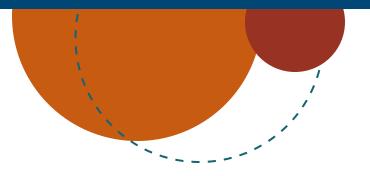


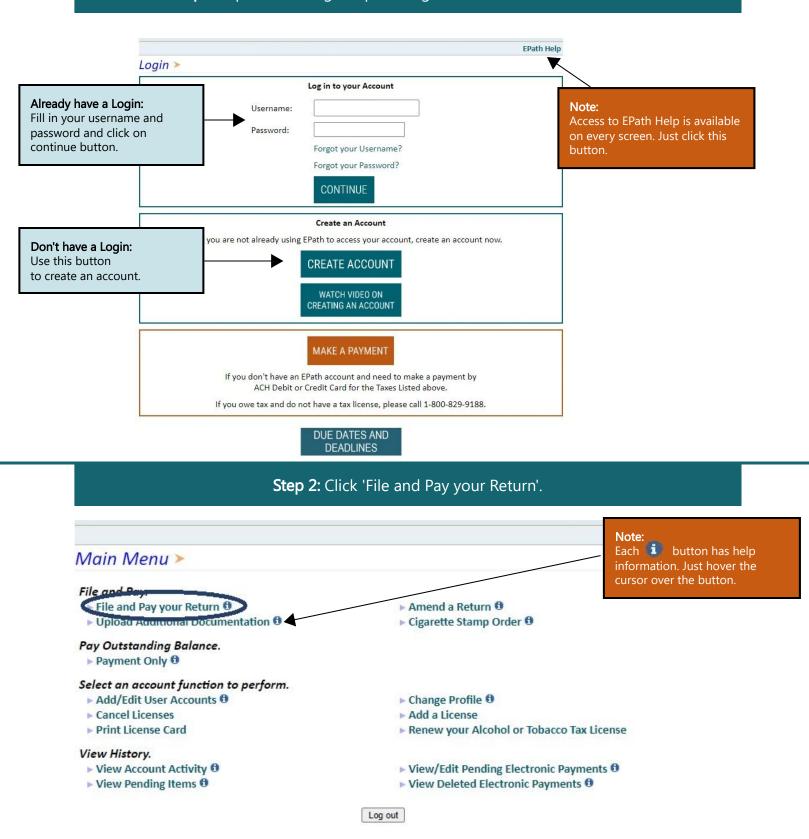
# Ethanol Broker Upload Data EPath Filing Guide

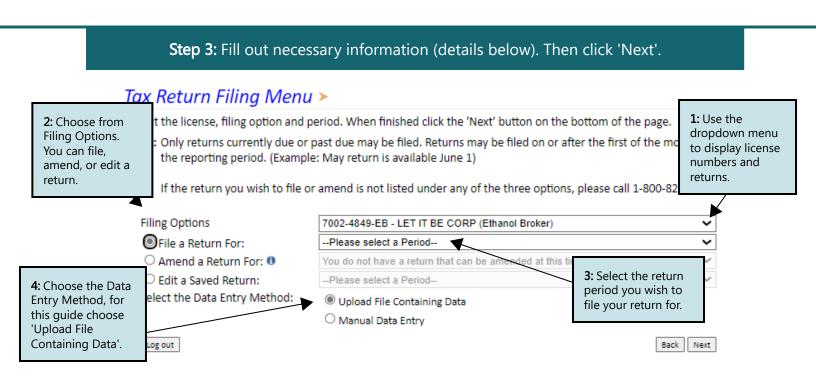


July 2024 • Ethanol Broker Upload Data EPath Filing Guide

## How to File and Pay your Return

Step 1: Open <u>www.sd.gov/epath</u>. Log in or Create Account in EPath.





## Step 4: Fill out necessary information (details below). Then click 'Next'.

## Data File Definition >

#### FILING AUG 2023 RETURN FOR: 7002-4849-EB

Main Menu Logout	Please select the type of file you will be sending. In a fixed that remains constant throughout the entire file. In a deli separated by a specified character.	<b>e</b>
File Definition > File Layout File Upload File Preview LPG Vendor	Skip the first 7 lines of the file	<b>1:</b> Determine the amount of lines to skip, depending on where you want EPath to start pulling your recorded data.
LV Summary Verify Info	File contains no line feeds  Delimited File:  Field Delimiter: Comma (,)  Other:	
2: Select 'Delimited Nothing in this sect needs to be change	tion	Back

