



Washer/Dryer License Holder EPath Filing Guide

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How to File and Pay your Return

Step 1: Open www.sd.gov/epath. Sign in or Create Account in EPath.

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 AND DEADLINES](#)

Step 2: Click on the circled 'File and Pay your Return' button.

Main Menu >

File and Pay

- [File and Pay your Return **i**](#)
- [Upload Additional Documentation **i**](#)
- [Amend a Return **i**](#)
- [Cigarette Stamp Order **i**](#)

Pay Outstanding Balance.

- [Payment Only **i**](#)

Select an account function to perform.

- [Add/Edit User Accounts **i**](#)
- [Cancel Licenses](#)
- [Print License Card](#)
- [Change Profile **i**](#)
- [Add a License](#)
- [Renew your Alcohol or Tobacco Tax License](#)

View History.

- [View Account Activity **i**](#)
- [View Pending Items **i**](#)
- [View/Edit Pending Electronic Payments **i**](#)
- [View Deleted Electronic Payments **i**](#)

[Log out](#)

Step 3: Fill out necessary information (details below). Then 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.

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:

WD-12345 – JOHN DOE (Washer Dryer)

JAN 2022 - DEC 2022 (Other)

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

2: Choose from Filing options. You can file, amend, or edit a return.

1: Use the dropdown menu to display license numbers and returns.

3: Select the return period you wish to file your return for. Washer/dryer licenses prepay. Example: 12/22 return covers calendar year 2023.

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

Washer Dryer Tax Return >

FILING DEC 2023 RETURN FOR: WD-12345 ACTIVE

- Main Menu
- Logout
- A. WD Return >
- B. WD Summary
- Payment Method
- Make Payment
- Verify Info

Washer Dryer Locations

Return Locations ⓘ			
Address	City ⓘ	Machines ⓘ	
<input type="text" value="46650 271st St"/>	<input type="text" value="Tea"/>	<input type="text" value="15"/>	
Description: <input type="text"/>			
<input checked="" type="checkbox"/> Outside City Limits <input type="button" value="Clear"/> <input type="button" value="Add"/>			
Address	Outside City Limits/ Over 1000	Number Machines	Tax
100 Main St, Onida	<input type="checkbox"/>	<input type="text" value="15"/>	240.00
1001 Main St, Sioux Falls	<input checked="" type="checkbox"/>	<input type="text" value="15"/>	300.00

1: Enter the USPS official address and city. Proper capitalization and abbreviations must be used for the system to recognize the location.

2: Enter the number of machines located at the property.

5: Click 'Add'.

3: Select this box if the location is outside city limits.

4: This box may be left blank or utilized as a location identifier.

Note: If a business has multiple locations, each location must be added to the return.

6: If the number of machines at a location decreases, or the number drops to 0, an explanation must be provided.

Address	Outside City Limits/ Over 1000	Number Machines	Tax
100 Main St, Onida	<input type="checkbox"/>	<input type="text" value="15"/>	240.00
1001 Main St, Sioux Falls	<input checked="" type="checkbox"/>	<input type="text" value="15"/>	300.00
46650 271st St, Tea	<input checked="" type="checkbox"/>	<input type="text" value="15"/>	300.00
Totals :		45	\$840.00
Enter Reason for 0 Locations or Locations decreasing:			
<input style="width: 100%; height: 20px;" type="text"/>			

Step 5: Verify information is accurate then click 'Next'.

Washer Dryer Tax Return >

FILING DEC 2023 RETURN FOR: WD-12345 ACTIVE

Main Menu Logout A. WD Return B. WD Summary > Payment Method Make Payment Verify Info	Return Locations			
	Address	Outside City Limits Over 1000	Number of Machines	Tax
	100 Main St, Onida	False	15	\$240.00
	1001 Main St, Sioux Falls	True	15	\$300.00
	46650 271st St, Tea	True	15	\$300.00
	Totals		45	\$840.00
	Total Tax, Penalty, Interest and Total Due			
	Total Tax			\$840.00
	Penalty			\$84.00
	Interest			\$33.60
Total Due			\$957.60	

Step 6: Payment, if no tax is due you will not reach this page. After filling out all necessary information click 'Next'.

