



File Return: Sales & Contractor's Excise Tax

Contact Information

Email: EPath@state.sd.us

Sales, Use and Contractor's Excise Tax Returns:

Phone 1.800.829.9188 Option 1

Email: bustax@state.sd.us

911 Emergency Surcharge Returns:

Phone 1.800.829.9188 Option 1

Email: dor.911@state.sd.us

Motor Fuel Returns:

Phone 605.773.4109

Bank Franchise Tax (Special Taxes)

Phone 1.800-829-9188 Option 2

Access Make a Payment at:

<http://dor.sd.gov>

or <http://sd.gov/epath>

File and Pay at:

<http://sd.gov/epath>

File Return/Payment

- File a Return – Use this to file a return for any reporting period listed under this option
- Amend a Return – Use this to amend a previously filed return for any reporting period (for information see the Help for Amending a Return.)
- Edit a Saved Return – Use this to complete and submit a return you started but did not finish.

1. Select **File or Amend Return/Payment** from the EPath Main Menu.

From this option you may file the original return or an amended return and submit a payment.

Main Menu >

~~File and/or pay taxes.~~

▶ [File or Amend Return/Payment](#) ⓘ

▶ [Payment Only](#) ⓘ

▶ [Upload Additional Documentation](#) ⓘ

Select an account function to perform.

▶ [Add/Edit User Accounts](#) ⓘ

▶ [Change Profile](#) ⓘ

▶ [Cancel Licenses](#)

▶ [Add a License](#)

View History.

▶ [View Account Activity](#) ⓘ

▶ [View/Edit Pending Electronic Payments](#) ⓘ

▶ [View Pending Items](#) ⓘ

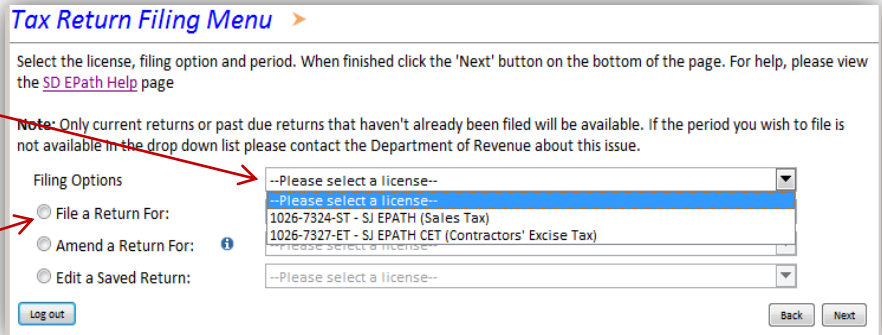
▶ [View Deleted Electronic Payments](#) ⓘ

Log out

2. Select the license number.

Use the drop down box to display all licenses in your EPath account.

3. Select File a Return, Edit a Saved Return, or Amend a Return.



Tax Return Filing Menu >

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page. For help, please view the [SD EPath Help](#) page

Note: Only current returns or past due returns that haven't already been filed will be available. If the period you wish to file is not available in the drop down list please contact the Department of Revenue about this issue.

Filing Options

☐ File a Return For:

☐ Amend a Return For: ⓘ

☐ Edit a Saved Return:

Log out

Back Next

--Please select a license--

--Please select a license--

1026-7324-ST - SJ EPATH (Sales Tax)

1026-7327-ET - SJ EPATH CET (Contractors' Excise Tax)

--Please select a license--

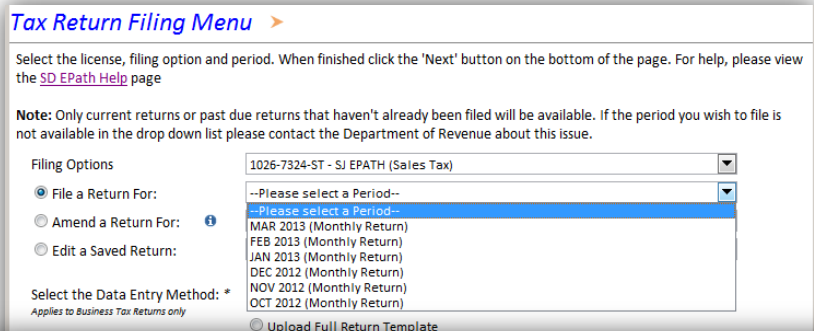
Edit a Saved Return – All returns started, but not submitted, will show in the drop down box.

