SOUTH DAKOTA DEPARTMENT OF REVENUE

Filing a Return as an Ethanol Broker (Upload File Containing Data Method)



Benefits of EPath

- File and pay at <u>www.sd.gov/epath</u>
- 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

<u>Features</u>

- 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



EPath Help Login > Log in to your Account Username: Password: ACCESS
EPATH HELP
FROM EVERY
SCREEN 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

TIP: Each **1** has help information. Simply point to the **1** to display the information.

Main Menu >

File and Pay.

- ▶ File and Pay your Return 6
- ▶ Upload Additional Documentation

Amend a Return 6

Pay Outstanding Balance.

► Payment Only 🐧

Select an account function to perform.

- ► Add/Edit User Accounts **6**
- **▶** Cancel Licenses
- ▶ Print License Card

View History.

- ▶ View Account Activity 1
- ▶ View Pending Items <a>®

- ► Change Profile **①**
- ▶ Add a License
- Renew your Alcohol Tax License
- ▶ View/Edit Pending Electronic Payments ①
- ▶ View Deleted Electronic Payments <a>®

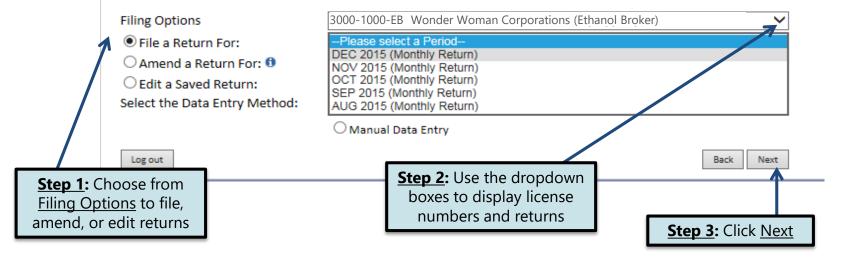


Tax Return Filing Menu >

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.

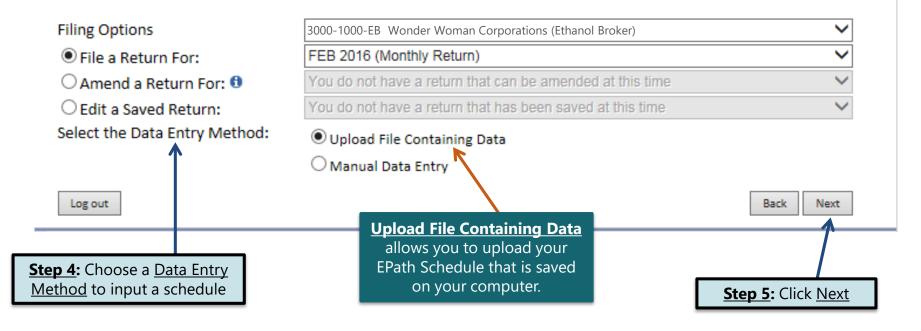


Tax Return Filing Menu >

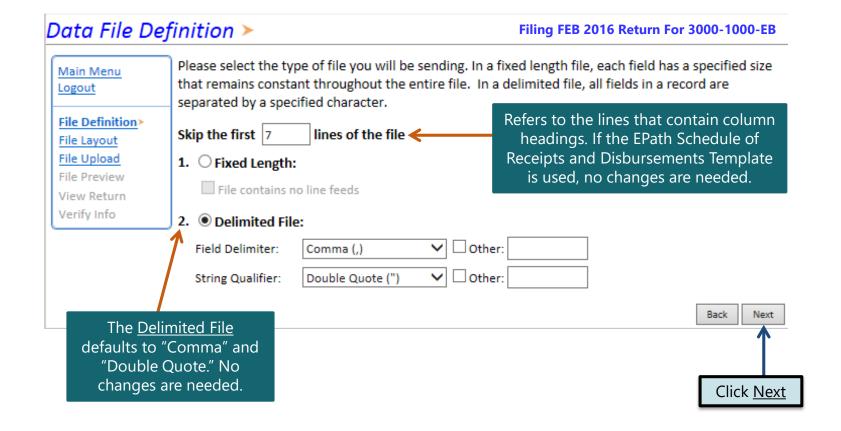
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Example: Upload a File Containing Data



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.

