SOUTH DAKOTA DEPARTMENT OF REVENUE

Filing a Return as an LPG Vendor (Upload File Containing Data Method)



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

<u>Features</u>

- 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



EPath Help Login > Log in to your Account Username: Password: ACCESS
EPATH HELP
FROM EVERY
SCREEN 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

TIP: Each **1** has help information. Simply point to the **1** to display the information.

Main Menu >

File and Pay.

- ▶ File and Pay your Return 6
- ▶ Upload Additional Documentation

Amend a Return 6

Pay Outstanding Balance.

► Payment Only **①**

Select an account function to perform.

- ► Add/Edit User Accounts **6**
- **▶** Cancel Licenses
- ▶ Print License Card

View History.

- ▶ View Account Activity 1
- ▶ View Pending Items <a>®

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

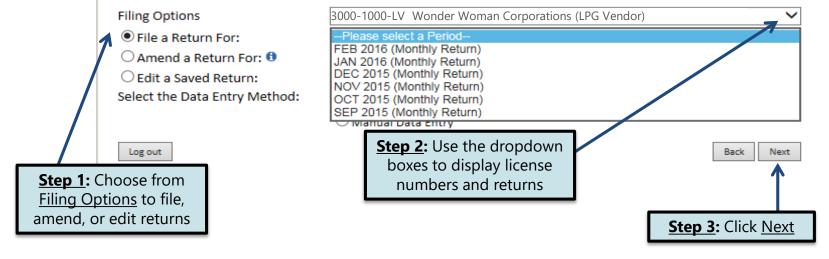


Tax Return Filing Menu ≻

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.

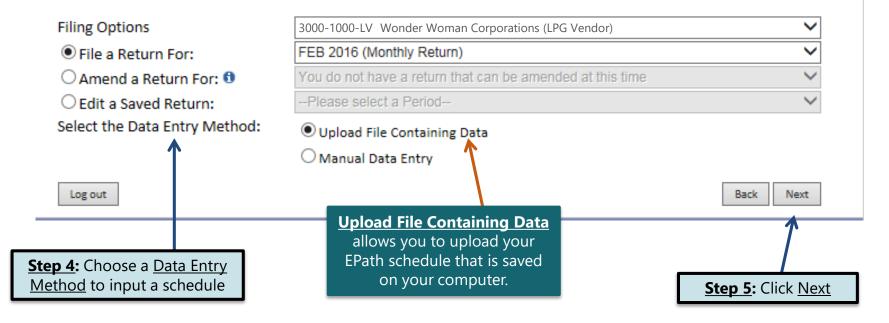


Tax Return Filing Menu >

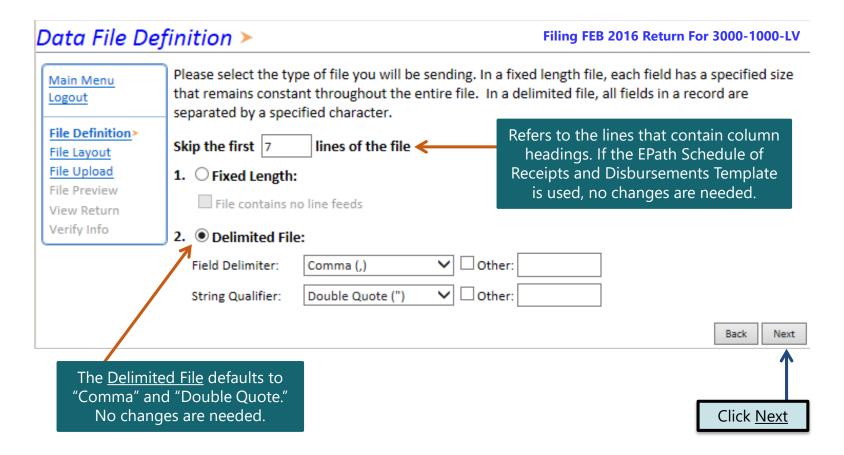
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Example: Upload a File Containing Data



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</u> <u>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
В	Barge
PL	Pipeline

Data File Layout >

Filing FEB 2016 Return For 3000-1000-LV

<u>Field Name</u> is the column heading on the FPath Schedule

Main Menu Logout

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File Layout>
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View Return

Position refers to the

column on the

schedule that is uploaded into EPath.

