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

August 2020

Benefits of EPath

- File and pay at www.sd.gov/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 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]

Access EPath Help from every screen

Main Menu ➤

File and Pay.
- ▸ **File and Pay your Return** ⓘ
- ▸ **Upload Additional Documentation** ⓘ

        ▸ **Amend a Return** ⓘ

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 Tax License**

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

        ▸ **View/Edit Pending Electronic Payments** ⓘ
        ▸ **View Deleted Electronic Payments** ⓘ

Main Menu ➤

File and Pay:
- ► File and Pay your Return ⓘ
- ► Upload Additional Documentation ⓘ
- ► Amend a Return ⓘ
- ► Cigarette Stamp Order ⓘ

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: ⓘ
- ○ Edit a Saved Return:

Select the Data Entry Method:

3000-1000-EB Wonder Woman Corporations (Ethanol Broker) ▼

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

Step 2: Use the dropdown boxes to display license numbers and returns

Step 3: Click <u>N</u>ext

Tax Return Filing Menu ➤

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

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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-EB Wonder Woman Corporations (Ethanol Broker)	⌄
FEB 2016 (Monthly Return)	⌄
You do not have a return that can be amended at this time	⌄
You do not have a return that has been saved at this time	⌄

- ◉ Upload File Containing Data
- ○ Manual Data Entry

Log out   Back Next

Step 4: Choose a Data Entry Method to input a schedule

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

Step 5: Click Next

Example: Upload a File Containing Data

Data File Definition ➤

Filing FEB 2016 Return For 3000-1000-EB

Main Menu
Logout

File Definition ➤
File Layout
File Upload
File Preview
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 Delimited File defaults to "Comma" and "Double Quote." No changes are needed.

Back | Next

Click Next

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	Description	Line of Return
2b	This schedule type will report gallons received with tax unpaid.	1
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.

Mode	Description
J	Truck
R	Rail Car
B	Barge
PL	Pipeline

Data File Layout ➤

Main Menu
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File Definition
File Layout ➤
File Upload
File Preview
View Return
Verify Info

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.

Position	Field Name	Size	Include
1 ⌄	Schedule Type	2	Required
2 ⌄	Carrier Name	100	Required
3 ⌄	Carrier FEIN	10	Required
4 ⌄	Mode	2	Required
5 ⌄	Origin State	2	Required
	Destination State	2	Required
	Sold To	100	Required
	Purchaser FEIN	10	Required
	Transaction Date	8	Required
	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.

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

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.

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

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	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

Example: Data File Upload

Data File Upload ➤

Filing FEB 2016 Return For 3000-1000-EB

Main Menu
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File Definition
File Layout
File Upload ➤
File Preview
View Return
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 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.

Step 1: Click <u>Browse</u>

Browse...

Add File

Step 2: After selecting the file you wish to upload, click <u>Add File</u>

Back | Next

Data File Upload ➤

Filing FEB 2016 Return For 3000-1000-EB

Main Menu
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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 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 3: Click <u>Next</u>

Delete	File Number	Upload Date	File Name	File Size
Delete	1	6/15/2016 11:36:44 AM	H\Excel\EP Schedule.csv	1128

Back | Next

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

Example: Supplier File Preview

Supplier File Preview ➤

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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 click the back button and reimport the corrected file.

Result	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination State
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

Back   Next

Click Next

Example: Failed Download

View Results ➤

Filing FEB 2016 Return For 3000-1000-EB

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Schedule Errors ➤
Ethanol Broker
EB Summary
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These are the results of the upload

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

Result	Error Codes	Schedule Type	Carrier Name	Ca
Failed	View	6a	A Carrier	12

Page 1 of 1 | Total Records: 1

Total Records: 9	View	Save
Successful Records: 8	View	Save
Invalid Records: 1	View	Save

This will open a new window that describes the error.

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

Back   Next

Step 3: Click Back

Supplier Return Error Code Descriptions	
113	Schedule Type 6A cannot have SD as the Destination State

Example: Failed Download... Continued

Supplier File Preview ›

Filing FEB 2016 Return For 3000-1000-EB

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EB 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

Step 4: Click Back on the File Preview Page

Back Next

Step 5: Click Delete and upload the corrected file

Data File Upload ›

Filing FEB 2016 Return For 3000-1000-EB

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Schedule Errors
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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 already 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 a new file:
1. Click Browse
2. Upload corrected file
3. Click Add File
4. Click Next

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File Preview
EB Summary ›
Payment Method
Make Payment
Verify Info

Ethanol Broker Return

ETHYL ALCOHOL & SALES	
1. Total gallons of ethyl alcohol received from the Ethanol Producer and licensed Ethanol Broker for resale (Schedule Type 2b)	700
2. 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

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

Click Next

Example: Returns with Tax Due

Step 1: Choose a Payment Method

On the Payment Method 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

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File Layout
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Payment Method➤
Make Payment
Verify Info

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.)

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

Verify Information ➤

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	**Period:**	02/2016
Name:	WONDER WOMAN CORPORATIONS	**Return Due Date:**	3/23/2016
File Code:	Required Calendar Monthly	**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:	11724104169457O824
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

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 <u>View/ Print Full Return</u> to print your return.

Questions?

South Dakota
Department of Revenue

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