Schedule Type	<u>Description</u>	Line of Return				
2b	2b This schedule type will report gallons received with tax unpaid.					
6a	This schedule type will report gallons sold tax exempt to licensed exporters for an out-of-state destination.	2				
8	This schedule type will report gallons sold tax exempt to U.S. Government entities.	3				
10	This schedule type will report gallons sold to other tax exempt entities.	4				
5	This schedule type will report gallons sold/delivered with tax collected.	5				

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
В	Barge
PL	Pipeline

Filing FEB 2016 Return For 3000-1000-EB Data File Lavout > Describe the fields in your file using this section. Use the arrow buttons to reorder the fields. When Main Menu using a fixed-length file, specify the length of each field in your file. You may remove any non-Logout mandatory fields that are not in your file by checking the box in the right-hand column. File Definition Position Field Name Size Include File Layout> File Upload 1 🗸 Schedule Type File Preview Carrier Name Required Carrier FFIN Required Required Mode Origin State Required **Destination State** Required **Position** refers to the Sold To Required column on the schedule Purchaser FEIN Required that is uploaded into EPath. Transaction Date Required Manifest Number Required 11 🗸 Gross Gallons Required

Product Type

Reset Layout | Save Layout

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 <u>Position</u> number for each <u>Field Name</u> 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.

<u>Step 2</u>: If the layout changes, click <u>Save Layout</u> before clicking Next

12 🗸

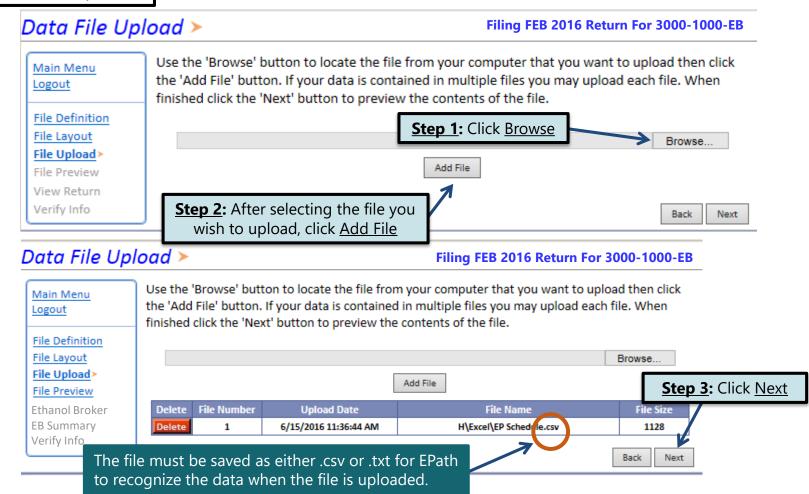
When uploading a schedule into EPath, the Data File Layout must match the uploaded schedule.

	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	99999999	J	SD	SD	A Carrier	99999999	02/11/2016	912345	200	284
	5	A Purchas	99999999	J	SD	SD	A Carrier	99999999	02/19/2016	912345	200	290
•	6a	A Purchas	99999999	R	SD	AR	A Carrier	99999999	02/12/2016	912345	100	290
	6b	A Purchas	99999999	J	SD	SD	A Carrier	99999999	02/17/2016	912345	200	284
	6d	A Purchas	99999999	J	SD	SD	A Carrier	99999999	02/18/2016	912345	300	290
	6d	A Purchas	999999999	J	SD	SD	A Carrier	999999999	02/18/2016	912345	200	284

Required

Back

Example: Data File Upload



Example: Supplier File Preview

Supplier File Preview >

Filing FEB 2016 Return For 3000-1000-EB

Main Menu Logout

File Definition
File Layout
File Upload
File Preview

EB Summary
Payment Method
Make Payment
Verify Info

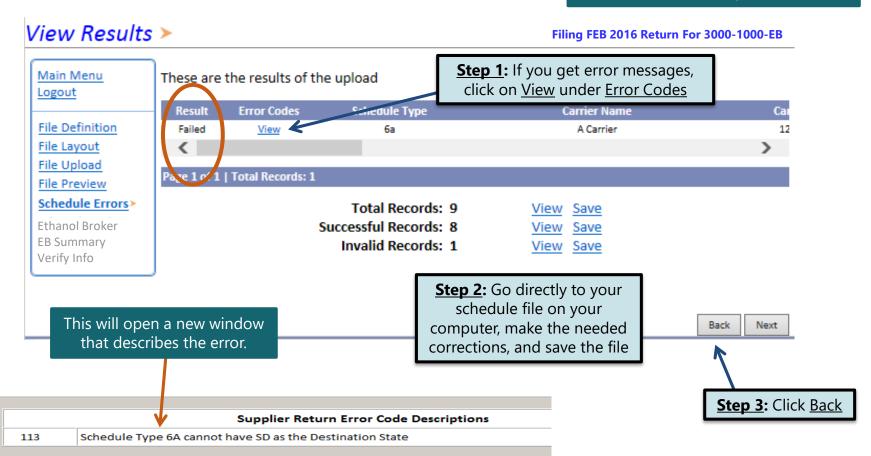
Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not lick the back button and reimport the corrected file.