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 Lavour	t I save Lavout		

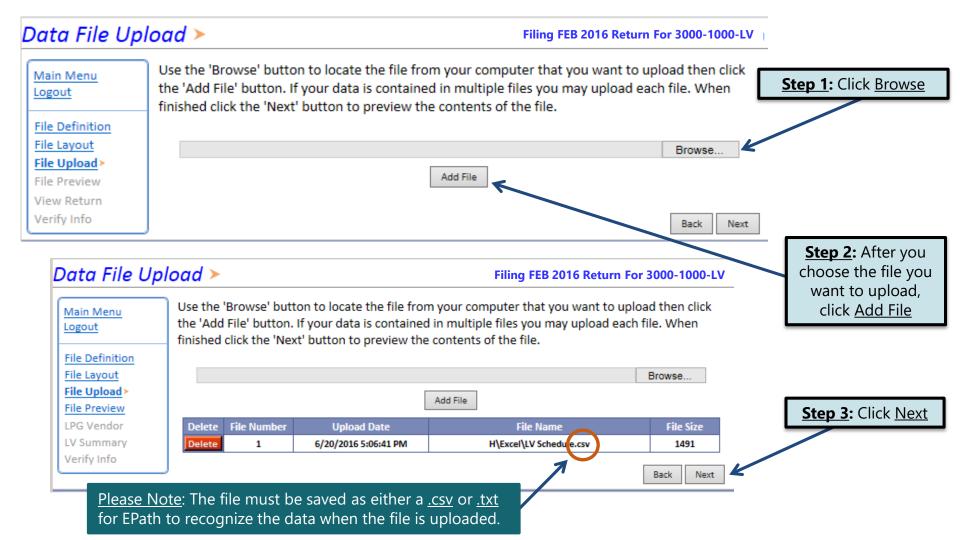
Step 1: Enter the <u>Position</u> number for each <u>Field Name</u> as they appear on your EPath Schedule. In the example below, the first column would be Position 1, so you want to match the Field Name to the Column heading.

Step 3: Click Next

<u>Step 2</u>: If the layout changes, click <u>Save Layout</u> before clicking <u>Next</u>.

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

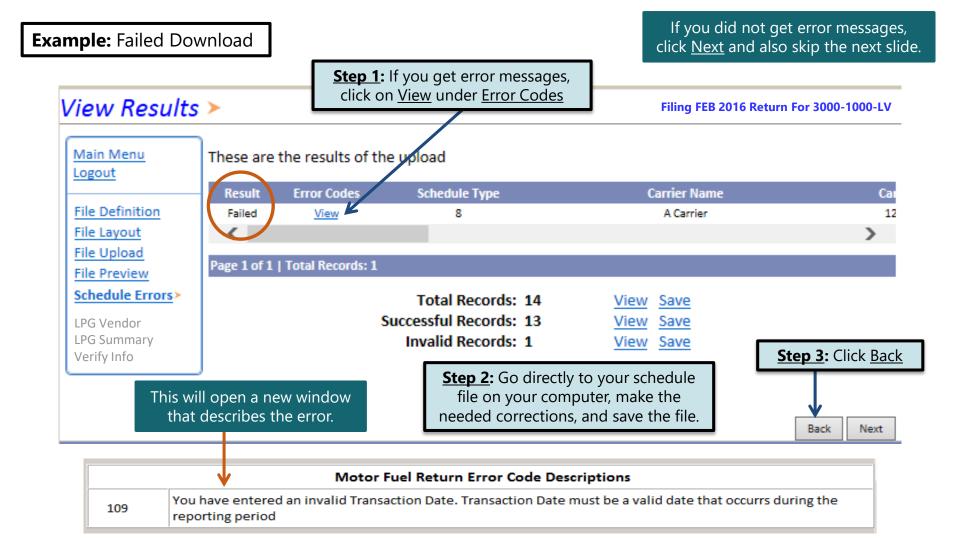
Schedule Type	Carrier Name	Carrier FEIN	Mode	Point of Origin	Destination	Sold To Acquired From	Purchaser Seller FEIN	Date Shipped Received	Manifest Number	Gross Gallons	Product Type
6e	A Carrier	123456789	J	SD	SD	A Purchaser	99999999	02/01/2016	12345	1500	54
6e	A Carrier	123456789	J	SD	SD	A Purchaser	99999999	02/02/2016	12345	2500	54
7	A Carrier	123456789	J	SD	TX	A Purchaser	99999999	02/03/2016	12345	1200	54
7	A Carrier	123456789	J	SD	FL	A Purchaser	99999999	02/04/2016	12345	800	54
2	A Carrier	123456789	J	SD	SD	A Purchaser	99999999	02/05/2016	12345	20200	54
10G	A Carrier	123456789	J	SD	SD	A Purchaser	99999999	02/06/2016	12345	900	54
8	A Carrier	123456789	J	SD	SD	A Purchaser	99999999	02/07/2016	12345	1000	54
8	A Carrier	123456789	J	SD	SD	A Purchaser	99999999	02/08/2016	12345	1500	54
5	A Carrier	123456789	J	SD	SD	A Purchaser	99999999	02/09/2016	12345	1800	54
5	A Carrier	123456789	J	SD	SD	A Purchaser	99999999	02/10/2016	12345	2500	54
5	A Carrier	123456789	J	SD	SD	A Purchaser	99999999	02/11/2016	12345	3500	54
5	A Carrier	123456789	J	SD	SD	A Purchaser	99999999	02/12/2016	12345	2000	54
5	A Carrier	123456789	J	SD	SD	A Purchaser	99999999	02/13/2016	12345	500	54
5	A Carrier	123456789	J	SD	SD	A Purchaser	99999999	02/14/2016	12345	500	54

