

SOUTH DAKOTA DEPARTMENT OF REVENUE

Filing a Return as an LPG Vendor (Upload File Containing Data 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](#)
- ▶ [Print License Card](#)

- ▶ [Change Profile ⓘ](#)
- ▶ [Add a License](#)
- ▶ [Renew your Alcohol Tax License](#)

View History.

- ▶ [View Account Activity ⓘ](#)
- ▶ [View Pending Items ⓘ](#)

- ▶ [View/Edit Pending Electronic Payments ⓘ](#)
- ▶ [View Deleted Electronic Payments ⓘ](#)

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:

Select the Data Entry Method:

[Log out](#)

3000-1000-LV Wonder Woman Corporations (LPG Vendor) 

--Please select a Period--

FEB 2016 (Monthly Return)

JAN 2016 (Monthly Return)

DEC 2015 (Monthly Return)

NOV 2015 (Monthly Return)

OCT 2015 (Monthly Return)

SEP 2015 (Monthly Return)

☐ Manual Data Entry

Step 2: Use the dropdown boxes to display license numbers and returns

[Back](#)

[Next](#)

Step 1: Choose from Filing Options to file, amend, or edit 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.

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:

Select the Data Entry Method:

3000-1000-LV Wonder Woman Corporations (LPG Vendor) ▼

FEB 2016 (Monthly Return) ▼

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

--Please select a Period-- ▼

- ☒ Upload File Containing Data
- ☐ Manual Data Entry

Log out

Back

Next

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

Upload File Containing Data
allows you to upload your
EPath schedule that is saved
on your computer.

Step 5: Click Next

Example: Upload a File Containing Data

Data File Definition >

Filing FEB 2016 Return For 3000-1000-LV

[Main Menu](#)
[Logout](#)

[File Definition >](#)

[File Layout](#)

[File Upload](#)

[File Preview](#)

[View Return](#)

[Verify Info](#)

Please select the type of file you will be sending. In a fixed length file, each field has a specified size that remains constant throughout the entire file. In a delimited file, all fields in a record are separated by a specified character.

Skip the first lines of the file

Refers to the lines that contain column headings. If the EPath Schedule of Receipts and Disbursements Template is used, no changes are needed.

1. ☐ Fixed Length:

☐ File contains no line feeds

2. ☒ Delimited File:

Field Delimiter:

Comma (,)



☐ Other:

String Qualifier:

Double Quote (")



☐ Other:

Back

Next

The Delimited File defaults to "Comma" and "Double Quote." No changes are needed.

Click Next

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.

<u>Schedule Type</u>	<u>Description</u>
6e	This schedule type will be used to report the transactions where gallons were sold tax exempt because the customer is a licensed LPG Vendor. This amount will be reported on <u>Line 1</u> of the tax return.
8	This schedule type will be used to report transactions where the gallons were sold tax exempt to the US Government. This amount will be reported on <u>Line 3</u> of the tax return.
10g	This schedule type will be used to report transactions where gallons were sold tax exempt to other tax exempt parties (LPG Users or Highway Contractors). This amount will be reported on <u>Line 4</u> of the tax return.
7	This schedule type will be used to report transactions where gallons were exported out of the state. This amount will be reported on <u>Line 5</u> of the tax return.
5	This schedule type will be used to report transactions where gallons were delivered with tax collected. This amount will be reported on <u>Line 7</u> of the tax return.
2	This schedule type will be used to report gallons that have been received from a motor fuel licensee where tax was unpaid. This amount will be reported on <u>Line 10</u> of the tax return.

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

[Main Menu](#)
[Logout](#)

[File Definition](#)
[File Layout](#)>
[File Upload](#)
[File Preview](#)
[View Return](#)
[Verify Info](#)

Describe the fields in your file using this section. Use the arrow buttons to reorder the fields. When using a fixed-length file, specify the length of each field in your file. You may remove any non-mandatory fields that are not in your file by checking the box in the right hand column.

Position	Field Name	Size	Include
1	Schedule Type	2	Required
2	Carrier Name	100	Required
3	Carrier FEIN	10	Required
4	Mode	2	Required
5	Origin State	2	Required
6	Destination State	2	Required
7	Sold To	100	Required
8	Purchaser FEIN	10	Required
9	Transaction Date	8	Required
10	Manifest Number	15	Required
11	Gross Gallons	9	Required
12	Product Type	3	Required

[Reset Layout](#) | [Save Layout](#)

[Back](#) [Next](#)

Field Name is the column heading on the EPath Schedule.

