

The File Upload allows you the option of importing data from files that contain the tax information instead of manually entering the data.

Two Upload methods are available.

1. Upload User Define Schedule – allows you to create a .csv or .txt file to upload any tax data that is reported using a corresponding tax code. You may use the .csv and .txt files you previously used in SD Quest to upload city taxes, Special Jurisdiction taxes, Tourism Tax, Motor Vehicle Leasing, Wireless Telecommunication Excise Tax, and Sioux Falls Lodging Taxes.

2. Upload Return – allows you to upload all return data or part of the return data using an Excel or CSV template. You may use a template provided under EPath Help – Forms or create your own using the instructions for required field names and column headings.

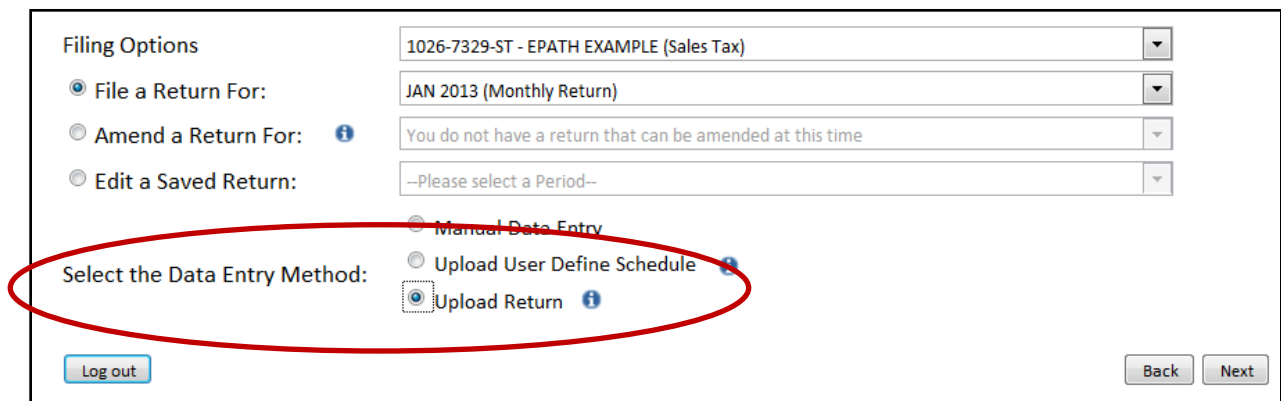
This document covers the Upload Return option.

1. File Preparation for Upload Return

- Department Templates
- Create your own Template

2. Uploading the Return Template

3. Completing the Return



The screenshot shows a web form with the following elements:

- Filing Options:** A dropdown menu set to "1026-7329-ST - EPATH EXAMPLE (Sales Tax)".
- File a Return For:** A dropdown menu set to "JAN 2013 (Monthly Return)".
- Amend a Return For:** A dropdown menu with the text "You do not have a return that can be amended at this time".
- Edit a Saved Return:** A dropdown menu with the text "--Please select a Period--".
- Select the Data Entry Method:** A section with three radio button options:
 - Manual Data Entry
 - Upload User Define Schedule
 - Upload Return

At the bottom of the form, there are three buttons: "Log out", "Back", and "Next". A red circle highlights the "Upload Return" radio button and its label.