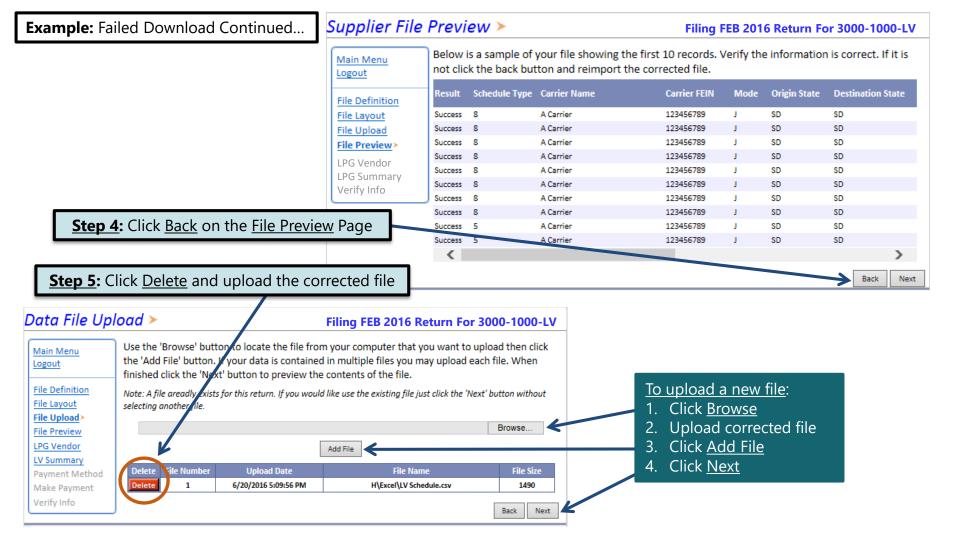


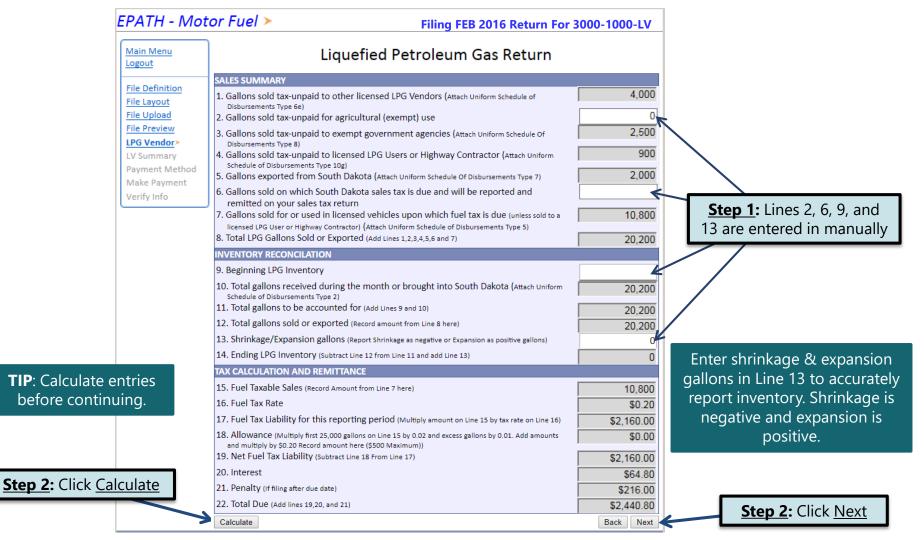
Example: Successful Download

Supplier File Preview > Filing FEB 2016 Return For 3000-1000-LV Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is Main Menu not click the back button and reimport the corrected file. Logout Carrier FEIN Origin State Result Schedule Type Carrier Name Mode **Destination State** File Definition 8 A Carrier 123456789 SD Success SD File Layout A Carrier 123456789 Success SD SD File Upload A Carrier 123456789 SD SD Success File Preview> A Carrier 123456789 SD SD Success LPG Vendor A Carrier 123456789 SD SD Success LPG Summary A Carrier 123456789 SD SD Success Verify Info A Carrier 123456789 SD SD Success A Carrier 123456789 Success SD SD A Carrier 123456789 Success SD SD Success 5 A Carrier 123456789 SD SD Back Next









