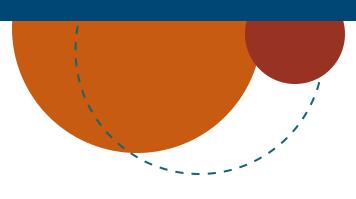


# Supplier Manual EPath Filing Guide



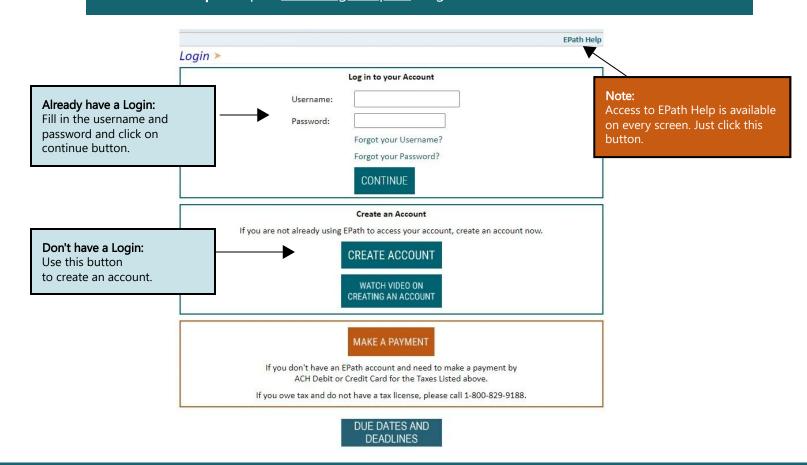




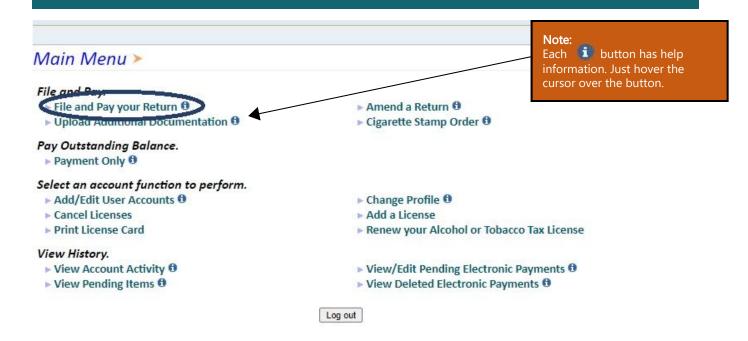
# **How to File and Pay your Return**



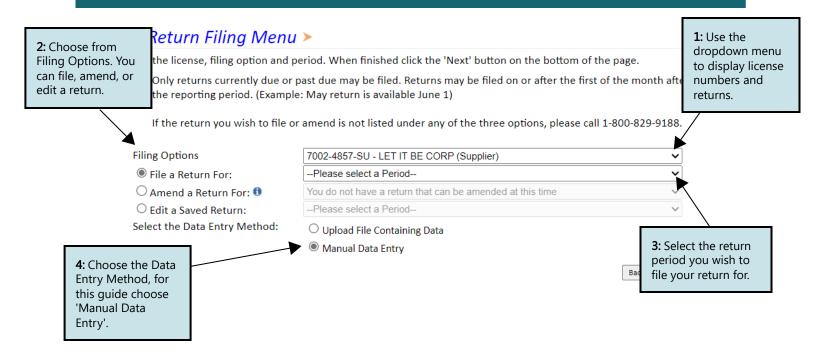
## Step 1: Open <a href="https://www.sd.gov/epath">www.sd.gov/epath</a>. Log in or Create Account in EPath.



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



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



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5	This schedule type will report several types of gallons:  — Gallons withdrawn from pipeline   located within South Dakota with tax collected.  — Gallons withdrawn from pipeline   located in South Dakota and sold to a licensed exporter for export without tax collected.  — Gallons withdrawn from pipeline outside South Dakota with a South Dakota destination state on the bill-of-landing with tax collected.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6a	This schedule type will report gallons withdrawn from pipeline located in South Dakota and sold tax exempt to licensed exporters for an out-of-state destination.	5
8	This schedule type will report gallons withdrawn directly from the pipeline sold to U.S. Government entities.	4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.