1. File Preparation for Upload Return

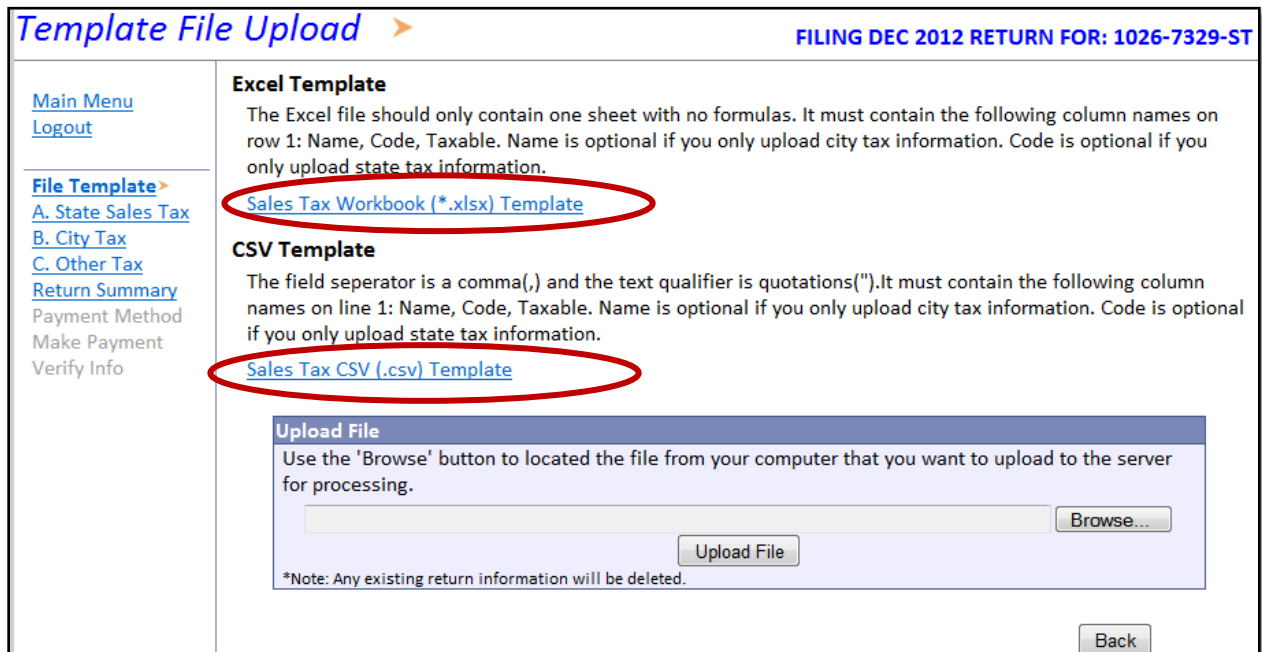
The Upload Return option only accepts .csv or .xlsx file extensions.

You may use a Template prepared by the Department or create your own.

Department templates

You can download Sales Tax or Contractors' Excise Tax templates in .csv or .xlsx format from our website at <http://dor.sd.gov/epath/> under Forms.

Templates are also available in EPath after you select the Upload Return option. Save the template to your computer. Add your data, then upload.



Template File Upload > FILING DEC 2012 RETURN FOR: 1026-7329-ST

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File Template >
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Excel Template
The Excel file should only contain one sheet with no formulas. It must contain the following column names on row 1: Name, Code, Taxable. Name is optional if you only upload city tax information. Code is optional if you only upload state tax information.
[Sales Tax Workbook \(*.xlsx\) Template](#)

CSV Template
The field separator is a comma(,) and the text qualifier is quotations("").It must contain the following column names on line 1: Name, Code, Taxable. Name is optional if you only upload city tax information. Code is optional if you only upload state tax information.
[Sales Tax CSV \(.csv\) Template](#)

Upload File
Use the 'Browse' button to located the file from your computer that you want to upload to the server for processing.

*Note: Any existing return information will be deleted.

The templates are updated in July and January with updated city and special jurisdiction codes.

These templates contain all fields and city tax information that can be filed on either the sales tax or the contractors' excise tax return.

Create your own Template

Your template may contain all return information or may contain just the fields you choose to include, such as city taxes.

A Return Template must contain an exact match for the column headings:

Name	Code	Rate	Taxable
------	------	------	---------

The following rows must have an **exact name** match (Any amount in a field that does not have an exact name match will not upload properly.):

Sales Tax Template:

Gross Sales
Use Taxable
Non-Taxable Sales

	A	B	C	D
1	Name	Code	Rate	Taxable
2	Gross Sales			
3	Use Taxable			
4	Non-Taxable Sales			

Contractors' Excise Tax Template:

Gross Receipts
Owner-furnished Materials
Deductions
State Sales and Use Tax

	A	B	C	D
1	Name	Code	Rate	Taxable
2	Gross Receipts			
3	Owner-Furnished Materials			
4	Deductions			
5	State Sales and Use Tax			

Note: If you do not want to upload the gross sales, use taxable and non-taxable sales amounts do not include these rows on your template or leave the taxable column blank. You will then be required to manually enter that data after you upload the remaining amounts.

For the remaining items on the tax return, the Code and Taxable amounts are required and are the only fields uploaded to your return. Your template may include a city name or tax name and rate for your reference.

A. Tax Code: Required field length 4 characters. Numbers only. (Example: 0012)

- DO NOT use dashes, hyphens, commas, or letters.
- DO NOT use Duplicate codes. If a code is listed more than once, only the last record containing that code will be saved.