Payment Method >

FILING DEC 2023 RETURN FOR: WD-12345 ACTIVE

Main Menu Logout A. WD Return B. WD Summary Documentation Payment Method > Make Payment Verify Info	Select the Payment Method you will be using	
	<input checked="" type="radio"/> ACH Debit	
	<input type="radio"/> ACH Credit	←
	<input type="radio"/> 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.	
	<input type="radio"/> No Payment at this time. (Interest will apply to late payments.)	

Payment Calendar

Note:
If you choose ACH Credit please contact your bank and request they send the amount due.

Step 8: 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.

Confirmation Information >

NO PAYMENT was made with this return.
Please print [Payment Coupon](#) to send with your payment.
Interest will apply to late payments.

Confirmation	
Confirmation Number:	1234567891012345678910
Date Submitted:	Feb 29, 2024 10:35 AM
Return	
License:	WD-12345
Period:	12/2023
Return Type:	WD - Original
Return Due Date:	12/31/2023
Total Amount Due:	\$364.80
View/Print Full Return	

Note:
If no payment was selected this notification will show. To pay through EPath: go to the main menu and select 'Payment Only' to schedule a payment. To mail in a payment: select 'Payment Coupon' and print the payment coupon to be mailed in with the check.

Have Additional Questions?
Call: 1-800-829-9188
Email: bustax@state.sd.us

How to Amend your Return

Step 1: Open www.sd.gov/epath. Sign in or Create Account in EPath.

The screenshot shows the EPath user interface. At the top right is a link for "EPath Help". Below it is a "Login >" link. The main content area is divided into three sections: "Log in to your Account" with fields for Username and Password, and buttons for "Forgot your Username?", "Forgot your Password?", and "CONTINUE"; "Create an Account" with a "CREATE ACCOUNT" button and a "WATCH VIDEO ON CREATING AN ACCOUNT" button; and "MAKE A PAYMENT" with a "DUE DATES AND DEADLINES" button. A note box on the right explains that the EPath Help link is available on every screen.

Already have a Login:
Fill in your username and password and click on continue button.

Note:
Access to EPath Help is available on every screen. Just click this button.

Don't have a Login:
Use this button to create an account.

Step 2: Click on the circled 'Amend a Return' button.

Main Menu >

File and Pay.

- > File and Pay your Return ⓘ
- > Upload Additional Documentation ⓘ

- Amend a Return ⓘ**
- > Cigarette Stamp Order ⓘ

Pay Outstanding Balance.

- > Payment Only ⓘ

Note:
Each ⓘ button has help information. Just hover the cursor over the button.

Select an account function to perform.

- > Add/Edit User Accounts ⓘ
- > Cancel Licenses
- > Print License Card

- > Change Profile ⓘ
- > Add a License
- > Renew your Alcohol or Tobacco Tax License

View History.

- > View Account Activity ⓘ
- > View Pending Items ⓘ

- > View/Edit Pending Electronic Payments ⓘ
- > View Deleted Electronic Payments ⓘ

Log out

Step 3: Fill out necessary information (details below). Then 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.

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:

Log out

WD-12345 -- JOHN DOE (Washer Dryer)

No returns due at this time

DEC 2022

You do not have a return that has been saved at this time

Back

2: Choose from Filing options. You can file, amend, or edit a return.

1: Use the dropdown menu to display license numbers and returns.

3: Select the return period you wish to amend your return for.

Step 4: The system will pull up the originally filed return. When you are finished amending your return click 'Next'.

Washer Dryer Tax Return >

FILING DEC 2022 AMENDED RETURN FOR: WD-12345

- Main Menu
- Logout
- A. WD Return >**
- B. WD Summary
- Documentation
- Payment Method
- Make Payment
- Verify Info

Washer Dryer Locations

Return Locations ⓘ

Address	City ⓘ	Machines ⓘ
<input type="text"/>	<input type="text"/>	<input type="text"/>

Description:

Adding New Locations? Are you fixing an error?

Outside City Limits

Address	Outside City Limits/ Over 1000	Number Machines	Tax
1802 Junction Ave. , Sturgis	<input checked="" type="checkbox"/>	<input type="text" value="2"/>	40.00

Missing location: Fill out all information under Return Locations using proper capitalization and abbreviations. Select 'Adding New Locations?'. Then click 'Add'.

