Filing a Return as a Biodiesel Producer Upload a File Containing Data

FILE AND PAY AT:

http://sd.gov/epath

BENEFITS OF 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 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]

Use EPath to file and pay the following taxes:

911 Emergency Surcharge
Bank Franchise Tax
Contractors' Excise Tax
Sales and Use Tax

Motor Fuel:
  Biodiesel Producer   Blender
  Ethanol Broker   Ethanol Producer
  Importer/Exporter   LNG
  LPG User   LPG Vendor
  Supplier

[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

← Please refrain from using the browser's back button while using this site.
🔒 This site uses SSL (Secure Sockets Layer) encryption to protect your information.

Privacy Statement

Each 🛈 has help information, simply point to the 🛈 to display the information.

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**
- ▸ **Print License Card**

- ▸ **Change Profile** 🛈
- ▸ Add a License

View History.
- ▸ **View Account Activity** 🛈
- ▸ **View Pending Items** 🛈

- ▸ **View/Edit Pending Electronic Payments** 🛈
- ▸ **View Deleted Electronic Payments** 🛈

Log out

Main Menu ➤

File and/or pay taxes.
- ▸ **File or Amend Return/Payment** ❶
- ▸ **Upload Additional Documentation** ❶

▸ **Payment Only** ❶

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: ❶
- ○ Edit a Saved Return:

Select the Data Entry Method:

3000-1000-BP Wonder Woman Corporations (Biodiesel 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: Use the dropdown boxes to display license numbers and returns

Step 2: Choose from <u>Filing Options</u> to file, amend, or edit returns

SouthDakota
Department of Revenue

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

| 3000-1000 BP Wonder Woman Corporations (Biodiesel Producer) | ⌄ |

○ **File a Return For:**

| FEB 2016 (Monthly Return) | ⌄ |

○ **Amend a Return For:** ❶

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

○ **Edit a Saved Return:**

| You do not have a return that has been saved at this time | ⌄ |

Select the Data Entry Method:

◉ Upload File Containing Data

○ Manual Data Entry

[Log out]   [Back] [Next]

Upload File Containing Data allows you to upload your EPath Schedule that is saved on your computer.

Step 4: Click Next

Step 3: Choose a Data Entry Method to input a schedule

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SCHEDULE TYPES, PRODUCT CODES, AND MODES OF TRANSFER

❖ Depending on the type of activity conducted, below are the schedule types, product codes, and modes that you will use. 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
6a	This schedule type will report gallons sold tax exempt to a licensed exporter for export.	4
6b	This schedule type will report gallons sold tax exempt to a licensed blender.	4
6d	This schedule type will report gallons sold tax exempt to a licensed supplier purchasing the fuel for resale at a terminal.	4
5	This schedule type will report the total gallons of biodiesel sold with tax collected to unlicensed purchasers during the reporting period (this includes anyone not covered under the previously listed schedule types).	4

❖ As a Biodiesel Producer you will only be reporting sales of clear Biodiesel and dyed Biodiesel.

Product Code	Fuel Type
284	Clear Biodiesel
290	Dyed Biodiesel

❖ How the fuel was transported will also need to be listed on the schedule. Below are the codes that will be used and what they stand for.

Mode	Description
J	Truck
R	Rail Car
B	Barge
PL	Pipeline

Data File Definition

Data File Definition ➤

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File Definition ➤
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View Return
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 [7] **lines of the file** ◀

Refers to the lines that contain column headings. If the EPath Schedule of Receipts and Disbursements Template is used no changes are needed

1. ○ **Fixed Length:**

☐ File contains no line feeds

2. ◉ **Delimited File:**

Field Delimiter: [Comma (,) ▾] ☐ Other: [   ]

String Qualifier: [Double Quote (") ▾] ☐ Other: [   ]

The <u>Delimited File</u> defaults to "comma" and "Double Quote" No changes are needed

[Back] [Next]

Click <u>Next</u>

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Data File Layout >

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

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File Definition
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Position	Field Name	Size	Include
1	Schedule Type	3	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	Manifest Number	15	Required
11	Gross Gallons	9	Required
12	Product Type	3	Required

Reset Layout | **Save Layout**

[Back] [Next]

If you are using the EPath template to file your schedule no changes are needed on this page and you can click **Next.**

Field Name is the column heading on the EPath Schedule.

