

# Payments

## Payments

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

Amounts due may be paid electronically by ACH Debit or ACH Credit. If you are unable to make an electronic payment, you may send payment by paper check.

Select the Payment Method you will be using

- ACH Debit ?
- ACH Credit ?
- No Payment at this time. (Interest will apply to late payments.) Please [click here](#) to print a Payment Coupon to send with your payment if mailing your payment to the Department.

## ACH Debit Payments

Under this method, you authorize the Department of Revenue to transfer the tax payment from your bank account to the Department's bank on the payment date you select.

### Payment Dates:

- All electronic payments are due the 25<sup>th</sup> of the month.
- All returns must be filed and paid by the 20<sup>th</sup> of the month in which the return is due.

You may change the payment date. You may only select dates available in the payment date drop down box. Remember, you will be assessed interest for each month the payment is late.

ACH Debit Payment information must be submitted in EPath two days prior to the date scheduled. For example, a payment scheduled for May 30 must be entered by May 28.

Some banks block ACH Debit transactions, please contact your bank to authorize the Department's ACH Debit transaction. The **Department of Revenue's bank originator number is 9466000364**

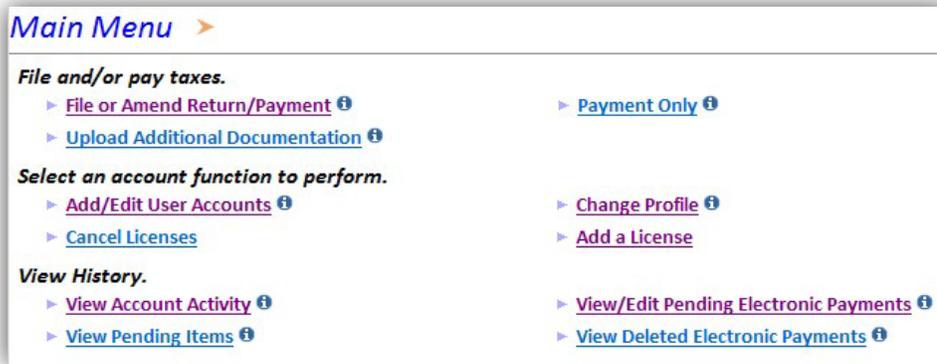
You will receive a confirmation number when the payment is successfully submitted. Print the confirmation page for your records.

You may Create New Bank Account (which is saved for future use), use a One Time Bank Account (information is not saved), or select a Bank Account previously saved.

Period: DEC 2012 Due Date: Jan 30, 2013

Existing Account:	Create New Bank Account
Name:	Create New Bank Account One Time Bank Account
Pay to the Order Of: SD Treasurer	Amount: 56.50
Routing #:	Bank Account #:
	<input type="radio"/> Checking <input type="radio"/> Savings

# Payments



- Payments may be made with a return – Select File or Amend Return/Payment
- Payment may be made by itself – Select Payment Only
- You may view, change, or delete pending payments – Select View/Edit Pending Electronic Payments
- You may add, change, or delete saved bank account information – Select Change Profile, Payment Accounts

**Payments with Returns** – an ACH Debit Payment may be submitted with a return.

1. Under **Existing Account** select the account you want the Department to withdraw payment from.
2. The **Payment Date** for a current return is set for the 25th of the month. The payment date for a return filed late is set for the next Friday, or you may select a date from the drop-down box.
3. The **Amount** shows the amount due from the return being filed. If you have a prior balance due, add that to the amount and enter the total due. If you have a prior credit, subtract that from the Amount and enter the difference. If the credit is greater than the amount due, do not make a payment at this time.

**Payment Only** – An ACH Debit payment may be made at any time. This may be used to pay a current return, late return, or additional amount due.

1. Select the **License** payment is to apply to.
2. **Bank Account:** Select or create the account payment the Department will transfer funds from.
3. **Payment Date** is set for the next Friday, or you may select a date from the dropdown box.
4. **Amount:** Enter the payment amount.
5. **Type, Routing # and Bank Account #:** Enter the bank information if you are creating a new account or using an account for a one-time payment.
6. **Select Create:** This creates the payment and will save account information if you create an account or change details in an existing account. Account information for a One Time Bank Account transaction will not be saved.

# Payments

To **Create a Bank Account without making a payment** Select Change Profile and Payment Accounts.

You may enter and save your bank account information for future use.

You may add, edit, or delete Bank Accounts under Change Profile, Payment Accounts.

Profile >

Main Menu  
Logout

Assigned Licenses  
Add License  
Account Info  
Email Reminder  
Payment Accounts >  
Change Password  
Update License Info  
Update Contacts

ACH Debit Accounts

New Account...

Name this Account

Type of Bank Account  Checking  Savings

Routing/Transit Number

Bank Account Number

Delete Save

Enter the following:

1. **Name your Account:** Create a name for the account.
2. **Type of Account:** The type of bank account, either checking or savings.

### Sample Check

Taxpayer name  
Address

Date: \_\_\_\_\_ 1001

Pay to the order of: \_\_\_\_\_ \$ \_\_\_\_\_ Dollars

Memo: \_\_\_\_\_ Signature \_\_\_\_\_

107000110x | 1234567xx 1001

Bank Routing Transit Number: 107000110  
Bank Account Number: 1234567

3. **Bank Routing Transit Number:** The Routing Transit number of your bank can be found on your checks (This is a 9-digit number). See below for an example.
4. **Bank Account Number:** The bank account number of the account you authorize the Department to withdraw (debit) funds from. See below for an example.
5. Select **Save** to save information. This account will show in the Bank Account drop down list next time you make a payment.

To **view, edit, or delete pending ACH Debit payments** select View/Edit Pending Electronic Payments. Any payment displayed may be edited. Click "edit" to display the payment details. The edit process allows you to select a different license, bank account, payment date, or change the amount. Click "Update" to save changes.

You cannot edit or delete a payment within 2 days of the payment date. Please allow 2-3 days for the payment to be applied to your account.

If you delete a payment, you will be asked if you are sure you want to delete the payment. You can see deleted payments under View Deleted Electronic Payments.

# Payments

## **ACH Credit Payment**

Under this method, you initiate payment through your bank to the Department of Revenue's bank account. You may make an ACH Credit payment at any time; however, you must notify your bank to make the necessary arrangements for the payment transfer for each filing period to ensure the Department receives the payment on or before the due date of the 20<sup>th</sup> of the month. Interest is assessed if the payment is received late.

You are responsible for any costs associated with an ACH Credit Payment.

Transfers must be made in the NACHA CCD+ format using the TXP Convention. The bank must include your license number in the TXP information. If it is not included the Department will not know which account to apply the payment to.

Please provide a copy of the [ACH Credit Bank Information](#) to your bank.

## **Payment by Check**

If you cannot make an electronic payment, you may send payment by check. Print the payment coupon that is available when you select the payment method or on the confirmation page. Send the payment coupon with your payment. Payment by check may be made at any time, however if payment is not received by the due date, interest will apply. The due date for filers that pay by check is the 20<sup>th</sup> of the month. The postmark date is considered the date payment is made.

## **Contact Us**

If you have any questions, please contact the **South Dakota Department of Revenue.**

**Sales, Use and Contractor's Excise Tax Returns:** 1-800-829-9188

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

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

**Website:** <https://dor.sd.gov/>

**911 Emergency Surcharge:**

**Phone:** 1-800-928-9188

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