Error in # Machines: Click on the box and re-enter the correct number of machines.

Note: Locations that are properly added will show up here.

If the number of machines at a location decreases, or the number drops to 0, a explanation must be provided.

Address	Outside City Limits/ Over 1000	Number Machines	Tax
100 Main St, Onida	<input type="checkbox"/>	<input type="text" value="15"/>	240.00
1001 Main St, Sioux Falls	<input checked="" type="checkbox"/>	<input type="text" value="15"/>	300.00
46650 271st St, Tea	<input checked="" type="checkbox"/>	<input type="text" value="15"/>	300.00
Totals :		45	\$840.00

Enter Reason for 0 Locations or Locations decreasing:

Save

Back Next

Step 5: Verify information is accurate then click 'Next'.

Washer Dryer Tax Return >

FILING DEC 2023 RETURN FOR: WD-12345 ACTIVE

Main Menu Logout A. WD Return B. WD Summary > Payment Method Make Payment Verify Info	Return Locations			
	Address	Outside City Limits Over 1000	Number of Machines	Tax
	100 Main St, Onida	False	15	\$240.00
	1001 Main St, Sioux Falls	True	15	\$300.00
	46650 271st St, Tea	True	15	\$300.00
	Totals		45	\$840.00
	Total Tax, Penalty, Interest and Total Due			
	Total Tax			\$840.00
	Penalty			\$84.00
	Interest			\$33.60
Total Due			\$957.60	

Step 6: Payment, if no tax is due you will not reach this page. After filling out all necessary information click 'Next'.

Payment Method >

FILING DEC 2023 RETURN FOR: WD-12345 ACTIVE

Main Menu
Logout

A. WD Return
B. WD Summary
Documentation
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 card information after you submit your return.

No Payment at this time. (Interest will apply to late payments.)

Payment Calendar

Note:
If you choose ACH Credit please contact your bank and request they send the amount due.

Step 8: 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.

Confirmation Information >

Have Additional Questions?
 Call: 1-800-829-9188
 Email: bustax@state.sd.us

NO PAYMENT was made with this return.
 Please print **Payment Coupon** to send with your payment.
 Interest will apply to late payments.

Confirmation	
Confirmation Number:	1234567891012345678910
Date Submitted:	Feb 29, 2024 10:35 AM
Return	
License:	WD-12345
Period:	12/2023
Return Type:	WD - Original
Return Due Date:	12/31/2023
Total Amount Due:	\$364.80
View/Print Full Return	

Note:
If no payment was selected this notification will show. To pay through EPath: go to the main menu and select 'Payment Only' to schedule a payment. To mail in a payment: select 'Payment Coupon' and print the payment coupon to be mailed in with the check.

How to Amend your Return With Documentation

Step 1: Open www.sd.gov/epath. Sign in or Create Account in EPath.

The screenshot shows the EPath website interface. At the top right is a link for "EPath Help". Below it is a "Login >" link. The main content area is divided into three sections:

- Log in to your Account:** Includes fields for "Username:" and "Password:", links for "Forgot your Username?" and "Forgot your Password?", and a "CONTINUE" button. A callout box on the left says: "Already have a Login: Fill in your username and password and click on continue button." An arrow points from this box to the login form.
- Create an Account:** Includes the text "If you are not already using EPath to access your account, create an account now.", a "CREATE ACCOUNT" button, and a "WATCH VIDEO ON CREATING AN ACCOUNT" button. A callout box on the left says: "Don't have a Login: Use this button to create an account." An arrow points from this box to the "CREATE ACCOUNT" button.
- MAKE A PAYMENT:** Includes the text "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." and "If you owe tax and do not have a tax license, please call 1-800-829-9188." Below this is a "DUE DATES AND DEADLINES" button.

A callout box on the right says: "Note: Access to EPath Help is available on every screen. Just click this button." An arrow points from this box to the "EPath Help" link at the top right.

Step 2: Click on the circled 'Amend a Return' button.

Main Menu >

File and Pay.

- > File and Pay your Return ⓘ
- > Upload Additional Documentation ⓘ

- Amend a Return ⓘ**
- > Cigarette Stamp Order ⓘ

Pay Outstanding Balance.