Epath-Motor Fuel >

Filing FEB 2016 Return For 3000-1000-LV

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Verify Info

Liquefied Petroleum Gas Return

SALES SUMMARY	
 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
 Gallons sold tax-unpaid to exempt government agencies (Attach Uniform Schedule Of Disbursements Type 8) 	2,500
 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	0
sales tax return	
7. Gallons sold for or used in licensed vehicles upon which fuel tax is due (unless sold to a licensed	10,800
LPG User or Highway Contractor) (Attach Uniform Schedule of Disbursements Type 5)	
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
10. Total gallons received during the month or brought into South Dakota (Attach Uniform Schedule	
10. Total gallons received during the month or brought into South Dakota (Attach Uniform Schedule of Disbursements Type 2)	20,200
Total gallons received during the month or brought into South Dakota (Attach Uniform Schedule of Disbursements Type 2) Total gallons to be accounted for (Add Lines 9 and 10)	20,200
 Total gallons received during the month or brought into South Dakota (Attach Uniform Schedule of Disbursements Type 2) Total gallons to be accounted for (Add Lines 9 and 10) Total gallons sold or exported (Record amount from Line 8 here) 	20,200 20,200 20,200
10. Total gallons received during the month or brought into South Dakota (Attach Uniform Schedule of Disbursements Type 2) 11. Total gallons to be accounted for (Add Lines 9 and 10) 12. Total gallons sold or exported (Record amount from Line 8 here) 13. Shrinkage/Expansion gallons (Report Shrinkage as negative or Expansion as positive gallons)	20,200 20,200 20,200 0
 Total gallons received during the month or brought into South Dakota (Attach Uniform Schedule of Disbursements Type 2) Total gallons to be accounted for (Add Lines 9 and 10) Total gallons sold or exported (Record amount from Line 8 here) Shrinkage/Expansion gallons (Report Shrinkage as negative or Expansion as positive gallons) Ending LPG Inventory (Subtract Line 12 from Line 11 and add Line 13) 	20,200 20,200 20,200 0 0
10. Total gallons received during the month or brought into South Dakota (Attach Uniform Schedule of Disbursements Type 2) 11. Total gallons to be accounted for (Add Lines 9 and 10) 12. Total gallons sold or exported (Record amount from Line 8 here) 13. Shrinkage/Expansion gallons (Report Shrinkage as negative or Expansion as positive gallons) 14. Ending LPG Inventory (Subtract Line 12 from Line 11 and add Line 13) TAX CALCULATION AND REMITTANCE	20,200 20,200 20,200 0 0 10,800 \$0.20
 Total gallons received during the month or brought into South Dakota (Attach Uniform Schedule of Disbursements Type 2) Total gallons to be accounted for (Add Lines 9 and 10) Total gallons sold or exported (Record amount from Line 8 here) Shrinkage/Expansion gallons (Report Shrinkage as negative or Expansion as positive gallons) Ending LPG Inventory (Subtract Line 12 from Line 11 and add Line 13) TAX CALCULATION AND REMITTANCE Fuel Taxable Sales (Record Amount from Line 7 here) 	20,200 20,200 20,200 0 0
 Total gallons received during the month or brought into South Dakota (Attach Uniform Schedule of Disbursements Type 2) Total gallons to be accounted for (Add Lines 9 and 10) Total gallons sold or exported (Record amount from Line 8 here) Shrinkage/Expansion gallons (Report Shrinkage as negative or Expansion as positive gallons) Ending LPG Inventory (Subtract Line 12 from Line 11 and add Line 13) TAX CALCULATION AND REMITTANCE Fuel Taxable Sales (Record Amount from Line 7 here) Fuel Tax Rate 	20,200 20,200 20,200 0 0 10,800 \$0.20

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.



20. Interest

21. Penalty (If filing after due date)

View Printer Friendly Version

22. Total Due (Add lines 19,20, and 21)

Click Next

\$64.80

\$216.00 \$2,440.80

Next

Back

Example: Returns with Tax Due

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

Step 2: Follow the prompts to

make a payment, if you choose to make a payment at this time

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Payment Method>

Make Payment Verify Info

Select the Payment Method you will be using

OACH Debit @

O ACH Credit @



A hon-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.)

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

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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:

Name:

3000-1000-LV WONDER WOMAN

CORPORATIONS

File Code: Required Calendar Monthly

Period: 02/2016

Return Due Date: 3/23/2016

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.

Back

Submit

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

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.

View/Print Full Return

Print

Main Menu

Questions?



South Dakota Department of Revenue



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