

SOUTH DAKOTA DEPARTMENT OF REVENUE

# Filing a Return as an Ethanol Producer (Manual Data Entry Method)

August 2020



# Benefits of EPath

- File and pay at [www.sd.gov/epath](http://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:

3000-1000-EP Wonder Woman Corporations (Ethanol Producer) 

--Please select a Period--

- DEC 2015 (Monthly Return)
- NOV 2015 (Monthly Return)
- OCT 2015 (Monthly Return)
- SEP 2015 (Monthly Return)
- AUG 2015 (Monthly Return)

☐ Manual Data Entry

Log out

Back

Next

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

**Step 2:** Use the dropdown boxes to display license numbers and 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-EP Wonder Woman Corporations (Ethanol Producer) ▼

NOV 2015 (Monthly Return) ▼

—Please select a Period— ▼

—Please select a Period— ▼

☐ Upload File Containing Data

☒ Manual Data Entry

Log out

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Next

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

**Manual Data Entry** allows you to enter the information from your schedule directly into EPath.

**Step 5:** Click Next

# Schedule Types

- You will only be reporting Ethyl Alcohol sales, so the product type will always be 123. 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>
5	This schedule type will be used to report transactions of Ethyl Alcohol that were sold for use or used in licensed motor vehicles upon which fuel tax is due. This amount will be reported on <u>Line 5</u> of the tax return.
6a	This schedule type will be used to report transactions of Ethyl Alcohol that were sold tax exempt to license Importer/Exporters for export. This amount will be reported on <u>Line 4</u> of the tax return.
10	This schedule type will be used to report transactions of Ethyl Alcohol that were sent to other tax exempt entities. This amount will be reported on <u>Line 4</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



## Example: Return Data Entry

**Step 1:** Enter the information from your records into each box

If Purchaser is a business/company, FEIN CANNOT be substituted with 999999999.

### Return Data Entry >

Filing NOV 2015 Return For 3000-1000-EP

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Enter the information for each listing in the fields provided below and click the 'Save' button to add/edit the listing. You may delete or edit records after they have been added. When done entering all listings click the 'Next' button to continue.

Schedule Type	5 - Gallons delivered with tax collected	Destination State	SD
Product Type	123 - Alcohol	Sold To	A Purchaser
Carrier Name	A Carrier Name	Purchaser's FEIN	999999999
Carrier FEIN	123456789	Date Shipped ⓘ	11/01/2015
Mode	J	Manifest Number	123456
Origin State	SD	Gross Gallons	1500

☐ Clear form after updates

Page 0 of 0 | Total Records: 0

[Save Schedule](#)

Date Shipped is the Transaction Date.

**Step 2:** After each entry, click Save

If you check this box, it will clear the form to enter data for the next transaction.

**Step 3:** Once you have entered and saved all of your information, click Next

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## Ethanol Producer Return

## DENATURATED FUEL-GRADE ALCOHOL INVENTORY SALES

1. Total gallons of fuel-grade alcohol in inventory at beginning of reporting period	Manual Entry
2. Total gallons of fuel-grade alcohol produced or upgraded during reporting period	Manual Entry
3. Subtotal gallons of fuel-grade alcohol (Add Lines 1 and 2)	20,000
4. Total gallons of fuel-grade alcohol sold to licensed brokers and exporters	5,900
5. Total gallons of taxable fuel-grade alcohol sold to non-licensed brokers and exporters	9,600
6. Total gallons of fuel-grade alcohol sold during reporting period (Add Lines 4 and 5)	15,500
7. Total gallons of fuel-grade alcohol in inventory at end of reporting period (Subtract Line 6 from Line 3)	4,500

## ENTHANOL PRODUCTION INCENTIVE

8. Total gallons biobutanol produced	Manual Entry
9. Total gallons ethyl alcohol shipped out of the United State of America	Manual Entry
10. Total gallons fuel-grade sold during reporting period (Record amount from Line 6 here)	15,500
11. Total gallons fuel-grade alcohol produced out-of-state	Manual Entry
12. Net gallons eligible for production payment (Subtract Line 11 from Line 10 and add Line 8 + Line 9)	15,500
13. Production Payment Rate	\$0.20
14. Production payments allowance for this reporting period (Multiply Line 12 by rate on Line 13)	\$3,100.00