When you open a return, it is automatically saved. If you do not complete and submit the return, you may access it through Edit a Saved Return. You may change, delete, or add information necessary to complete the return and payment.

File a Return – All returns due or past due will show in the drop down box.

4. Select the reporting period to file.

All returns are automatically saved.



Tax Return Filing Menu >

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page. For help, please view the [SD EPath Help](#) page

Note: Only current returns or past due returns that haven't already been filed will be available. If the period you wish to file is not available in the drop down list please contact the Department of Revenue about this issue.

Filing Options

☒ File a Return For:

☐ Amend a Return For: ⓘ

☐ Edit a Saved Return:

Select the Data Entry Method: *

Applies to Business Tax Returns only

Upload Full Return Template

1026-7324-ST - SJ EPATH (Sales Tax)

--Please select a Period--

--Please select a Period--

MAR 2013 (Monthly Return)

FEB 2013 (Monthly Return)

JAN 2013 (Monthly Return)

DEC 2012 (Monthly Return)

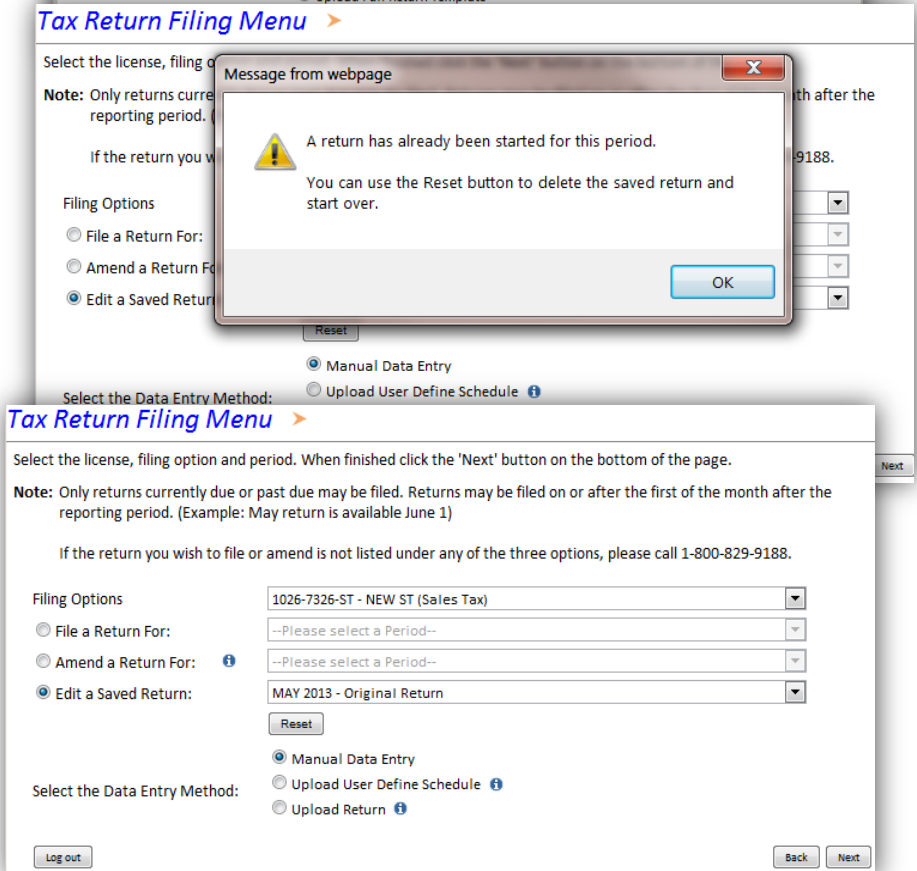
NOV 2012 (Monthly Return)

OCT 2012 (Monthly Return)

If you select a return that was previously started, but not submitted, you are given an option to "Reset" the return, which means all previously entered amounts will be removed.

To Reset, or remove any previously entered data, Click OK, Click Reset, Click OK, then select File a Return and select the return.

To continue with the return as previously started click okay, select the Data Entry Method, and click Next.



Tax Return Filing Menu >

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page. For help, please view the [SD EPath Help](#) 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:

Reset

Manual Data Entry

Upload User Define Schedule ⓘ

Upload Return ⓘ

Log out

Back Next

1026-7326-ST - NEW ST (Sales Tax)

--Please select a Period--

--Please select a Period--

MAY 2013 - Original Return

Message from webpage

A return has already been started for this period.

