



# Supplier Manual EPath Filing Guide

# How to File and Pay your Return

**Step 1: Open [www.sd.gov/epath](http://www.sd.gov/epath). Log in or Create Account in EPath.**

The screenshot shows the EPath login and account creation interface. At the top right is a link for "EPath Help". On the left, there is a "Login" link. The main content area is divided into three sections:

- Log in to your Account:** Includes fields for "Username:" and "Password:", links for "Forgot your Username?" and "Forgot your Password?", and a "CONTINUE" button.
- Create an Account:** Includes the text "If you are not already using EPath to access your account, create an account now.", a "CREATE ACCOUNT" button, and a "WATCH VIDEO ON CREATING AN ACCOUNT" button.
- MAKE A PAYMENT:** Includes the text "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." and "If you owe tax and do not have a tax license, please call 1-800-829-9188.", and a "DUE DATES AND DEADLINES" button.

Callouts include:

- A light blue box pointing to the login fields: "Already have a Login: Fill in the username and password and click on continue button."
- A light blue box pointing to the "CREATE ACCOUNT" button: "Don't have a Login: Use this button to create an account."
- An orange box pointing to the "EPath Help" link: "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. At the top left is a "Main Menu" link. The menu items are:

- File and Pay:** "File and Pay your Return" (circled in blue), "Upload Additional Documentation", "Amend a Return", and "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", and "Renew your Alcohol or Tobacco Tax License".
- View History:** "View Account Activity" and "View Pending Items".

At the bottom center is a "Log out" button.

Callouts include:

- An orange box pointing to the "i" icon on the "File and Pay your Return" button: "Note: Each 'i' 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.

**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'.

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

7002-4857-SU - LET IT BE CORP (Supplier)

--Please select a Period--

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

--Please select a Period--

Bad

## 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
5	This schedule type will report several types of gallons: — Gallons withdrawn from pipeline located within South Dakota with tax collected. — Gallons withdrawn from pipeline located in South Dakota and sold to a licensed exporter for export without tax collected. — Gallons withdrawn from pipeline outside South Dakota with a South Dakota destination state on the bill-of-landing with tax collected. — Gallons of 100% Ethyl Alcohol and Methyl Alcohol that were previously taxed.	—1: gallons imported (tax paid) —2: gallons from out-of-state pipelines —6: methyl and ethyl alcohol sales
6a	This schedule type will report gallons withdrawn from pipeline 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 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

## 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 add/edit the listing. You may delete or edit records after they have been added. After all 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 - Supplier >

Main Menu Logout

Data Entry View Return > Payment Method 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: AUG 2023		Return Due: 9/20/2023		
	Gasoline	100% Ethyl Alcohol	AVGAS	Dyed t Kerc
<b>SALES</b>				
1. Withdrawn from SD Pipeline	0	1,500	0	
2. Withdrawn from out-of-state Pipeline	0	0	0	
3. Total Sales	0	1,500	0	
<b>CREDITS</b>				
4. Sold to US Government	0	0	0	
5. Sold to Licensed Exporter	0	0	0	
6. Ethyl Alcohol & Methyl Alcohol		1,500		
7. Undyed K-1 Kerosene/Biodiesel sold to blender				
8. Total Credits	0	1,500	0	
<b>TAX COMPUTATION</b>				
9. Subtotal Taxable Gallons	0	0	0	
10. Allowance	0	0	0	
11. Total Taxable Gallons	0	0	0	
12. Tax Rates	\$0.28	\$0.14	\$0.06	\$0.00
13. Total Due	\$0.00	\$0.00	\$0.00	\$0.00
14. Total All Taxes Due	\$0.00			
<b>TANK INSPECTION FEE</b>		<b>TAXES AND FEES DUE</b>		
15. Total Gallons	0	20. Total Taxes and Fees Due	\$0.00	
16. Total Gallons sold to Gov Entities	0	21. Total Interest	\$0.00	
17. Total Gallons of Undyed K1 Kerosene	0	Total Penalty	\$10.00	
18. Subtotal Tank Inspection Fee Gallons	0	22. Balance Due or Credit	\$0.00	
19. Tank Inspection Fee	\$0.00	23. Total Amount Due	\$10.00	

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

View Printer Friendly Version

Your total amount due is \$10.00

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			
<b>License:</b>	7002-4852-IX	<b>Period:</b>	07/2023
<b>Name:</b>	LET IT BE CORP	<b>Return Due Date:</b>	8/21/2023
<b>File Code:</b>	Required Calendar Monthly	<b>Return Type:</b>	IX - Original
		<b>Total Tax Due:</b>	(\$284.22)
		<b>Interest/Penalty:</b>	\$10.00
		<b>Total Due:</b>	(\$274.22)
		<b>Payment Type:</b>	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](mailto:sdmotorfuel@state.sd.us)