Position refers to the column on the schedule that is uploaded into EPath.

Step 1: Enter the Position number for each Field Name as they appear on your EPath Schedule. In the example below, the first column would be Position 1, so you want to match the Field Name to the Column heading.

Step 2: If the layout changes, click Save Layout before clicking Next.

Step 3: Click Next

When uploading a schedule into Epath, the Data File Layout must match the uploaded schedule.

Schedule Type	Carrier Name	Carrier FEIN	Mode	Point of Origin	Destination	Sold To Acquired From	Purchaser Seller FEIN	Date Shipped Received	Manifest Number	Gross Gallons	Product Type
6e	A Carrier	123456789 J	SD	SD	SD	A Purchaser	999999999	02/01/2016	12345	1500	54
6e	A Carrier	123456789 J	SD	SD	SD	A Purchaser	999999999	02/02/2016	12345	2500	54
7	A Carrier	123456789 J	SD	TX	SD	A Purchaser	999999999	02/03/2016	12345	1200	54
7	A Carrier	123456789 J	SD	FL	SD	A Purchaser	999999999	02/04/2016	12345	800	54
2	A Carrier	123456789 J	SD	SD	SD	A Purchaser	999999999	02/05/2016	12345	20200	54
10G	A Carrier	123456789 J	SD	SD	SD	A Purchaser	999999999	02/06/2016	12345	900	54
8	A Carrier	123456789 J	SD	SD	SD	A Purchaser	999999999	02/07/2016	12345	1000	54
8	A Carrier	123456789 J	SD	SD	SD	A Purchaser	999999999	02/08/2016	12345	1500	54
5	A Carrier	123456789 J	SD	SD	SD	A Purchaser	999999999	02/09/2016	12345	1800	54
5	A Carrier	123456789 J	SD	SD	SD	A Purchaser	999999999	02/10/2016	12345	2500	54
5	A Carrier	123456789 J	SD	SD	SD	A Purchaser	999999999	02/11/2016	12345	3500	54
5	A Carrier	123456789 J	SD	SD	SD	A Purchaser	999999999	02/12/2016	12345	2000	54
5	A Carrier	123456789 J	SD	SD	SD	A Purchaser	999999999	02/13/2016	12345	500	54
5	A Carrier	123456789 J	SD	SD	SD	A Purchaser	999999999	02/14/2016	12345	500	54

Data File Upload >

Filing FEB 2016 Return For 3000-1000-LV

[Main Menu](#)
[Logout](#)

[File Definition](#)
[File Layout](#)
[File Upload >](#)
[File Preview](#)
[View Return](#)
[Verify Info](#)

Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

Browse...

Add File

Back Next

Step 1: Click Browse

Data File Upload >

Filing FEB 2016 Return For 3000-1000-LV

[Main Menu](#)
[Logout](#)

[File Definition](#)
[File Layout](#)
[File Upload >](#)
[File Preview](#)
[LPG Vendor](#)
[LV Summary](#)
[Verify Info](#)

Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

Browse...

Add File

Delete	File Number	Upload Date	File Name	File Size
Delete	1	6/20/2016 5:06:41 PM	H\Excel\LV Schedule.csv	1491

Back Next

Step 2: After you choose the file you want to upload, click Add File

Step 3: Click Next

Please Note: The file must be saved as either a .csv or .txt for EPath to recognize the data when the file is uploaded.

Example: Successful Download

Supplier File Preview >

Filing FEB 2016 Return For 3000-1000-LV

[Main Menu](#)

[Logout](#)

[File Definition](#)

[File Layout](#)

[File Upload](#)

[File Preview >](#)

LPG Vendor

LPG Summary

Verify Info

Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

Result	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination State
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD

Back

Next

Click Next

Example: Failed Download

If you did not get error messages, click [Next](#) and also skip the next slide.

Step 1: If you get error messages, click on [View](#) under [Error Codes](#)

View Results >

Filing FEB 2016 Return For 3000-1000-LV

[Main Menu](#)

[Logout](#)

[File Definition](#)

[File Layout](#)

[File Upload](#)

[File Preview](#)

[Schedule Errors >](#)

LPG Vendor

LPG Summary

Verify Info

These are the results of the upload

Result	Error Codes	Schedule Type	Carrier Name	Car
Failed	View	8	A Carrier	12

Page 1 of 1 | Total Records: 1

Total Records: 14

[View](#) [Save](#)

Successful Records: 13

[View](#) [Save](#)

Invalid Records: 1

[View](#) [Save](#)

This will open a new window that describes the error.

