

## Contact Information

Email: [EPath@state.sd.us](mailto:EPath@state.sd.us)

### Sales, Use and Contractors' Excise Tax Returns:

Phone 1.800.829.9188

Email: [bustax@state.sd.us](mailto:bustax@state.sd.us)

### 911 Emergency Surcharge Returns:

Phone 1.800.829.9188

Email: [dor.911@state.sd.us](mailto:dor.911@state.sd.us)

### Motor Fuel Returns:

Phone 605.773.4109

File and Pay at:  
<http://sd.gov/epath>

## Change Profile

- Assigned Licenses
- Add a License
- Account Info
  - Your name, phone number
  - Security Questions
- Email Reminder
- Change Password
- Update License Info – Addresses, DBA
- Update Contacts
  - Corporate Officers, Partners

## Cancel Licenses

## View History

- View Account Activity
- View Pending Items
- View/Edit Pending Electronic Payments
- View Deleted Electronic Payments

Only the Administrator has access to all links in the EPath account.

Users may not Add/Edit User Accounts or Add a License. (See Greyed out links.)

## Main Menu >

### *File and/or pay taxes.*

▶ [File or Amend Return/Payment](#) ⓘ

▶ [Upload Additional Documentation](#) ⓘ

▶ [Payment Only](#) ⓘ

### *Select an account function to perform.*

▶ [Add/Edit User Accounts](#) ⓘ

▶ [Cancel Licenses](#)

▶ [Change Profile](#) ⓘ

▶ [Add a License](#)

### *View History.*

▶ [View Account Activity](#) ⓘ

▶ [View Pending Items](#) ⓘ

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

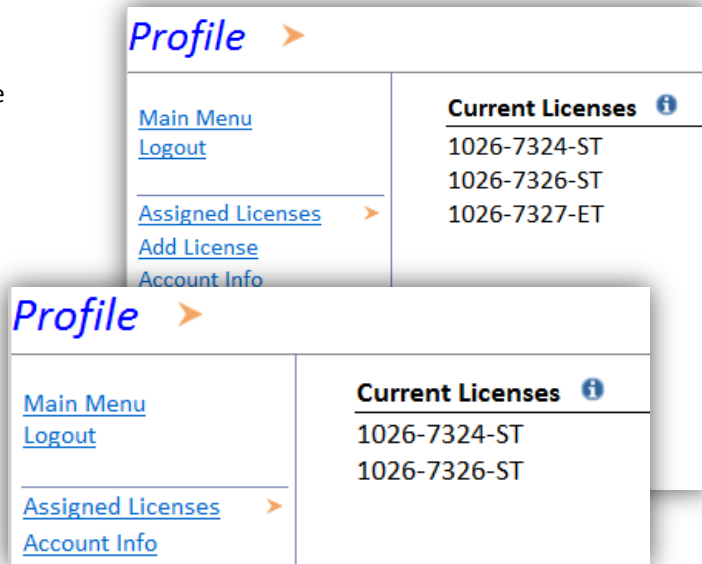
▶ [View Deleted Electronic Payments](#) ⓘ

Log out

### Assigned Licenses

Displays licenses currently assigned to you. The administrator may see all licenses in the EPath account.

Users will only see licenses they have permissions to view.