## TAXES AND FEES DUE

15. Allowance (If Filing on Time) (Multiply Line 5 by 0.0225)	0
16. Fuel Tax Due (Subtract Line 15 from Line 5 and multiply by \$0.14)	\$1,344.00
17. Tank Inspection Fee (Multiply Line 5 by \$0.02)	\$192.00
18. Total gallons of natural gasoline used for denaturing alcohol	Manual Entry
19. Total gallons of gasoline used for denaturing alcohol	Manual Entry
20. Net Credit Due for gallons used as a denaturant (Multiply Lines 18 & 19 by \$0.28 tax rate)	\$0.00
21. Tank Inspection Fee (Multiply Lines 18 & 19 by \$0.02)	\$0.00
22. Total credit for this reporting period (Add Lines 20 and 21)	\$0.00
23. Total taxes and fees for this reporting period (Add Lines 16, 17, and subtract Line 22)	\$1,536.00
24. Interest	\$46.08
25. Penalty	\$153.60
26. Total Due (Add Lines 23, 24, and 25)	\$1,735.68

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

**Step 1:** Lines 1, 2, 8, 9, 11, 18, and 19 are entered manually

**TIP:** Calculate entries before continuing.

**Step 2:** Click Calculate

**Step 3:** Click Next

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## Ethanol Producer Return

## DENATURED FUEL-GRADE ALCOHOL INVENTORY &amp; SALES

1. Total gallons of fuel-grade alcohol in producer's inventory at begining of reporting period	20,000
2. Total gallons of fuel-grade alcohol produced or upgraded during reporting period	80
3. Subtotal gallons of fuel-grade alcohol (Add Lines 1 and 2)	20,080
4. Total gallons of fuel-grade alcohol sold to licensed ethanol brokers and exporters	5,900
5. Total gallons of taxable fuel-grade alcohol sold to non-licensed ethanol brokers and exporters	9,600
6. Total gallons of fuel-grade alcohol sold during reporting period (Add Lines 4 and 5)	15,500
7. Total gallons of fuel-grade alcohol remaining in inventory at end of reporting period (Subtract Line 6 from Line 3)	4,580

## ETHANOL PRODUCTION INCENTIVE

8. Total gallons biobutanol produced	50
9. Total gallons ethyl alcohol shipped out of the United State of America	35
10. Total gallons fuel-grade sold during reporting period (Record amount from Line 6 here)	15,500
11. Total gallons fuel-grade alcohol produced out-of-state	100
12. Net gallons eligible for production payment (Subtract Line 11 from Line 10 and add Line 8 + Line 9)	15,485
13. Production Payment Rate	\$0.20
14. Production payments allowance for this reporting period (Multiply Line 12 by rate on Line 13)	\$3,097.00

## TAXES AND FEES DUE

15. Allowance (If filing on time) (Multiply Line 5 by 0.0225)	0
16. Fuel Tax Due (Subtract Line 15 from Line 5 and multiply by \$0.14)	\$1,344.00
17. Tank Inspection Due (Multiply Line 5 by \$0.02)	\$192.00
18. Total gallons on natural gasoline used for denaturing alcohol	1,500
19. Total gallons of gasoline used for denaturing alcohol	5,000
20. Net Credit Due for gallons of gasoline and/or natural gasoline used as a denaturant (Multiply Lines 18 & 19 by \$0.28 tax rate)	\$1,820.00
21. Tank Inspection Fee (Multiply Lines 18 & 19 by \$0.02)	\$130.00
22. Total credit for this reporting period (Add Lines 20 and 21)	\$1,950.00
23. Total taxes and fees for this reporting period (Add Lines 16, 17, and subtract Line 22)	(\$414.00)
24. Interest Due	\$0.00
25. Penalty Due	\$10.00
26. Total Due (Add Lines 23, 24, and 25)	(\$404.00)

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

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

### Payment Method >

Filing NOV 2015 Return For 3000-1000-EP

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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 >

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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>	3000-1000-EP	<b>Period:</b>	11/2015
<b>Name:</b>	WONDER WOMAN CORPORATIONS	<b>Return Due Date:</b>	3/23/2016
<b>File Code:</b>	Required Calendar Monthly	<b>Return Type:</b>	EP - Original
		<b>Total Tax Due:</b>	(\$414.00)
		<b>Interest/Penalty:</b>	\$10.00
		<b>Total Due:</b>	(\$404.00)
		<b>Payment Type:</b>	

### 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-EP
Period:	11/2015
Return Type:	EP – Original
Return Due Date:	Dec 20, 2015
Total Amount Due:	-\$404.00
<a href="#">View/Print Full Return</a>	

**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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