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

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

Schedule Type	Carrier Name	Carrier FEIN	Mode	Point of Origin	Destination	Sold To Acquired From	Purchaser Seller FEIN	Date Shipped Received	Manifest Number	Gross Gallons	Product Type
5	A Purchas	999999999	J	SD	SD	A Carrier	999999999	02/08/2016	912345	200	284
5	A Purchas	999999999	J	SD	SD	A Carrier	999999999	02/11/2016	912345	200	284
5	A Purchas	999999999	J	SD	SD	A Carrier	999999999	02/19/2016	912345	200	290
6a	A Purchas	999999999	R	SD	AR	A Carrier	999999999	02/12/2016	912345	100	290
6b	A Purchas	999999999	J	SD	SD	A Carrier	999999999	02/17/2016	912345	200	284
6d	A Purchas	999999999	J	SD	SD	A Carrier	999999999	02/18/2016	912345	300	290
6d	A Purchas	999999999	J	SD	SD	A Carrier	999999999	02/18/2016	912345	200	284

❖ **When uploading a schedule into EPath the Data File Layout must match the uploaded schedule.**

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Data File Upload ➤

Filing FEB 2016 Return For 3000-1000 BP

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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.

Browse...

Add File

Step 1: Click Browse

Step 2: After you choose the file you wish to upload click Add File

Back   Next

Data File Upload ➤

Filing FEB 2016 Return For 3000-1000 BP

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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.

Note: A file aready exists for this return. If you would like use the existing file just click the 'Next' button without selecting another file.

Add File

Step 3: Click Next

Delete	File Number	Upload Date	File Name	File Size
Delete	1	6/17/2016 3:21:39 PM	H\Excel\Biodiesel Producer.csv	954

Back   Next

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

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Supplier File Preview

Supplier File Preview ➤

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Ethanol Producer
EP Summary
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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
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	WY
Success	5	A Carrier	123456789	J	SD	WY
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	6a	A Carrier	123456790	J	SD	SD

Back   Next

Click Next

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Example: Failed Download

View Results >

Step 1: If you get error messages click on View under Error Codes

Filing FEB 2016 Return For 3000-1000 BP

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These are the results of the upload

Result	Error Codes	Schedule Type	Carrier Name	Car
Failed	View	5	A Purchaser	99
Failed	View	5	A Purchaser	99
Failed	View	5	A Purchaser	99
Failed	View	6a	A Purchaser	99
Failed	View	6b	A Purchaser	99
Failed	View	6d	A Purchaser	99
Failed	View	6d	A Purchaser	99

Page 1 of 1 | Total Records: 7

Step 3: Click Back

Total Records: 7   View   Save

Step 2: Go directly to your schedule file on your computer, make the needed corrections, and save the file.

This will open a new window that describes the error.

Back   Next

	Motor Fuel Return Error Code Descriptions
109	You have entered an invalid Transaction Date. Transaction Date must be a valid date that occurrs during the reporting period

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Example: Failed Download Continued…

Supplier File Preview ➤

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Step 4: Click Back on the File Preview Page

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EP Summary
Verify Info

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
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	10	A Carrier	123456789	J	SD	WY
Success	10	A Carrier	123456789	J	SD	WY
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	6a	A Carrier	123456790	J	SD	SD

[Back] [Next]

Data File Upload ➤

Filing FEB 2016 Return For 3000-1000 BP

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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.

Note: A file aready exists for this return. If you would like use the existing file just click the 'Next' button without selecting another file.

[   ] [Browse...]

[Add File]

Delete	File Number	Upload Date	File Name	File Size
Delete	1	6/17/2016 3:21:39 PM	H\Excel\Biodiesel Producer.csv	954

[Back] [Next]

To Upload New File
- ✓ Click Browse
- ✓ Upload Corrected File
- ✓ Click Add File
- ✓ Click Next

Step 5: Click Delete and upload the corrected file

South Dakota Department of Revenue

Biodiesel Producer Return

TIP: Calculate entries before continuing on in the process.

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)	9,500	15,100
4. Total gallons of biodiesel sold to licensed purchaser during reporting period(Attach Uniform Schedule of Disbursements - Type 6a, 6b, 6d)	6,500	8,100
5. Total gallons of biodiesel sold to unlicensed purchaser during reporting period (Attach Uniform Schedule of Disbursements - Type 5)	3,000	7,000
6. Total gallons of biodiesel sold during reporting period (Add Lines 4 and 5)	9,500	15,100
7. Total gallons of biodiesel remaining in inventory at end of reporting period (Subtract Line 6 from Line 3)	0	0
BIODIESEL PRODUCTION	Clear Bio-Diesel	Dyed Bio-Diesel
8. Total gallons biodiesel sold during reporting period. (Record amount from Line 6 here)	9,500	15,100
9. Total gallons of biodiesel produced out of state		
10. Net gallons produced (Subtract Line 9 from Line 8)	9,500	15,100
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)	3,000	■
16. Fuel Tax Due (Multiply Line 15 by $0.28)	$840.00	■
TOTALS		
17. Tank Inspection Fee (Multiply Line 5 by $0.02)		$200.00
18. Total Taxes and Fees (Add Lines 16,17 and subtract Line 14)		$1,040.00
19. Interest		$31.20
20. Penalty		$104.00
21. Total taxes and fees for this reporting period (Add Lines 18, 19, and 20)		$1,175.20