You can use the Reset button to delete the saved return and start over.

OK



File Return: Sales & Contractors Excise Tax

5. Select the Data Entry Method.

- Sales, Use, and Contractor's Excise Tax:
 - Manual Data Entry – you type in all information on the return
 - Upload User Define Schedule – use a .csv or .txt file to upload data on the return that contain that uses a “Code” such as the special jurisdiction tax or city taxes. You will manually enter date for gross sales, use tax and deductions.
 - Upload Return – Use a template provided by the Department to upload the entire return or any part of the return, manually enter any data that is not included in the upload.

See EPath Help Guides for Upload instructions.

- MOTOR FUEL: - Upload File Containing Data or Manual Data Entry
- 911 Emergency Surcharge licenses - Select Next, an upload option for E9 licenses is provided for the 911 Emergency Surcharge data on the next page.

6. Enter Return Data for Sales, Use and Contractors Excise tax returns

No receipts to report? Click No after the question “Do you have anything to report for this period?” then click next. You will go directly to the return summary page, click next and enter your password to submit a return indicating “0” receipts. If the return is filed late, you may have a penalty charge, if so the penalty will show on the summary and you will be asked for payment information prior to submitting the return.

Filing Activity	
If you have nothing to report on this return select 'No', then select 'Next'	
Do you have anything to report for this period? <input checked="" type="radio"/> Yes <input type="radio"/> No	
A. Sales & Use Tax	Amount

Section A. Sales and Use Tax

If you have Special Jurisdiction taxable receipts to report - see the Help Guides for Special Jurisdiction Reporting. If you uncheck the Special Jurisdiction box #4, all amounts will be removed from the special jurisdiction taxable column.

Tax amounts are calculated for you.

- Calculate will calculate and display the tax due amounts.
- Next – will calculate and go to the next screen.

Line 5 is Line 1 plus line 2 minus line 3 minus all amounts reported under the Special Jurisdiction listings.

Line 6 is a total of the tax due for Special Jurisdiction Reporting plus Line 5.

A. Sales & Use Tax		Amount			
1. Gross Sales		100000.00			
2. Use Taxable		7000			
3. Non-Taxable Sales		3000			
4. <input checked="" type="checkbox"/> Do you have taxable amounts to report for Special Jurisdictions (Indian Country including Reservations)?					
Special Jurisdiction Reporting		Taxable	Code	Rate	Tax Due
Cheyenne River Sioux Tribe-ST		20000	408-4	4.50%	\$900.00
Crow Creek Sioux Tribe-ST		0.00	417-4	4.50%	\$0.00
Oglala Sioux Tribe-ST		0.00	411-4	4.50%	\$0.00
Rosebud Sioux Tribe-ST		0.00	412-4	4.50%	\$0.00
Standing Rock Sioux Tribe-ST		0.00	413-4	4.50%	\$0.00
5. <input type="checkbox"/> Do you have taxable amounts to report for Special Jurisdictions (Indian Country including Reservations) prior to June 1, 2016?					
<input type="checkbox"/> Show Old Sales Tax Calculations?					
6. State Sales and Use Taxable beginning June 1, 2016		\$84,000.00	4.50%		\$3,780.00
8. Total Sales and Use Tax Due					\$4,680.00

B. City Tax

All cities reported on your last return will be displayed on the current return.

If your city is not listed you may add the city by:

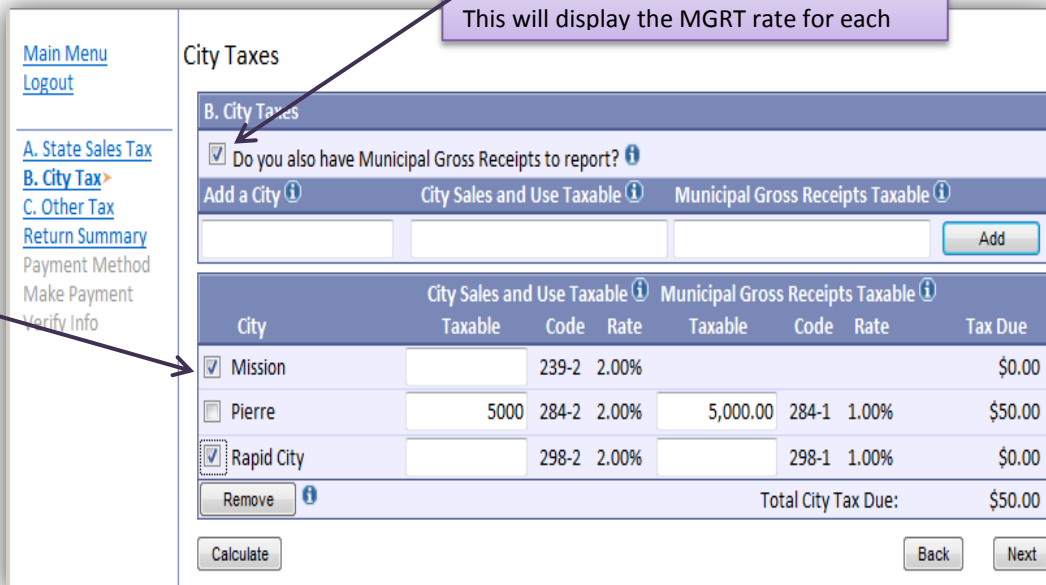
- Typing the city name in the Add a City box,
- Use the drop down list to select your city, or
- Entering the first 3 digits of the city code in the Add a City box

Enter the taxable amounts and click Add. The city and tax amounts will display in the city schedule.

If you Uncheck the Municipal Gross Receipts box all amounts entered under the Municipal Gross Receipts Taxable will be removed.

If you do not want the city displayed in the future, click the box to the right of the city name and click remove. You may remove multiple cities at a time.

If you owe Municipal Gross Receipts Tax, Check this Box.
This will display the MGRT rate for each



C. Tourism/Other Taxes

Enter taxable amounts for tourism and other taxes, and click next.

If you do not owe tourism or other taxes, click next to go to the return Summary.

Return Summary

This display all amounts reported on the return. If any amounts are wrong, select the section to change from the side menu or use the back button to go back and correct.

Payment Method

Select Payment Method and Enter Payment Information

See Help for Payments

Payment Method >

FILING JUN 2014 RETURN FOR: 1011-0388-ET

Main Menu
Logout

A. Excise Tax
B. Sales & Use Tax
C. City Tax
Return Summary
Payment Method >
Make Payment
Verify Info

Select the Payment Method you will be using

☒ ACH Debit ?

☐ ACH Credit ?

☐ Credit Card 

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.)

Please [click here](#) to print a Payment Coupon to send with your payment if mailing your payment to the Department.

Back Next



File Return: Sales & Contractors Excise Tax

Verify Info and Submit Return

You can view the full return in PDF format before and after you submit the return.

To view and print click "View/Print Full Return".

To submit a return: Enter your Login Password on the Verify Information page under the Filing Agreement. When submitted a confirmation page will displayed. Print the confirmation page for your records.

Verify Information >

[Main Menu](#)
[Logout](#)

[A. State Sales Tax](#)
[B. City Tax](#)
[C. Other Tax](#)
[Return 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 login password, and click the 'Submit' button.

Return Information	
License:	1026-7324-ST
Name:	ST HISTORY
File Code:	Non-Filer
Period:	12/2012
Due Date:	1/24/2013
Return Type:	ST - Original
Total Tax Due:	\$4,318.50
Interest/Penalty:	\$701.75
Total Due:	\$5,020.25
Payment Type:	ACH Debit

[View/Print Full Return](#)

Payment Information	
Payment Type:	Checking
Payment Date:	7/5/2013
Routing Number:	*****0000
Bank Account:	*****
Amount:	\$5,020.25

Filing Agreement

By rekeying my login 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:

Confirmation Information >

Confirmation
Confirmation Number: 1154116645002461 Date Submitted: Jun 26, 2013 3:41 PM

Return
License: 1026-7324-ST Period: 12/2012 Return Type: ST - Original Return Due Date: Jan 24, 2013 Total Amount Due: \$5,020.25 View/Print Full Return

Payment
ACH Debit – The Department will withdraw \$5,020.25 from your account on Jul 05, 2013 License: 1026-7324-ST Payment Date: 7/5/2013 Account Type: Checking Bank Account Number: ***** Routing Number: *****0000 Payment Amount: \$5,020.25