The following items may be uploaded from a template.

Sales and Use Tax Return Tax Codes

You may include the codes for the following taxes on your sales tax return:

- Municipal general sales tax (Any municipal code ending with a “2”)
- Municipal gross receipts tax (Any municipal code ending with a “1”)
- Tourism Tax (code 7001)
- Special Jurisdiction Tourism Tax (codes 4085, 4125, 4135, 4175)
- Special Jurisdiction sales and use tax (codes 4084, 4114,4124, 4134, 4144, 4174,4184)
- Motor Vehicle Leasing (code 6001)
- Wireless Telecom Excise Tax (code 9001)
- Sioux Falls Lodging (code 8001)
- Intermediate Care Facility Tax (code 9501)

Do Not include codes for the following taxes on your sales tax return. These codes will create an error.

- Special Jurisdiction contractor's excise tax (codes 4082, 4112, 4122, 4132, 4142, 4172, 4182)
- Water Projects (contractor's excise tax) (codes 5022, 5051, 5061, 5071, 5082)

Contractor's Excise Tax Return Tax Codes

You may include codes for the following taxes on your contractors' excise tax return:

- Special Jurisdiction contractor's excise tax (codes 4082, 4112, 4122, 4132, 4142, 4172, 4182)
- Water Projects (contractor's excise tax) (codes 5022, 5051, 5061, 5071, 5082)
- Municipal general sales and use tax (Any municipal code ending with a “2”)
- Special Jurisdiction sales and use tax (codes 4084, 4114, 4124, 4134, 4144, 4174, 4184)

Do Not include codes for the following taxes on your contractors' excise tax return. These codes will create an error.

- Municipal gross receipts tax (Any municipal code ending with a “1”)
- Tourism Tax (code 7001)
- Special Jurisdiction Tourism Tax (codes 4085, 4125, 4135, 4175)
- Motor Vehicle Leasing (code 6001)
- Wireless Telecom Excise Tax (code 9001)
- Sioux Falls Lodging (code 8001)
- Intermediate Care Facility Tax (code 9501)

B. Taxable Amount: Maximum field length of 13 characters.

- The file may contain ONLY one record for each municipal tax code.
- You do not need to list a city if no tax is due for that city.
- Enter Negative taxable amounts with a “-”, -750.00. Do not use parenthesis (), (76.34).
- Blank amount taxable fields may be left in the file. Data from these rows will not be uploaded.

Records with errors will not be accepted by the system.

***City tax codes and rates can change every July and January.
Be sure you are using the most current information.***

2. Uploading Return Template

A. On the Tax Return Filing Menu:

- ✓ Select the license
- ✓ Select the return
- ✓ Check "Upload Return"
- ✓ Click Next

B. "Template File Upload"

Select the file containing the data to upload for this return. Click Next.

Errors with the upload will be displayed and must be corrected before you can complete the upload. Correct your file and upload the file again. The new upload will replace all previous data entered on the return.

TIP: If you try to upload a .txt file, you will return to the Template File Upload page to try again. Please check your file type, if it is a .txt try the User Define Upload Option.

Template File Upload > FILING FEB 2013 RETURN FOR: 1026-7329-ST

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[Sales Tax Workbook \(*.xlsx\) Template](#)

CSV Template
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[Sales Tax CSV \(.csv\) Template](#)

Upload File
 Use the 'Browse' button to locate the file from your computer that you want to upload to the server for processing.

*Note: Any existing return information will be deleted.

Template File Upload > FILING APR 2013 AMENDED RETURN FOR: 1022-2555-ST

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[Sales Tax CSV \(.csv\) Template](#)

Errors

Name	Code	Taxable	Error
Non-Taxable Sales		12/13/1910 12:00:00 AM	Taxable is not numeric
Akaska-G	421	100	City Code was not found

Upload File
 Use the 'Browse' button to locate the file from your computer that you want to upload to the server for processing.

*Note: Any existing return information will be deleted.

If there are no errors the tax return will be displayed.

3. Completing the Tax Return

Manually enter any amounts that were not included in your upload.

Review the return.

If amounts are incorrect, you may manually enter the corrected amounts or you can correct your data and upload amounts again.

If you choose to upload corrected data, you will need to reenter any data you manually entered.

Follow instructions in the EPath help guide for setting up your payment and submitting the return.