### Account Info

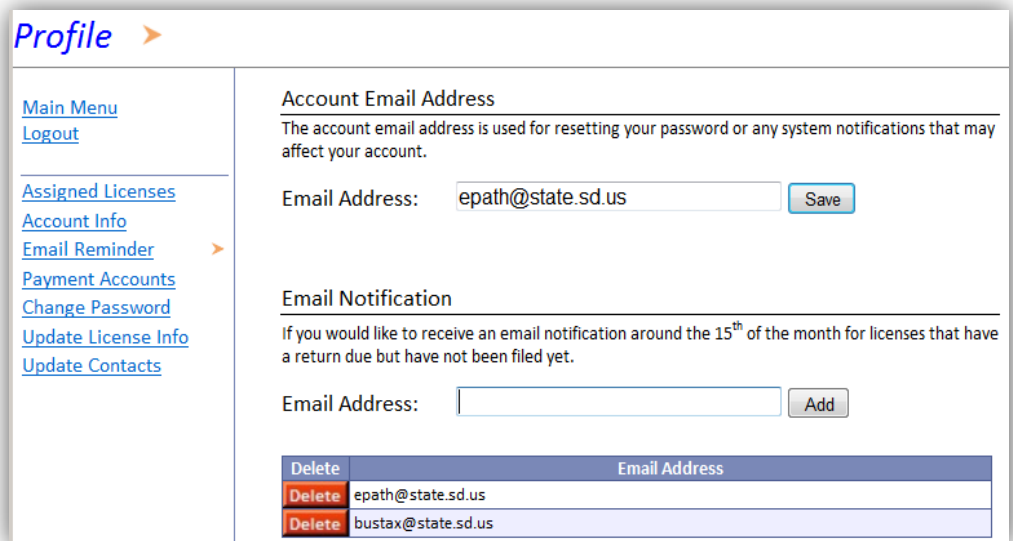
You may change your name, phone number, Security questions at any time.

### Email Reminder

There are two emails to update.

Account Email Address:  
Reset passwords will be sent to this address.

Email Notification: You may have reminders to file sent to multiple email addresses.



**Payment Accounts** – You may add or delete bank account information. See Payment Help for information

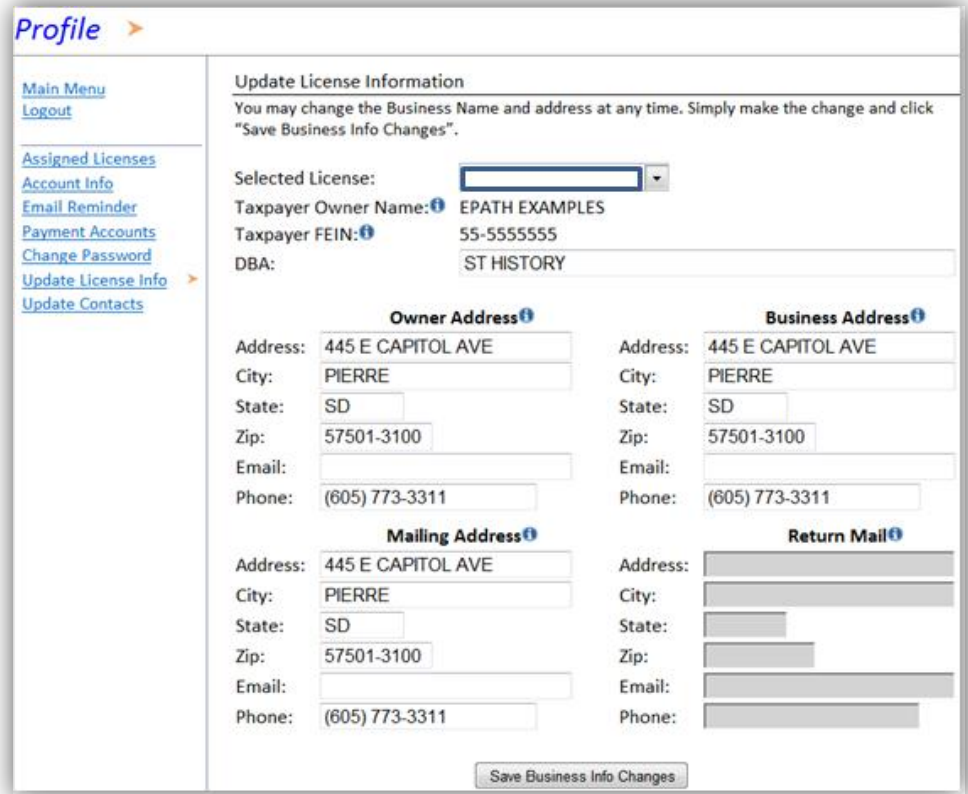
**Change Password** - You may change your password at anytime.

## Update License Info

You may change your business name and addresses at anytime.

If the owner name or FEIN has changed you may need a new tax license.