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

Step 2: Click Calculate

Step 3: Click Next

Calculate   Back   Next

South Dakota Department of Revenue

Biodiesel Producer Return

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Biodiesel Producer
BP Summary ➤
Payment Method
Make Payment
Verify Info

BIODIESEL INVENTORY & SALES	Clear Bio-Diesel	Dyed Bio-Diesel
1. Total gallons of biodiesel in producer's inventory at beginning of reporting period	0	0
2. Total gallons of biodiesel produced during reporting period	0	0
3. Subtotal gallons of biodiesel (Add Lines 1 and 2)	0	0
4. Total gallons of biodiesel sold to licensed purchaser during reporting period (Attach Uniform Schedule of Disbursements - Type 6a, 6b, or 6d)	6,500	8,100
5. Total gallons of biodiesel sold to unlicensed purchaser during reporting period (Attach Uniform Schedule of Disbursements - Type 5)	3,000	7,000
6. Total gallons of biodiesel sold during reporting period (Add Lines 4 and 5)	9,500	15,100
7. Total gallons of biodiesel remaining in inventory at end of reporting period (Subtract Line 6 from Line 3)	-9,500	-15,100

BIODIESEL PRODUCTION	Clear Bio-Diesel	Dyed Bio-Diesel
8. Total gallons biodiesel sold during reporting period. (Record amount from Line 6 here)	9,500	15,100
9. Total gallons of biodiesel produced out of state	0	0
10. Net gallons produced (Subtract Line 9 from Line 8)	9,500	15,100

TAXES AND FEES DUE	Clear Bio-Diesel	Dyed Bio-Diesel
11. Total gallons of ethanol/methanol used to produce biodiesel	0	0
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)	3,000	
16. Fuel Tax Due (Multiply Line 15 by $0.28)	$840.00	

TAXES AND FEES DUE		
17. Tank Inspection Fee (Multiply Line 5 by $0.02)		$200.00
18. Total Taxes and Fees (Add Lines 16,17 and subtract Line 14)		$1,040.00
19. Interest		$31.20
20. Penalty		$104.00
21. Total taxes and fees for this reporting period (Add Lines 18, 19, and 20)		$1,175.20

[Back] [Next]

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

Click Next

South Dakota Department of Revenue

Example: Returns with Tax Due

On the Payment Method page you have the option to pay the tax amount due on your Biodiesel Producer Return. If no tax is due you will not reach this page.

Payment Method ➤

Select the Payment Method you will be using

○ ACH Debit ❓

○ ACH Credit ❓

○ Credit Card VISA MasterCard DISCOVER

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.)

File Preview
EB Summary
Payment Method ➤
Make Payment
Verify Info

Step 1: Choose a Payment Method

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

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Verify Information ➤

Data Entry
Biodiesel Produce
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:	3000-1000-BP	**Period:**	02/2016
Name:	WONDER WOMAN CORPORATIONS	**Return Due Date:**	3/23/2016
File Code:	Required Calendar Monthly	**Return Type:**	BP - Original
		Total Tax Due:	$1,040.00
		Interest/Penalty:	$135.20
		Total Due:	$1,175.20
		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: [●●●●●●●●●]

[Back] [Submit]

Reminder: Clicking Submit will finalize the filing process. Make sure to look everything over one last time.

South Dakota Department of Revenue

Confirmation Information ➤

Confirmation	
Confirmation Number:	117251341694570807
Date Submitted:	Jun 09, 2016 5:25 PM

Return	
License:	3000-1000-BP
Period:	02/2016
Return Type:	BP- Original
Return Due Date:	Mar 23, 2015
Total Amount Due:	$1,175.20

View/Print Full Return

[Print] [Main Menu]

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

Find additional information and instructions for using EPath at: **http://dor.sd.gov/epath/**

Questions?

Call: **605.773.8178**
Email: **sdmotorfuel@state.sd.us**