- > Payment Only ⓘ

Note: Each ⓘ button has help information. Just hover the cursor over the button.

Select an account function to perform.

- > Add/Edit User Accounts ⓘ
- > Cancel Licenses
- > Print License Card
- > Change Profile ⓘ
- > Add a License
- > Renew your Alcohol or Tobacco Tax License

View History.

- > View Account Activity ⓘ
- > View Pending Items ⓘ
- > View/Edit Pending Electronic Payments ⓘ
- > View Deleted Electronic Payments ⓘ

Log out

Step 3: Fill out necessary information (details below). Then 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.

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:

Logout

WD-12345 – JOHN DOE (Washer Dryer)

No returns due at this time

DEC 2022

You do not have a return that has been saved at this time

Back

2: Choose from Filing options. You can file, amend, or edit a return.

1: Use the dropdown menu to display license numbers and returns.

3: Select the return period you wish to amend your return for.

Step 4: The system will pull up the originally filed return. When finish amending your return click 'Next'.

Washer Dryer Tax Return >

FILING DEC 2022 AMENDED RETURN FOR: WD-12345

- Main Menu
- Logout
- A. WD Return >**
- B. WD Summary
- Documentation
- Payment Method
- Make Payment
- Verify Info

Washer Dryer Locations

Return Locations ⓘ

Address	City ⓘ	Machines ⓘ
<input type="text"/>	<input type="text"/>	<input type="text"/>
Description: <input type="text"/>		
<input type="checkbox"/> Adding New Locations? <input type="checkbox"/> Are you fixing an error? <input type="button" value="Clear"/> <input type="button" value="Add"/>		
<input type="checkbox"/> Outside City Limits <input type="button" value="Clear"/> <input type="button" value="Add"/>		

Address	Outside City Limits/ Over 1000	Number Machines	Tax
1802 Junction Ave. , Sturgis	<input checked="" type="checkbox"/>	<input type="text" value="2"/>	40.00

Missing location: Fill out all information under Return Locations using proper capitalization and abbreviations. Select 'Adding New Locations?'. Then click 'Add'.

Error in # Machines: Click on the box and re- enter the correct number of machines.

Note: Locations that are properly added will show up here.

If the number of machines at a location decreases, or the number drops to 0, a explanation must be provided.

Address	Outside City Limits/ Over 1000	Number Machines	Tax
100 Main St, Onida	<input type="checkbox"/>	<input type="text" value="15"/>	240.00
1001 Main St, Sioux Falls	<input checked="" type="checkbox"/>	<input type="text" value="15"/>	300.00
46650 271st St, Tea	<input checked="" type="checkbox"/>	<input type="text" value="15"/>	300.00
Totals :		45	\$840.00
Enter Reason for 0 Locations or Locations decreasing:			
<input type="text"/>			

Step 5: Verify information is accurate then click 'Next'.

Washer Dryer Tax Return >

FILING DEC 2023 RETURN FOR: WD-12345 ACTIVE

Main Menu Logout A. WD Return B. WD Summary > Payment Method Make Payment Verify Info	Return Locations			
	Address	Outside City Limits Over 1000	Number of Machines	Tax
	100 Main St, Onida	False	15	\$240.00
	1001 Main St, Sioux Falls	True	15	\$300.00
	46650 271st St, Tea	True	15	\$300.00
	Totals		45	\$840.00
	Total Tax, Penalty, Interest and Total Due			
	Total Tax			\$840.00
	Penalty			\$84.00
	Interest			\$33.60
Total Due			\$957.60	

[Back](#) [Next](#)

Step 6: If amendment results in a credit to the license, supporting documents must be uploaded showing the reason for the amendment/error on original filing. Once uploaded click 'Next'.

