# Filing a Return as an Ethanol Broker (Manual Data Entry Method)



August 2020

# **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

#### **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



	Log in to your Account	
Userr	iame:	
Passv	vord:	
	Forgot your Username?	ACCESS
	Forgot your Password?	EPATH I
	CONTINUE	FROM
	Solutino L	EVERY
	Create an Account	ACCESS EPATH HELP FROM EVERY SCREEN
If you are not alread	dy using EPath to access your account, create an acc	
	CREATE ACCOUNT	
	WATCH VIDEO ON CREATING AN ACCOUNT	
	MAKE A PAYMENT	
If you don't	nave an EPath account and need to make a payment	by

DUE DATES CALENDAR



#### Main Menu >

#### File and Pay.

- File and Pay your Return 1
- Upload Additional Documentation 0

#### Pay Outstanding Balance.

Payment Only 1

#### Select an account function to perform.

- Add/Edit User Accounts 0
- Cancel Licenses
- Print License Card

#### View History.

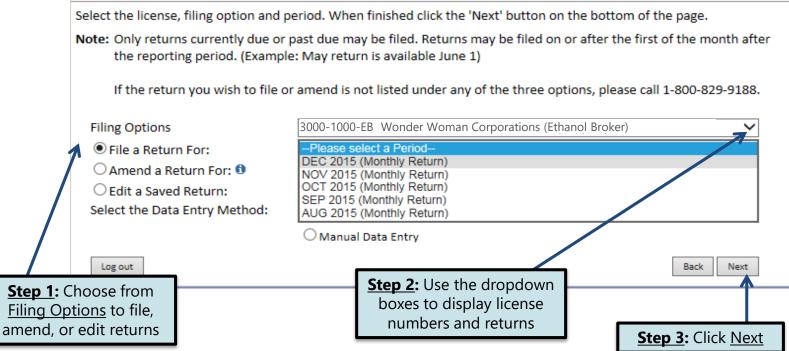
- View Account Activity 6
- View Pending Items 0

#### Amend a Return 6

- Change Profile <sup>1</sup>
- Add a License
- Renew your Alcohol Tax License
- <u>View/Edit Pending Electronic Payments</u>
   View Deleted Electronic Payments



#### Tax Return Filing Menu >

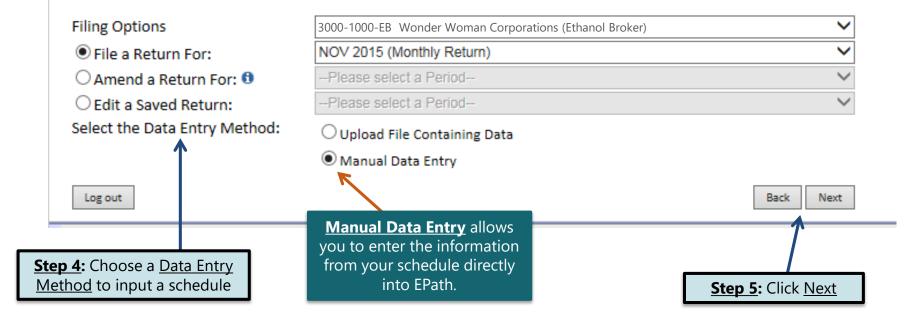


#### Tax Return Filing Menu >

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.



# **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.

<u>Schedule</u> <u>Type</u>	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.