Step 2: Go directly to your schedule file on your computer, make the needed corrections, and save the file.

Step 3: Click [Back](#)

Back

Next

Motor Fuel Return Error Code Descriptions

109

You have entered an invalid Transaction Date. Transaction Date must be a valid date that occurs during the reporting period

Example: Failed Download Continued...

Supplier File Preview >

Filing FEB 2016 Return For 3000-1000-LV

[Main Menu](#)
[Logout](#)

[File Definition](#)
[File Layout](#)
[File Upload](#)
[File Preview >](#)

LPG Vendor
LPG Summary
Verify Info

Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

Result	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination State
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD

< >

Step 4: Click Back on the File Preview Page

Step 5: Click Delete and upload the corrected file

Back Next

Data File Upload >

Filing FEB 2016 Return For 3000-1000-LV

[Main Menu](#)
[Logout](#)

[File Definition](#)
[File Layout](#)
[File Upload >](#)
[File Preview](#)
[LPG Vendor](#)
[LV Summary](#)

Payment Method
Make Payment
Verify Info

Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

Note: A file already exists for this return. If you would like use the existing file just click the 'Next' button without selecting another file.

Browse...

Add File

Delete	File Number	Upload Date	File Name	File Size
Delete	1	6/20/2016 5:09:56 PM	H\Excel\LV Schedule.csv	1490

Back Next

To upload a new file:

1. Click Browse
2. Upload corrected file
3. Click Add File
4. Click Next

[Main Menu](#)
[Logout](#)[File Definition](#)
[File Layout](#)
[File Upload](#)
[File Preview](#)
[LPG Vendor](#)LV Summary
Payment Method
Make Payment
Verify Info

Liquefied Petroleum Gas Return

SALES SUMMARY

1. Gallons sold tax-unpaid to other licensed LPG Vendors (Attach Uniform Schedule of Disbursements Type 6e)	4,000
2. Gallons sold tax-unpaid for agricultural (exempt) use	0
3. Gallons sold tax-unpaid to exempt government agencies (Attach Uniform Schedule Of Disbursements Type 8)	2,500
4. Gallons sold tax-unpaid to licensed LPG Users or Highway Contractor (Attach Uniform Schedule of Disbursements Type 10g)	900
5. Gallons exported from South Dakota (Attach Uniform Schedule Of Disbursements Type 7)	2,000
6. Gallons sold on which South Dakota sales tax is due and will be reported and remitted on your sales tax return	
7. Gallons sold for or used in licensed vehicles upon which fuel tax is due (unless sold to a licensed LPG User or Highway Contractor) (Attach Uniform Schedule of Disbursements Type 5)	10,800
8. Total LPG Gallons Sold or Exported (Add Lines 1,2,3,4,5,6 and 7)	20,200

INVENTORY RECONCILIATION

9. Beginning LPG Inventory	
10. Total gallons received during the month or brought into South Dakota (Attach Uniform Schedule of Disbursements Type 2)	20,200
11. Total gallons to be accounted for (Add Lines 9 and 10)	20,200
12. Total gallons sold or exported (Record amount from Line 8 here)	20,200
13. Shrinkage/Expansion gallons (Report Shrinkage as negative or Expansion as positive gallons)	0
14. Ending LPG Inventory (Subtract Line 12 from Line 11 and add Line 13)	0

TAX CALCULATION AND REMITTANCE

15. Fuel Taxable Sales (Record Amount from Line 7 here)	10,800
16. Fuel Tax Rate	\$0.20
17. Fuel Tax Liability for this reporting period (Multiply amount on Line 15 by tax rate on Line 16)	\$2,160.00
18. Allowance (Multiply first 25,000 gallons on Line 15 by 0.02 and excess gallons by 0.01. Add amounts and multiply by \$0.20 Record amount here (\$500 Maximum))	\$0.00
19. Net Fuel Tax Liability (Subtract Line 18 From Line 17)	\$2,160.00
20. Interest	\$64.80
21. Penalty (if filing after due date)	\$216.00
22. Total Due (Add lines 19,20, and 21)	\$2,440.80

[Calculate](#)[Back](#)[Next](#)

Step 1: Lines 2, 6, 9, and 13 are entered in manually

Enter shrinkage & expansion gallons in Line 13 to accurately report inventory. Shrinkage is negative and expansion is positive.