Additional Documentation >

FILING DEC 2022 AMENDED RETURN FOR: WD-12345

Main Menu Logout A. WD Return B. WD Summary Documentation > Payment Method Make Payment Verify Info	Credit Amended Returns
	If the amended return resulted in a credit please upload documentation to support the credit. Please include a contact person, their email and phone number.📞
	The following electronic files can be uploaded
	Documents (.pdf, .xls, .xlsx, .xlsb, .csv, .doc, .docx, .rtf, .ods, .odt, .wps, .xml, .txt) Images (.png, .tif, .tiff, .jpg, .jpeg, .jpe, .jfif, .bmp, .gif)

Upload File

[Choose File](#) No file chosen [Upload File](#)

[Back](#) [Next](#)

Step 7: Payment, if no tax is due you will not reach this page. After filling out all necessary information click 'Next'.

Payment Method >

FILING DEC 2023 RETURN FOR: WD-12345 ACTIVE

Main Menu Logout A. WD Return B. WD Summary Documentation Payment Method > Make Payment Verify Info	Select the Payment Method you will be using	
	<input checked="" type="radio"/> ACH Debit ⓘ	←
	<input type="radio"/> ACH Credit ⓘ	
	<input type="radio"/> 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 card information after you submit your return.	
	<input type="radio"/> No Payment at this time. (Interest will apply to late payments.)	

Note:
If you choose ACH Credit please contact your bank and request they send the amount due.

[Payment Calendar](#)

[Back](#) [Next](#)

Step 8: 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.

Confirmation Information >

NO PAYMENT was made with this return.
Please print [Payment Coupon](#) to send with your payment.
Interest will apply to late payments.

Confirmation	
Confirmation Number:	1234567891012345678910
Date Submitted:	Feb 29, 2024 10:35 AM
Return	
License:	WD-12345
Period:	12/2023
Return Type:	WD - Original
Return Due Date:	12/31/2023
Total Amount Due:	\$364.80
View/Print Full Return	

[Print](#) [Main Menu](#)

Note:
If no payment was selected this notification will show.
To pay through EPath: go to the main menu and select 'Payment Only' to schedule a payment. **To mail in a payment:** select 'Payment Coupon' and print the payment coupon to be mailed in with the check.

Main Menu >

File and Pay.

- ▶ [File and Pay your Return](#) ⓘ
- ▶ [Upload Additional Documentation](#) ⓘ

- ▶ [Amend a Return](#) ⓘ
- ▶ [Cigarette Stamp Order](#) ⓘ

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 or Tobacco Tax License](#)

View History.

- ▶ [View Account Activity](#) ⓘ
- ▶ [View Pending Items](#) ⓘ

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

[Log out](#)

Note:
This is where you can check your account activity to verify you finished your return.

Have Additional Questions:
Call: 1-800-829-9188
Email: bustax@state.sd.us ?

Utilizing a Credit

Step 1: Open www.sd.gov/epath. Sign in or Create Account in EPath.

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- Log in to your Account:** Includes fields for "Username:" and "Password:", links for "Forgot your Username?" and "Forgot your Password?", and a "CONTINUE" button. A callout box on the left explains: "Already have a Login: Fill in your username and password and click on continue button." A callout box on the right explains: "Note: Access to EPath Help is available on every screen. Just click this button." An arrow points from the "EPath Help" link to the right callout.
- Create an Account:** Includes the text "If you are not already using EPath to access your account, create an account now.", a "CREATE ACCOUNT" button, and a "WATCH VIDEO ON CREATING AN ACCOUNT" button. A callout box on the left explains: "Don't have a Login: Use this button to create an account." An arrow points from this callout to the "CREATE ACCOUNT" button.
- MAKE A PAYMENT:** Includes the text "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." and "If you owe tax and do not have a tax license, please call 1-800-829-9188." Below this is a "DUE DATES AND DEADLINES" button.

Step 2: Click on the circled 'Amend a Return' button.

Main Menu >

File and Pay.

- > File and Pay your Return ⓘ
- > Upload Additional Documentation ⓘ

- Amend a Return ⓘ**
- > Cigarette Stamp Order ⓘ

Pay Outstanding Balance.

- > Payment Only ⓘ

Note: Each ⓘ button has help information. Just hover the cursor over the button.

Select an account function to perform.

- > Add/Edit User Accounts ⓘ
- > Cancel Licenses
- > Print License Card
- > Change Profile ⓘ
- > Add a License
- > Renew your Alcohol or Tobacco Tax License

View History.