- Owner Address is the physical address for the owner.
- Business Address is the physical address for the place of business.
- Mailing Address is where you want correspondence mailed, such as account statements.
- Return Mail – returns are not mailed to licensees filing electronically.



## Update Contacts

If you have changes to corporate officers, LLC Members, partnerships click the “Need to Update” button. Complete the form with the updated information and mail or fax the form to the Department. You may also upload the form, using the upload option on the Main Menu.



# Update Account Info – View History

## View History

The administrator can view account information for all accounts added to that EPath account. Each user only has access to accounts allowed by the administrator.

**View Account Activity** – You may view all account activity for the license you select from the list.

Pending items are items submitted but not yet processed or applied to your account. Please allow 2-3 days for a return or payment to be applied to your account.

Under the Processed items, click on any underlined return to view the return details.

### Pending Items

Period	Postmark	Type	Amount
	04/29/2013	ACH Debit Payment	(\$5,935.63)
	04/26/2013	ACH Debit Payment	(\$2,023.75)
02/2013	04/23/2013	Electronic Amended Return	\$2,023.75
	04/12/2013	ACH Debit Payment	(\$305.00)
03/2013	04/09/2013	Electronic Amended Return	\$20,400.00
	03/27/2013	ACH Debit Payment	(\$909.00)

### Processed Items

Period	Postmark	Type	Tax	Interest	Penalty	Balance
02/2013	04/09/2013	<u>Electronic Return</u>	\$300.00	\$5.00	\$0.00	\$6,264.98
03/2013	03/26/2013	<u>Electronic Return</u>	\$5,935.62	\$0.00	\$0.00	\$5,959.98
	11/08/2012	Payment	(\$149.84)	\$0.00	(\$5.64)	\$24.36
10/2012	11/08/2012	<u>Return</u>	\$149.84	\$0.00	\$0.00	\$179.84
09/2012	11/05/2012	<u>Return</u>	\$0.00	\$0.00	\$0.00	\$30.00
08/2012	11/05/2012	<u>Return</u>	\$0.00	\$0.00	\$10.00	\$30.00
07/2012	11/05/2012	<u>Return</u>	\$0.00	\$0.00	\$10.00	\$20.00
	09/19/2012	Payment	\$0.00	(\$5.00)	(\$46.17)	\$10.00
06/2012	09/19/2012	<u>Return</u>	\$0.00	\$0.00	\$10.00	\$61.17
	06/28/2012	Payment	(\$200.32)	\$0.00	\$0.00	\$51.17
05/2012	06/28/2012	<u>Return</u>	\$200.32	\$5.00	\$0.00	\$251.49
04/2012	06/28/2012	<u>Return</u>	\$0.00	\$0.00	\$0.00	\$46.17
		<u>Return</u>	\$0.00	\$0.00	\$10.00	\$46.17

CONTRACTORS' EXCISE TAX RETURN				
Reporting Period: 12/2013				
Return Due: 03/25/2013				
Confirmation Number: 10826281002260				
A. Contractors' Excise Tax Calculations		Code	Rate	Tax Due
1. Gross Receipts	\$30,000.00			
2. Owner-Furnished Materials	\$0.00			
3. Deductions	\$25,000.00			
4. Special Jurisdictions				
5. State Contractors' Excise Tax	\$5,000.00		2.00%	\$100.00
B. Sales and Use Tax Calculations				
6. State Sales and Use Tax	\$0.00		4.00%	\$0.00
7. Special Jurisdiction Reporting				
C. City Tax				
Pierre	\$10,000.00	284-2	2.00%	\$200.00
Total City Tax Due				\$200.00
D. Totals				
Total Tax Due				\$300.00
Interest				\$5.00
Total Due				\$305.00

**View Pending Items** – these are returns or payments submitted but not yet applied to your account. You will not be able to view the return details until the return is applied to your account. It may take 2-3 days to for the return to be applied to your account.

**View/Edit Electronic Payments** – You may view, edit, or delete, any pending ACH Debit payment, or schedule a new payment. For additional payment information see Payment Help.