## Step 5: 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

## **Step 6:** 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
L	Truck
R	Rail Car
В	Barge
PL	Pipeline

## Step 7: Data File Layout.

## Data File Layout >

#### FILING AUG 2023 RETURN FOR: 7002-4849-EB

Main Menu Logout	using a fixed	e fields in your file using this section. I-length file, specify the length of ea fields that are not in your file by chec	ch field in your file. You	u may remove any	<b>1:</b> Enter the <u>Position</u> number for each <u>Field Name</u> as they appear on your EPath
File Definition File Layout >	Position	Field Name	Size	Include	schedule. In the example below, the first column would
File Upload	1 🗸	Schedule Type	2	Required	be Position 1, so you want to
File Preview LPG Vendor	2 🗸	Carrier Name	100	Required	match the Field Name to the
LV Summary	3 🗸	Carrier FEIN	10	Required	column heading.
Verify Info	4 🗸	Mode	2	Required	
	5 🗸	Origin State	2	Required	
Position refers to the	6 🗸	Destination State	2	Required	Field Name is the column heading on
column on the schedule that is	7 🗸	Sold To	100	Required	the EPath schedule.
uploaded into EPath.	8 🗸	Purchaser FEIN	10	Required	
	9 🗸	Transaction Date	8	Required	
	10 🗸	Customer/Manifest Number	15	Required	
	11 🗸	Gross Gallons	9	Required	
	12 🗸	Product Type	3	Required	
	Reset Layou	t   Save Layout			
<b>2:</b> If the layout changes, click 'Save Layout' befor clicking 'Next'.				[	Back Next

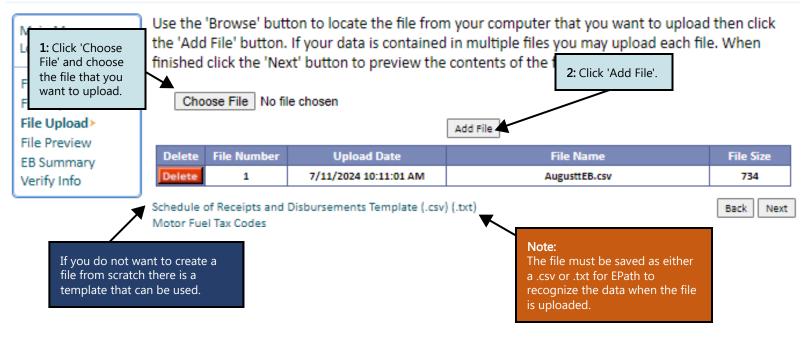
When uploading a schedule into EPath, the data file layout must match the uploaded schedule.

Schedule Type	Carrier Name	Carrier FIEN	Mode	Point of Origin	Destinati on	Sold to Acquired From	Purchase r Seller FIEN	Date Shipped/ Received	Manifest Number	Gross Gallons	Product Type
2b	A Purchaser	1.23E+08	J	SD	SD	A Carrier	1.23E+08	08/01/2023	12345	200	123
6a	A Purchaser	1.23E+08	J	SD	SD	A Carrier	1.23E+08	08/02/2023	12345	200	123
6a	A Purchaser	1.23E+08	J	SD	SD	A Carrier	1.23E+08	08/03/2023	12345	200	123
8	A Purchaser	1.23E+08	R	SD	AR	A Carrier	1.23E+08	08/04/2023	12345	100	123
10	A Purchaser	1.23E+08	J	SD	SD	A Carrier	1.23E+08	08/05/2023	12345	200	123
5	A Purchaser	1.23E+08	J	SD	SD	A Carrier	1.23E+08	08/06/2023	12345	300	123
5	A Purchaser	1.23E+08	J	SD	SD	A Carrier	1.23E+08	08/07/2023	12345	200	123

## Step 8: Upload your data file, when finished uploading click 'Next'.

## Data File Upload >

#### FILING AUG 2023 RETURN FOR: 7002-4849-EB



**Step 9:** Verify that the download was successful. If it is not successful move to next step. If it was successful click 'Next' and skip to step to step 11.

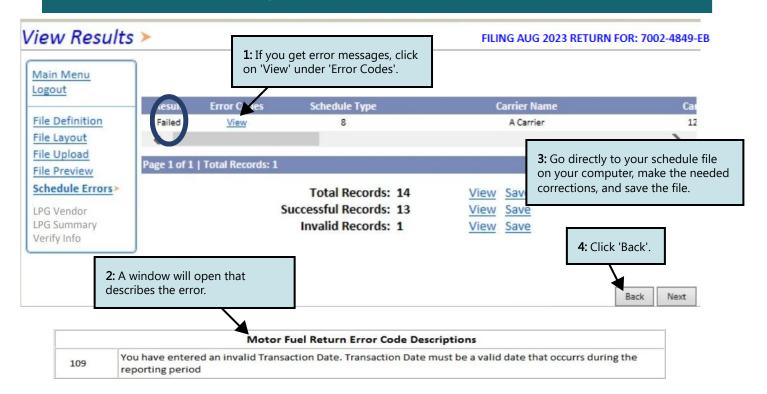
## Supplier File Preview >

#### FILING AUG 2023 RETURN FOR: 7002-4849-EB

-							
le Definition	Result	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination State
File Layout File Upload	Success	6d	A Carrier	123456789	J	SD	SD
	Success	d	A Carrier	123456789	1	SD	SD
	Success	8	A Carrier	123456789	1	SD	SD
le Preview>	Success	8	A Carrier	123456789	1	SD	SD
quefied N. Gas	Success	8	A Carrier	123456789	1	SD	SD
N Summary	Success	7	A Carrier	123456789	1	SD	TX
erify Info	Success	7	A Carrier	123456789	1	SD	FL
	Success		A Carrier	123456789	1	SD	AK
	Success	7	A Carrier	123456789	J	SD	ND

