



Ethanol Producer Manual 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 website interface. At the top right is a link for "EPath Help". Below it is a "Login" link. The main content area is divided into three sections: "Log in to your Account", "Create an Account", and "MAKE A PAYMENT".

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 AND DEADLINES

Callouts:

- Already have a Login:** Fill in the username and password and click on continue button.
- Don't have a Login:** Use this button to create an account.
- Note:** Access to EPath Help is available on every screen. Just click this button.

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

The screenshot shows the EPath Main Menu. The "File and Pay" section is circled in blue, and the "File and Pay your Return" link is circled in orange. A callout box points to the information icon on this link.

Main Menu

File and Pay

- File and Pay your Return** ⓘ
- 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 ⓘ
- View Deleted Electronic Payments ⓘ

Log out

Note: Each ⓘ button has help information. Just hover the cursor over the button.

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

Return Filing Menu >

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

- Upload File Containing Data
- Manual Data Entry

7002-4850-EP - LET IT BE CORP (Ethanol Producer)

--Please select a Period--

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

--Please select a Period--

Back

2: Choose from Filing Options. You can file, amend, or edit a return.

1: Use the dropdown menu to display license numbers and returns.

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

4: Choose the Data Entry Method, for this guide choose 'Manual Data Entry'.

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
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.

Step 5: Modes of transfer and product codes.

- 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 6: Fill out necessary information (details below).

Return Data Entry > FILING AUG 2023 RETU

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. After all listings click the 'Next' button to continue.

1: Enter the information from your records into each box.

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

2: After each entry, click 'Save'.

Date Shipped is the transaction date.

3: Once you have entered and saved all information, click 'Next'.

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

Save Schedule Information

Back Next

Main Menu FILING AUG 2023 RETU

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. After all listings click the 'Next' button to continue.

Schedule Type: 5-Gallons delivered with the tax collector | Destination State: SD

Product Type: 284 - Biodiesel(clear) | Sold To: QBXUV

Carrier Name: AECTG | Purchaser's FEIN: 123456789

Carrier FEIN: 123456789 | Date Shipped: 08/01/2023

Mode: J | Manifest Number: 12345

Origin State: SD | Gross Gallons: 1200

Save Cancel Clear form after updates

Edit	Delete	Schedule Type	Product Type	Carrier Name	Sold To	Gross Gallons
Edit	Delete	5	284	AECTG	QBXUV	1200

Page 1 of 1 | Total Records: 1

Step 7: Fill out necessary information (details below).

[EPATH - Motor Fuel](#) >

FILING AUG 2023 RETURN FOR: 7002-4845-BP

- Main Menu
- Logout
- Data Entry
- Biodiesel Producer**
- BP Summary
- Payment Method
- Make Payment
- Verify Info

Biodiesel Producer Return

BIODIESEL INVENTORY & SALES		Clear Bio-Diesel	Dyed Bio-Diesel
1.	Total gallons of biodiesel in producer's inventory at beginning of reporting period		
2.	Total gallons of biodiesel produced during reporting period		
3.	Subtotal gallons of biodiesel (Add Lines 1 and 2)	0	
4.	Total gallons of biodiesel sold to licensed purchaser during reporting period (Attach Uniform Schedule of Disbursements - Type 6a, 6b, 6d)	0	0
5.	Total gallons of biodiesel sold to unlicensed purchaser during reporting period (Attach Uniform Schedule of Disbursements - Type 5)	1,200	0
6.	Total gallons of biodiesel sold during reporting period (Add Lines 4 and 5)	1,200	0
7.	Total gallons of biodiesel remaining in inventory at end of reporting period (Subtract Line 6 from Line 3)	-1,200	0
BIODIESEL PRODUCTION		Clear Bio-Diesel	Dyed Bio-Diesel
8.	Total gallons biodiesel sold during reporting period. (Record amount from Line 6 here)	1,200	0
9.	Total gallons of biodiesel produced out of state		
10.	Net gallons produced (Subtract Line 9 from Line 8)	1,200	0
TAXES AND FEES DUE		Clear Bio-Diesel	Dyed Bio-Diesel
11.	Total gallons of ethanol/methanol used to produce biodiesel		
12.	Net credit due for gallons of ethanol/methanol used in production (Multiply Line 11 by \$0.14)	\$0.00	\$0.00
13.	Net credit due for gallons of ethanol/methanol used to produce biodiesel (Multiply Line 11 by \$0.02 TI Fee)	\$0.00	\$0.00
14.	Total credit for this reporting period (Add Lines 12 and 13)	\$0.00	\$0.00
15.	Total gallons of biodiesel sold to unlicensed purchasers during reporting period (Record amount from Line 5 here)	1,200	
16.	Fuel Tax Due (Multiply Line 15 by \$0.28)	\$336.00	
TOTALS			
17.	Tank Inspection Fee (Multiply Line 5 by \$0.02)		\$24.00
18.	Total Taxes and Fees (Add Lines 16,17 and subtract Line 14)		\$360.00
19.	Interest		\$41.00
20.	Penalty		\$36.00
21.	Total taxes and fees for this reporting period (Add Lines 18, 19, and 20)		\$437.00

1: Lines 1,2,9, and 11 are entered in manually.

2: Click 'Calculate'.

3: Click 'Next'.

Step 8: Review all information then click 'Next'.

[EPATH - Motor Fuel](#) >

FILING AUG 2023 RETURN FOR: 7002-4845-BP

- Main Menu
- Logout
- Data Entry
- Biodiesel Producer
- BP Summary**
- Payment Method
- Make Payment
- Verify Info

Biodiesel Producer Return

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Step 9: 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: 7002-4845-BP

- 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.)

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

Payment Calendar

Step 10: Review all information, type in your password, then click 'Next'.

Verify Information >

- Main Menu
- Logout
- Data Entry
- Biodiesel Producer
- BP 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:	7002-4845-BP	Period:	08/2023
Name:	LET IT BE CORP	Return Due Date:	9/20/2023
File Code:	Required Calendar Monthly	Return Type:	BP - Original
		Total Tax Due:	\$360.00
		Interest/Penalty:	\$77.00
		Total Due:	\$437.00
		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:

Step 11: 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