Result	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination S	tate
Success	5	A Purchaser	999999999	J	SD	SD	
Success	5	A Purchaser	999999999	J	SD	SD	
Success	5	A Purchaser	999999999	J	SD	SD	
Success	6A	A Purchaser	999999999	R	SD	AR	
Success	2B	A Purchaser	999999999	J	SD	SD	
Success	2B	A Purchaser	999999999	J	SD	SD	
Success	2B	A Purchaser	999999999	J	SD	SD	
 -							-



Example: Failed Download

If you did not get any error messages, click <u>Next</u> and also skip the next slide.



Example: Failed Download... Continued

Supplier File Preview >

Filing FEB 2016 Return For 3000-1000-EB

>

Next

Back

Main Menu Logout 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.

File Definition
File Layout
File Upload
File Preview
Ethanol Broker
EB Summary
Verify Info

Schedule Type Carrier Name Carrier FEIN Origin State Destination State Success 5 123456789 SD SD A Carrier A Carrier 123456789 SD SD Success A Carrier 123456789 SD Success Success 10 A Carrier 123456789 WY A Carrier 123456789 WY Success Success 5 A Carrier 123456789 Success A Carrier 123456789 SD SD A Carrier 123456789 SD SD Success A Carrier 123456790 SD SD

Step 4: Click <u>Back</u> on the <u>File Preview</u> Page

Step 5: Click <u>Delete</u> and upload the corrected file



Filing FEB 2016 Return For 3000-1000-EB

Browse

Main Menu
Logout

File Definition
File Layout
File Upload>
File Preview
Schedule Errors
Ethanol Broker
EB Summary
Verify Info

Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If you 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 areadly exist for this return. If you would like use the existing file just click the 'Next' button without selecting another file

Delete I le 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 a new file:

- 1. Click Browse
- 2. Upload corrected file
- 3. Click Add File
- 4. Click Next

EPATH - Motor Fuel >

Filing FEB 2016 Return For 3000-1000-EB

Main Menu Logout

File Definition
File Layout
File Upload
File Preview

EB Summary>

Payment Method Make Payment Verify Info

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

Ethanol Broker Return

_	ETHYL ALCOHOL & SALES	
	Total gallons of ethyl alcohol received from the Ethanol Producer and licensed Ethanol Broke resale (Schedule Type 2b)	er for 700
	Total gallons of ethyl alcohol sold to a licensed exporter for export.	100
	3. Total Gallons of ethyl alcohol sold to a U.S. government.	0
	4. Total gallons of ethyl alcohol sold to a licensed Ethanol Broker for resale.	0
	5. Total taxable gallons (Subtract Line 2, 3, and 4 from Line 1)	600
	TAXES AND FEES DUE	
	6. Subtotal taxable gallons of ethyl alcohol	600
	7. Allowance (if filing on time) (Multiply Line 6 by 0.0225)	0
_	8. Total taxable gallons (Subtract Line 7 from Line 6)	600
	9. Tax Rate	\$0.14
	10. Taxes Due (Multiply Line 8 by Line 9)	\$84.00
	11. Tank Inspection Fee (Multiply Line 6 by 0.0200)	\$12.00
	12. Total Taxes and Fees Due	\$96.00
	13. Interest (if filing after due date)	\$6.92
	14. Penalty (if filing after due date)	\$10.00
	15. Grand Total (Add Lines 12 and 13, and add or subtract Line 14)	\$112.92
		Back Next

Click Next

Example: Returns with Tax Due

Step 1: Choose a Payment Method On the <u>Payment Method</u> 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 FEB 2016 Return For 3000-1000-EB

Step 2: Follow the prompts to

make a payment, if you choose to make a payment at this time

Main Menu Logout

File Definition

File Layout

File Upload

File Preview

EB Summary

Payment Method>

Make Payment Verify Info

Select the Payment Method you will be using

OACH Debit @

O ACH Credit @

O Credit Card VISA COMPANY



A hon-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.)

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 >

Main Menu Logout

File Definition

File Layout

File Upload

File Preview

EB 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-EB

Name: WONDER WOMAN CORPORATIONS

File Code: Required Calendar Monthly

Period: 02/2016

Return Due Date: 3/23/2016

Return Type: EB - Original

Total Tax Due: \$96.00 Interest/Penalty: \$16.92 Total Due: \$112.92 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:

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-EB

Period: 02/2016

Return Type: EB – Original Return Due Date: Mar 20, 2016

Total Amount Due: \$112.92

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.

View/Print Full Return

Print

Main Menu

Questions?



South Dakota Department of Revenue



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