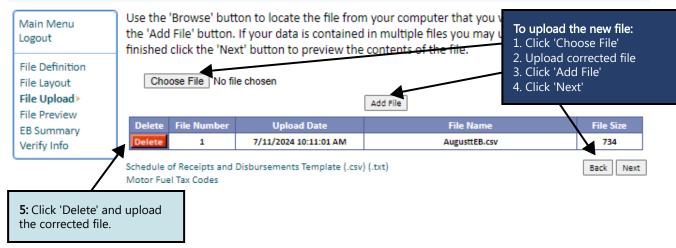
Back Next

## Step 10: Resolving a failed download.



## Data File Upload >

#### FILING AUG 2023 RETURN FOR: 7002-4849-EB



## Step 11: Review all information then click 'Next'.

## EPATH - Motor Fuel >

FILING AUG 2023 RETURN FOR: 7002-4849-EB

Main Menu Logout	Ethanol Broker Return				
File Definition	ETHYL ALCOHOL & SALES				
File Layout File Upload	1. Total gallons of ethyl alcohol received from the Ethanol Producer and licensed Ethanol Broker for resale (schedule Type 2b)	200			
File Preview	2. Total gallons of ethyl alcohol sold to a licensed exporter for export.	400			
EB Summary>	3. Total Gallons of ethyl alcohol sold to a U.S. government.	100			
Payment Method	4. Total gallons of ethyl alcohol sold to a licensed Ethanol Broker for resale.	200			
Make Payment	5. Total taxable gallons (Subtract Line 2, 3, and 4 from Line 1)	-500			
Verify Info	TAXES AND FEES DUE				
veniyimo	6. Subtotal taxable gallons of ethyl alcohol	500			
	7. Allowance (if filing on time) (Multiply Line 6 by 0.0225)	0			
	8. Total taxable gallons (Subtract Line 7 from Line 6)	500			
	9. Tax Rate	\$0.14			
	10. Taxes Due (Multiply Line 8 by Line 9)	\$70.00			
	11. Tank Inspection Fee (Multiply Line 6 by 0.0200)	\$10.00			
	12. Total Taxes and Fees Due	\$80.00			
	13. Interest (if filing after due date)	\$13.00			
	14. Penalty (if filing after due date)	\$10.00			
	15. Grand Total (Add Lines 12 and 13, and add or subtract Line 14)	\$103.00			
	В	ack Next			

## **Step 12:** Payment, if no tax is due you will not reach this page. After filling out all necessary information click 'Next'.

## Payment Method >

#### FILING AUG 2023 RETURN FOR: 7002-4849-EB

Main Menu	Select the Payment Method you will be using	
Logout	OACH Debit <sup>(2)</sup> If you cho	ose ACH
File Definition	O ACH Credit @ Credit you credit Credit you reach out	ı have to to your bank
File Layout		est they send
File Upload	Credit Card payments are processed by Elavon Inc. You will be taken to Elavon's site to enter your creative amount	
File Preview	card information after you submit your return.	
LPG Vendor		
LV Summary	O No Payment at this time. (Interest will apply to late payments.)	
Payment Method>		
Make Payment	Payment Calendar	
Verify Info	Back Next	

## Step 13: Review all information, type in your password, then click 'Next'.

#### Verify Information >

Main Menu Logout	,	your Return information. Use the section of the sec		elect a link from the side			
MK File Upload MK File Preview Supporting Doc. Marketer Refund MK Summary Verify Info >	To submit you the 'Submit' k Return Inform		ment', enter your lo				
	License: Name: File Code:	7002-4856-MK LET IT BE CORP Required Calendar Monthly	Period: Return Due Date: Return Type: Refund Amount: Interest/Penalty: Total Refund: Payment Type:	8/1/2023 To 8/31/2023 N/A MK - Original \$2,632.00 N/A \$2,632.00			
	Filing Agreem						
	examined by m		and belief is in all things	true and correct. I understand			
		Back	Submit				

**Step 14:** Confirmation page will appear that will allow you to print the return should you want to. You may also check your account activity to verify that you successfully completed your return.

#### View History.

- View Account Activity <sup>1</sup>
- View Pending Items <sup>1</sup>

Have Additional Questions: Call: 605-773-8178 Email: sdmotorfuel@state.sd.us