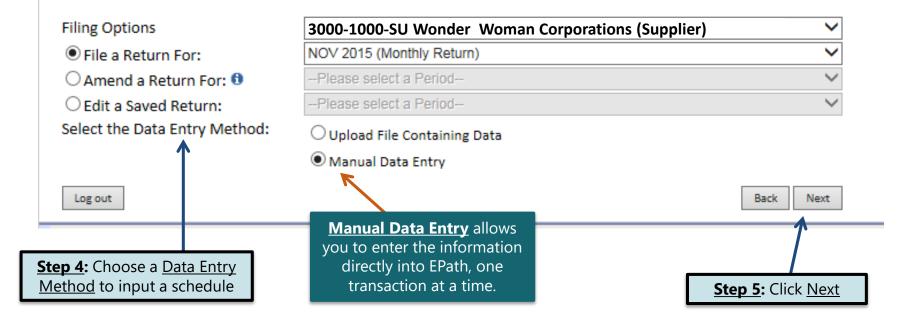


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Schedule Types

• 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</u> <u>Type</u>	Description	Line(s) of Return
5	 This schedule type will report several types of gallons: 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 	 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>	Description
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.

Product Code	<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

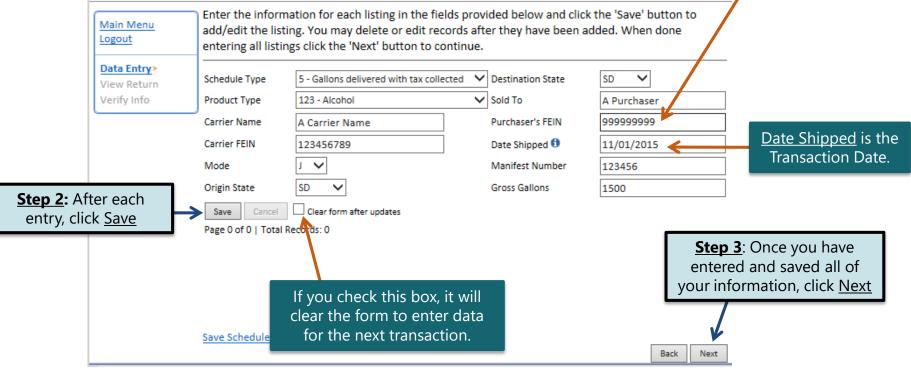
Example: Return Data Entry

<u>Step 1</u>: Enter the information from your records into each box

Return Data Entry >

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

Filing NOV 2015 Return For 3000-1000 SU



Motor Fuel Tax Return - Supplier >

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.			click the	
File Definition	Reporting Period: SEP 2015			Return	
File Layout File Upload	SALES	Gasoline	100% Ethyl Alcohol	AVGAS	review your entries before continuing in the process.
	1. Withdrawn from SD Pipeline	0	0	0	continuing in the process.
File Preview	2. Withdrawn from out-of-state Pipeline	0	0	0	C
View Return>	3. Total Sales	0	0	0	5,2
<u>Verify Info</u>	CREDITS				
	4. Sold to US Government	0	0	0	C
	5. Sold to Licensed Exporter	1,800	0	150	C
	6. Ethyl Alcohol & Methyl Alcohol		0		
	7. Undyed K-1 Kerosene/Biodiesel sold to blender				
	8. Total Credits	1,800	0	150	C
	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)	
Please Note: You will NO	14. Total All Taxes Due	(\$203.32)			
the second s	TANK INSPECTION FEE	CTION FEE TAXES AND FEES DUE			
be able to print your return		1,550	20. Total Taxes and Fees	Due	(\$122.32)
after it is submitted. Click	16. Total Gallons sold to Gov Entities	2,500	21. Total Interest		\$0.00
View Printer Friendly Versic	17. Total Gallons of Undyded K1 Kerosene	0	Total Penalty		\$10.00
	18. Subtotal Tank Inspection Fee Gallons	4,050	22. Balance Due or Credi	it	\$0.00
to print your return.	19. Tank Inspection Fee	\$81.00	23. Total Amount Due	e	(\$112.32) Click Next
	<				> Check Here

< View Printer Friendly Version

Your total credit due is (\$112.32)



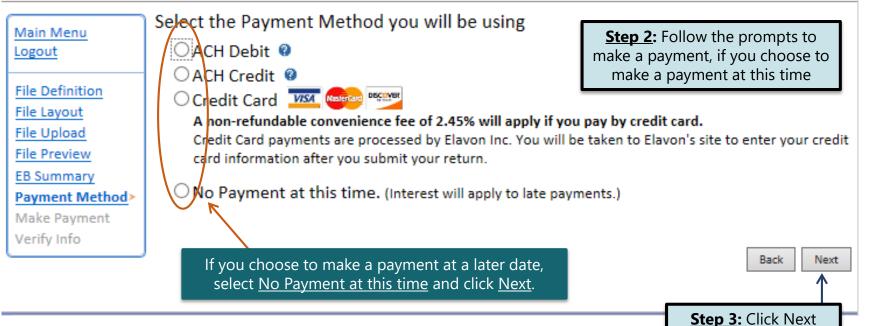
Back Next

Example: Returns with Tax Due

<u>Step 1</u>: Choose a Payment Method On the <u>Payment Method</u> 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



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 File Layout File Upload File Preview	out oad It is submit your read the ming Agreement , enter your log in password, and click in the 'Submit' button.					
View Return Verify Info>	License: Name: File Code:	3000-1000-SU Wonder Woman Corporations Required Calendar Monthly	Period: Return Due Date: Return Type:	09/2015 10/23/2015 SU - Original		
			Total Tax Due: Interest/Penalty: Total Due: Payment Type:	(\$122.32) \$10.00 (\$112.32) 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.

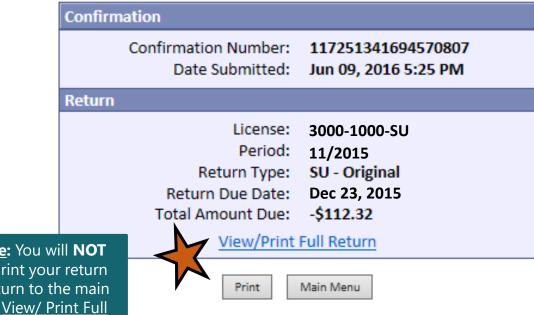


Login Password:

Reminder: Clicking 'Submit' will finalize the filing process. Make sure to look over everything one last time.

Back Submit

Confirmation Information >



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

Questions?



South Dakota Department of Revenue



@SDRevenue



South Dakota Department of Revenue



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South Dakota DOR



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