- > View Account Activity ⓘ
- > View Pending Items ⓘ
- > View/Edit Pending Electronic Payments ⓘ
- > View Deleted Electronic Payments ⓘ

Log out

Step 3: Fill out necessary information (details below). Then 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.

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:

WD-12345 – JOHN DOE (Washer Dryer)

No returns due at this time

DEC 2022

You do not have a return that has been saved at this time

2: Choose from Filing options. You can file, amend, or edit a return.

1: Use the dropdown menu to display license numbers and returns.

3: Select the return period you wish to amend your return for.

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

Washer Dryer Tax Return

FILING DEC 2023 RETURN FOR: WD-12345

- Main Menu
- Logout
- A. WD Return
- B. WD Summary
- Verify Info

Washer Dryer Locations

Return Locations

Address	City <input type="button" value="i"/>	Machines <input type="button" value="i"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Description:

Outside City Limits

Address	Outside City Limits/ Over 1000	Number Machines	Tax
331 6th St., Alexandria	<input type="checkbox"/>	<input type="text" value=""/>	0.00
540 Main St., Alexandria	<input type="checkbox"/>	<input type="text" value=""/>	0.00

New location information: Fill out all information under Return Locations using proper capitalization and abbreviations. Then click 'Add'.

Note: Information that was saved from last year's filing will be located here

No new location information: Enter the number of machines at each location listed.

Address	Outside City Limits/ Over 1000	Number Machines	Tax
331 6th St., Alexandria	<input type="checkbox"/>	<input type="text" value="10"/>	0.00
540 Main St., Alexandria	<input type="checkbox"/>	<input type="text" value="10"/>	0.00

Step 5: Verify information is accurate then click 'Next'.

Washer Dryer Tax Return >

FILING DEC 2023 RETURN FOR: WD-12345 ACTIVE

Return Locations			
Address	Outside City Limits Over 1000	Number of Machines	Tax
331 6th St., Alexandria	False	10	\$160.00
540 Main St., Alexandria	False	10	\$160.00
Totals		20	\$320.00
Total Tax, Penalty, Interest and Total Due			
Total Tax			\$320.00
Penalty			\$32.00
Interest			\$12.80
Total Due			\$364.80

Step 6: Payment, if no tax is due you will not reach this page. After filling out all necessary information click 'Next'.

Payment Method >

FILING DEC 2023 RETURN FOR: WD-12345 ACTIVE

Main Menu
Logout

A. WD Return

B. WD 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.)

Payment Calendar

Note:
If you choose ACH Credit please contact your bank and request they send the amount due.

Step 7: 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.

Confirmation Information >

NO PAYMENT was made with this return.
Please print [Payment Coupon](#) to send with your payment.
Interest will apply to late payments.

Confirmation	
Confirmation Number:	1234567891012345678910
Date Submitted:	Feb 29, 2024 10:35 AM
Return	
License:	WD-12345
Period:	12/2023
Return Type:	WD - Original
Return Due Date:	12/31/2023
Total Amount Due:	\$364.80
View/Print Full Return	

Step 8: Click on the circled 'Payment Only' button.

[Main Menu](#) >

File and Pay.

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

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 or Tobacco Tax License

View History.

- ▶ View Account Activity ⓘ
- ▶ View Pending Items ⓘ
- ▶ View/Edit Pending Electronic Payments ⓘ
- ▶ View Deleted Electronic Payments ⓘ

Log out



Step 9: For this example the total due is \$364.80, the license credit is \$118.68. To find the total payment you subtract the total due by the license credit (364.80 - 118.68) , this means that the total payment is \$246.12.

[Scheduled Payments](#) >

Main Menu
Logout

You selected the "Payment Only" option from the Main Menu. Using this option does not file a return for you. If you need to file a return and make a payment, please return to the Main Menu and select the "File or Amend Return/Payment" option

***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.

License: Choose a license...
Payment Type: ACH Debit Credit Card 
Bank Account: Create New Bank Account
Name:
Payment Date: 
Amount: 246.12
 Audit Payment
Type: Checking Savings
Routing #:
Bank Account #:
Please verify your banking information!
Routing #:
Bank Account #:
 [Payment Calendar](#)

Have Additional Questions:
Call: 1-800-829-9188
Email: bustax@state.sd.us