<u>Mode</u>	<b>Description</b>	
J	Truck	
R	Rail Car	
В	Barge	
PL	Pipeline	

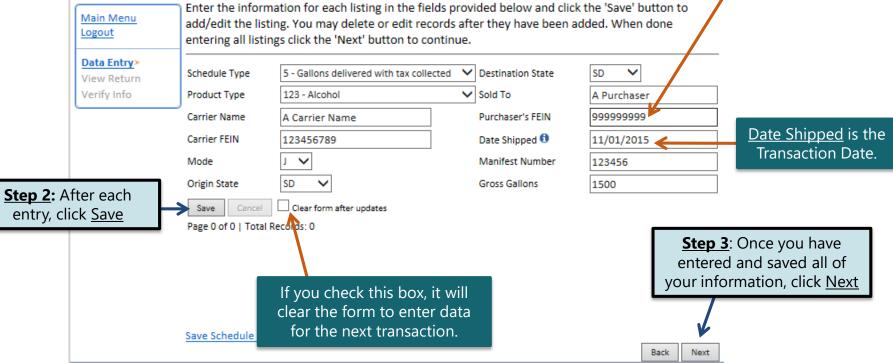
#### Example: Return Data Entry

**<u>Step 1</u>:** Enter the information from your records into each box

#### Return Data Entry >

### If Purchaser is a business/company, FEIN <u>CANNOT</u> be substituted with 999999999.





#### EPATH - Motor Fuel >

#### Filing NOV 2015 Return For 3000-1000-EB

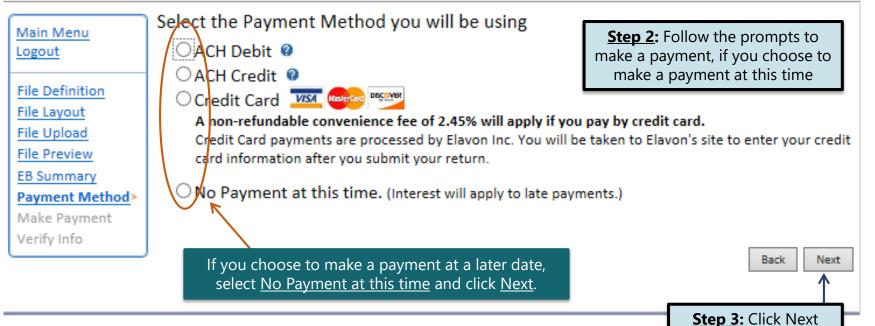
Main Menu	Ethanol Broker Return	
Logout	ETHYL ALCOHOL & SALES	
File Definition File Layout	<ol> <li>Total gallons of ethyl alcohol received from the Ethanol Producer and licensed Ethanol Broker for resale (Schedule Type 2b)</li> </ol>	
File Upload	<ol> <li>Total gallons of ethyl alcohol sold to a licensed exporter for export.</li> <li>Total Gallons of ethyl alcohol sold to a U.S. government.</li> </ol>	100
File Preview	4. Total gallons of ethyl alcohol sold to a licensed Ethanol Broker for resale.	0
EB Summary>	5. Total taxable gallons (Subtract Line 2, 3, and 4 from Line 1)	600
Payment Method	TAXES AND FEES DUE	
Make Payment	6. Subtotal taxable gallons of ethyl alcohol	600
Verify Info	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
TIP: Always remember	15. Grand Total (Add Lines 12 and 13, and add or subtract Line 14)	\$112.92
to review your entries before continuing in	В	ack Next
the process.		
	ſ	Click <u>Next</u>

#### Example: Returns with Tax Due

**<u>Step 1</u>:** 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 NOV 2015 Return For 3000-1000-EB



#### 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 Inform	nation		
License:	3000-1000-ЕВ	Period:	11/2015
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.

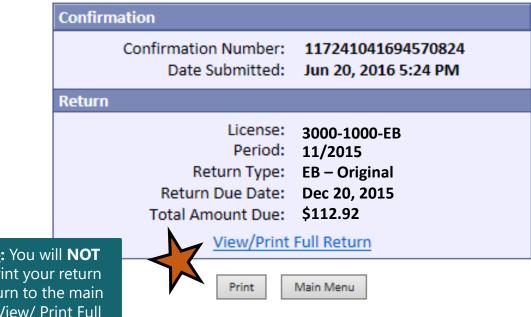


Login Password:

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

```
Back Submit
```

#### Confirmation Information >



Please Note: You will NOT be able to print your return after you return to the main menu. Click <u>View/ Print Full</u> <u>Return</u> to print your return.

# **Questions?**



South Dakota Department of Revenue



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