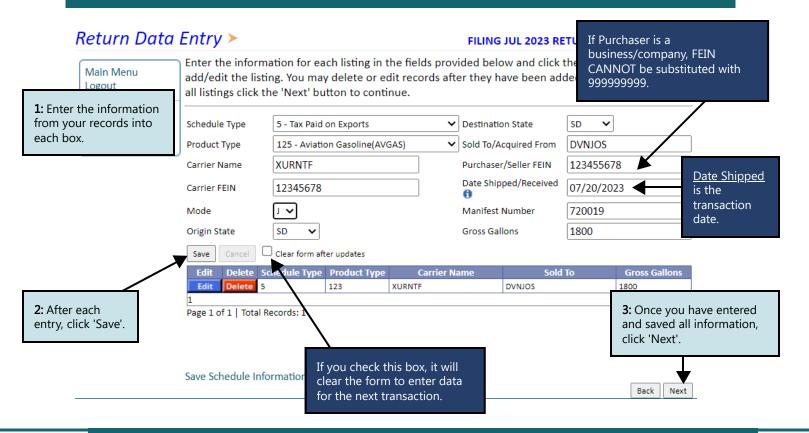
• How the fuel was transported will also need to be listed on the schedule. The modes of transfer codes that will be used and what they stand for are listed below.

Mode	Description
J	Truck
R	Rail Car
В	Barge
PL	Pipeline

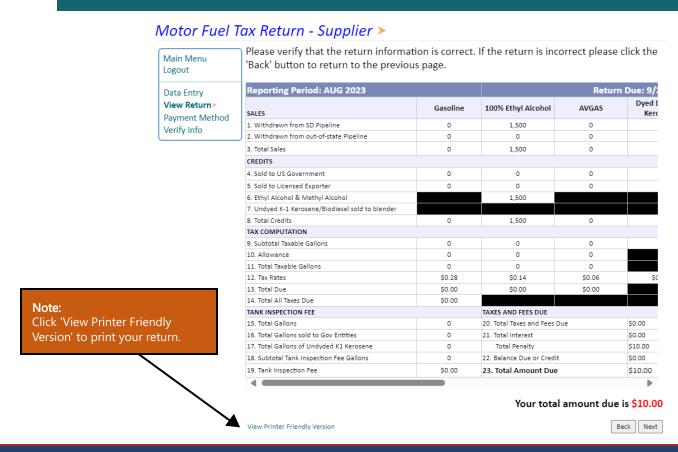
• Each type of fuel that is sold has a specific product code, these codes are listed below.

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

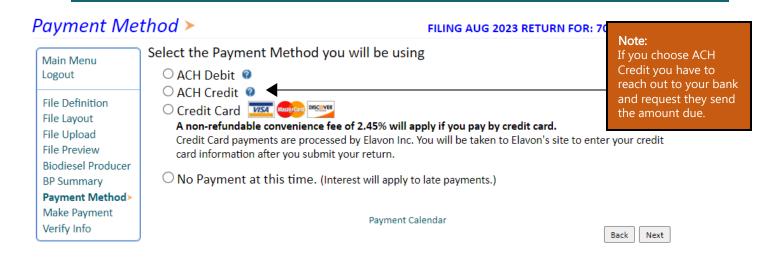
# Step 6: Fill out necessary information (details below).



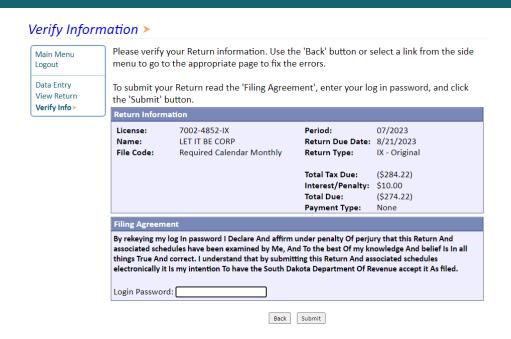
**Step 7:** Review all information then click 'Next'.



**Step 8:** Payment, if no tax is due you will not reach this page. After filling out all necessary information click 'Next'.



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



**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 ①
- ▶ View Pending Items <a>®</a>

Have Additional Questions:
Call: 605-773-8178
Email: sdmotorfuel@state.sd.us