



LPG Vendor Upload Data EPath Filing Guide

How to File and Pay your Return

Step 1: Open www.sd.gov/epath. Log in or Create Account in EPath.

The screenshot shows the EPath user interface. At the top right is a link for "EPath Help". Below it is a "Login" section with a "Log in to your Account" heading. It contains fields for "Username:" and "Password:", links for "Forgot your Username?" and "Forgot your Password?", and a "CONTINUE" button. A callout box on the left explains: "Already have a Login: Fill in the username and password and click on continue button." A callout box on the right explains: "Note: Access to EPath Help is available on every screen. Just click this button." Below the login section is a "Create an Account" section with the text "If you are not already using EPath to access your account, create an account now." and buttons for "CREATE ACCOUNT" and "WATCH VIDEO ON CREATING AN ACCOUNT". A callout box on the left explains: "Don't have a Login: Use this button to create an account." At the bottom of the main content area is a "MAKE A PAYMENT" button and 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. If you owe tax and do not have a tax license, please call 1-800-829-9188." Below that is a "DUE DATES AND DEADLINES" button.

Step 2: Click on the circled 'File and Pay your Return' button.

The screenshot shows the "Main Menu" of the EPath system. The "File and Pay" section is highlighted, and the "File and Pay your Return" button is circled in blue. A callout box on the right explains: "Note: Each 'i' button has help information. Just hover the cursor over the button." Other menu items include "Upload Additional Documentation", "Amend a Return", "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", "Renew your Alcohol or Tobacco Tax License", "View History", "View Account Activity", "View Pending Items", "View/Edit Pending Electronic Payments", and "View Deleted Electronic Payments". A "Log out" button is located at the bottom center.

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

Tax Return Filing Menu >

license, filing option and period. When finished click the 'Next' button on the bottom of the page.
 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.

Filing Options

- File a Return For:
- Amend a Return For:
- Edit a Saved Return:

Select the Data Entry Method:

7002-4855-LV - LET IT BE CORP (LPG Vendor)

--Please select a Period--

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

--Please select a Period--

- Upload File Containing Data
- Manual Data Entry

Back

3: Select the return period you wish to file your return for.

4: Choose the Data Entry Method, for this guide choose 'Upload File Containing Data'

Step 4: Fill out necessary information (details below). Then click 'Next'.

Data File Definition >

FILING AUG 2023 RETURN FOR: 7002-4855-LV

Main Menu
Logout

File Definition >

File Layout
File Upload
File Preview
LPG Vendor
LV Summary
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

1. Fixed Length:

- File contains no line feeds

2. Delimited File:

Field Delimiter: Other:

Ending Qualifier: Other:

Back Next

1: Determine the amount of lines to skip, depending on where you want EPath to start pulling your recorded data.

2: Select "Delimited File". Nothing in this section needs to be changed.

Step 5: 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(s) of Return
5	<p>This Schedule type will report several types of gallons:</p> <ul style="list-style-type: none"> 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-landing with tax collected Gallons of 100 percent Ethyl Alcohol and Methyl Alcohol that were previously taxed 	<ul style="list-style-type: none"> 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

Step 6: 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.

Mode	Description
J	Truck
R	Rail Car
B	Barge
PL	Pipeline

Step 7: Data File Layout.

Data File Layout >

FILING AUG 2023 RETURN FOR: 7002-4855-LV

Main Menu
Logout

File Definition
File Layout >
File Upload
File Preview
LPG Vendor
LV Summary
Verify Info

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

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.

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	Customer/Manifest Number	15	Required
11	Gross Gallons	9	Required
12	Product Type	3	Required

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

Field Name is the column heading on the EPath schedule.

Reset Layout | Save Layout

Back Next

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

When uploading a schedule into EPath, the data file layout must match the uploaded schedule.

Schedule Type	Carrier Name	Carrier FIEN	Mode	Point of Origin	Destination	Sold to Acquired From	Purchaser Seller FIEN	Date Shipped Received	Manifest Number	Gross Gallons	Product Type
6e	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	09/01/2023	12345	1500	54
6e	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	09/02/2023	12345	2500	54
7	A Carrier	123456789	J	SD	TX	A Purchaser	999999999	09/03/2023	12345	1200	54
7	A Carrier	123456789	J	SD	FL	A Purchaser	999999999	09/04/2023	12345	800	54
2	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	09/05/2023	12345	20200	54
10G	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	09/06/2023	12345	900	54
8	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	09/07/2023	12345	1000	54
8	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	09/08/2023	12345	1500	54
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	09/09/2023	12345	1800	54
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	09/10/2023	12345	2500	54
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	09/11/2023	12345	3500	54
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	09/12/2023	12345	2000	54
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	09/13/2023	12345	500	54
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	09/14/2023	12345	500	54

Step 8: Upload your data file, when finished uploading click 'Next'.