TIP: Calculate entries before continuing.

Step 2: Click Calculate

Step 2: Click Next

[Main Menu](#)[Logout](#)[File Definition](#)[File Layout](#)[File Upload](#)[File Preview](#)[LPG Vendor](#)[LV Summary ➤](#)[Payment Method](#)[Make Payment](#)[Verify Info](#)

Liquefied Petroleum Gas Return

SALES SUMMARY

1. Gallons sold tax-unpaid to other licensed LPG Vendors (Attach Uniform Schedule of Disbursements Type 6e)	4,000
2. Gallons sold tax-unpaid for agricultural (exempt) use	0
3. Gallons sold tax-unpaid to exempt government agencies (Attach Uniform Schedule Of Disbursements Type 8)	2,500
4. Gallons sold tax-unpaid to licensed LPG Users or Highway Contractor (Attach Uniform Schedule of Disbursements Type 10g)	900
5. Gallons exported from South Dakota (Attach Uniform Schedule Of Disbursements Type 7)	2,000
6. Gallons sold on which South Dakota sales tax is due and will be reported and remitted on your sales tax return	0
7. Gallons sold for or used in licensed vehicles upon which fuel tax is due (unless sold to a licensed LPG User or Highway Contractor) (Attach Uniform Schedule of Disbursements Type 5)	10,800
8. Total LPG Gallons Sold or Exported (Add Lines 1,2,3,4,5,6 and 7)	20,200

INVENTORY RECONCILIATION

9. Beginning LPG Inventory	0
10. Total gallons received during the month or brought into South Dakota (Attach Uniform Schedule of Disbursements Type 2)	20,200
11. Total gallons to be accounted for (Add Lines 9 and 10)	20,200
12. Total gallons sold or exported (Record amount from Line 8 here)	20,200
13. Shrinkage/Expansion gallons (Report Shrinkage as negative or Expansion as positive gallons)	0
14. Ending LPG Inventory (Subtract Line 12 from Line 11 and add Line 13)	0

TAX CALCULATION AND REMITTANCE

15. Fuel Taxable Sales (Record Amount from Line 7 here)	10,800
16. Fuel Tax Rate	\$0.20
17. Fuel Tax Liability for this reporting period (Multiply amount on Line 15 by tax rate on Line 16)	\$2,160.00
18. Allowance (Multiply first 25,000 gallons on Line 15 by 0.02 and excess gallons by 0.01. Add amounts and multiply by \$0.20 Record amount here (\$500 Maximum))	\$0.00
19. Net Fuel Tax Liability (Subtract Line 18 From Line 17)	\$2,160.00
20. Interest	\$64.80
21. Penalty (If filing after due date)	\$216.00
22. Total Due (Add lines 19,20, and 21)	\$2,440.80

[View Printer Friendly Version](#)[Back](#)[Next](#)

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

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

Click [Next](#)

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

Payment Method >

Filing FEB 2016 Return For 3000-1000-LV

[Main Menu](#)
[Logout](#)

[File Definition](#)
[File Layout](#)
[File Upload](#)
[File Preview](#)
[EB 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.)

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.

[Back](#)

[Next](#)

Step 3: Click Next

Verify Information >

[Main Menu](#)[Logout](#)[File Definition](#)[File Layout](#)[File Upload](#)[File Preview](#)[LPG Vendor](#)[LV Summary](#)[Payment Method](#)[Make Payment](#)[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:	3000-1000-LV	Period:	02/2016
Name:	WONDER WOMAN CORPORATIONS	Return Due Date:	3/23/2016
File Code:	Required Calendar Monthly	Return Type:	LV - Original
		Total Tax Due:	\$2,160.00
		Interest/Penalty:	\$280.80
		Total Due:	\$2,440.80
		Payment Type:	None

Filing Agreement

By rekeying my log in password I declare and affirm under penalty of perjury that this return has 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 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.

Confirmation Information >

Confirmation	
Confirmation Number:	117241041694570824
Date Submitted:	Jun 20, 2016 5:24 PM
Return	
License:	3000-1000-LV
Period:	02/2016
Return Type:	LV - Original
Return Due Date:	Mar 23, 2016
Total Amount Due:	\$2,440.80
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

Main Menu

Questions?



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