Data File Upload >

FILING AUG 2023 RETURN FOR: 7002-4855-LV

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.

1: Click 'Choose File' and choose the file that you want to upload.

2: Click 'Add File'.

If you do not want to create a file from scratch there is a template that can be used.

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

Choose File No file chosen

Add File

Delete	File Number	Upload Date	File Name	File Size
Delete	1	6/18/2024 9:37:57 AM	Augusttemporary.csv	1276

Schedule of Receipts and Disbursements Template (.csv) (.txt)
Motor Fuel Tax Codes

Back Next

Step 9: Verify that the download was successful. If it is not successful move to next step. If it was successful click 'Next' and skip to step to step 11.

Supplier File Preview >

FILING AUG 2023 RETURN FOR: 7002-4855-LV

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	Sc
Success	8	A Carrier	123456789	J	SD	SD	A
Success	8	A Carrier	123456789	J	SD	SD	A
Success	5	A Carrier	123456789	J	SD	SD	A
Success	5	A Carrier	123456789	J	SD	SD	A
Success	5	A Carrier	123456789	J	SD	SD	A
Success	5	A Carrier	123456789	J	SD	SD	A
Success	5	A Carrier	123456789	J	SD	SD	A
Success	5	A Carrier	123456789	J	SD	SD	A
Success	5	A Carrier	123456789	J	SD	SD	A
Success	5	A Carrier	123456789	J	SD	SD	A

Back Next

Step 10: Resolving a failed download.

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

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

Page 1 of 1 | Total Records: 1

Total Records: 14

Successful Records: 13

Invalid Records: 1

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

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

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

4: 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
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Data File Upload >

FILING AUG 2023 RETURN FOR: 7002-4855-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. If your data is contained in multiple files you may upload them. After you have finished click the 'Next' button to preview the contents of the file.

[Choose File](#) No file chosen

[Add File](#)

Delete	File Number	Upload Date	File Name	File Size
Delete	1	6/18/2024 9:37:57 AM	Augusttemporary.csv	127 KB

Schedule of Receipts and Disbursements Template (.csv) (.txt)
Motor Fuel Tax Codes

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

5: Click 'Delete' and upload the corrected file.

To upload the new file:

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

Step 11: Fill out necessary information (details below).

EPATH - Motor Fuel >

FILING AUG 2023 RETURN FOR: 7002-4855-LV

- 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	10,800
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)	20,200
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	20,200
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 50.20 Record amount here (\$500 Maximum))	\$0.00
19. Net Fuel Tax Liability (Subtract Line 18 From Line 17)	\$2,160.00
20. Interest	\$216.00
21. Penalty (if filing after due date)	\$216.00
22. Total Due (Add lines 19,20, and 21)	\$2,592.00

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

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

2: Click 'Calculate'.

3: Click 'Next'.

Step 12: Review all information then click 'Next'.

Epath-Motor Fuel >

FILING AUG 2023 RETURN FOR: 7002-4855-LV

- 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

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1. Gallons sold tax-unpaid to other licensed LPG Vendors (Attach Uniform Schedule of Disbursements Type 6e)	4,000
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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)	20,200
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
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18. Allowance (Multiply first 25,000 gallons on Line 15 by 0.02 and excess gallons by 0.01. Add amounts and multiply by 50.20 Record amount here (\$500 Maximum))	\$0.00
19. Net Fuel Tax Liability (Subtract Line 18 From Line 17)	\$2,160.00
20. Interest	\$216.00
21. Penalty (if filing after due date)	\$216.00
22. Total Due (Add lines 19,20, and 21)	\$2,592.00

[View Printer Friendly Version](#)

Note:
You will NOT be able to print your return after it is submitted. Click 'View Printer Friendly Version' to print your return.

Step 13: 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: 7002-4855-LV

- Main Menu
- Logout
- File Definition
- File Layout
- File Upload
- File Preview
- LPG Vendor
- LV 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

Note:
If you choose ACH Credit you have to reach out to your bank and request they send the amount due.

Step 14: Review all information, type in your password, then click 'Next'.

Verify Information >

- Main Menu
- Logout
- MK File Upload
- MK File Preview
- Supporting Doc.
- Marketer Refund
- MK Summary
- 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:	7002-4856-MK	Period:	8/1/2023 To 8/31/2023
Name:	LET IT BE CORP	Return Due Date:	N/A
File Code:	Required Calendar Monthly	Return Type:	MK - Original
		Refund Amount:	\$2,632.00
		Interest/Penalty:	N/A
		Total Refund:	\$2,632.00
		Payment Type:	

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:	<input type="password"/>

Back Submit

Step 15: 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