

SOUTH DAKOTA DEPARTMENT OF REVENUE

# Filing a Marketer Refund Claim (Manual Data Entry Method)

August 2020



# Benefits of EPath

- File at [www.sd.gov/epath](http://www.sd.gov/epath)
- Provides 24/7 access to file Marketer Refund Claims by electronic means
- Easy Data entry or Data upload
- System does all calculations



## Features

- Use one EPath account to claim refunds or file and pay taxes for multiples licenses for the same owner
- Amend claims or returns online
- Review claims, returns, payments, outstanding returns, and account balances
- Make payments if any are due
- View pending payments and make changes to pending payments
- Use bank account for a one-time payment or save account information for future payments
- Assign additional users access to specific licenses on your EPath account
- Change your password, security questions, and email address at any time

[Login](#) >

**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 CALENDAR**



**TIP:** Each ⓘ has help information.  
Simply point to the ⓘ to display the information.

## Main Menu >

### **File and Pay.**

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

### **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](#)
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### **View History.**

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

## Main Menu >

Click here to reach the **Filing Menu**.

### File and Pay.

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

## Tax Return Filing Menu >

Select the license, filing option and period. When finished click the 'Next' button on the right.

**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

**Step 2:** Choose from Filing Options to file, amend, or edit claims

**Step 1:** Select your license number using the drop down arrow

--Please select a license--

- 3000-1005-BP – Wonder Woman Corporations (Biodiesel Producer)
- 3000-1006-BL – Wonder Woman Corporations (Blender)
- 3000-1007-CV – Wonder Woman Corporations (CNG Vendor)
- 3000-1002-LU – Wonder Woman Corporations (LPG User)
- 3000-1001-LV – Wonder Woman Corporations (LPG Vendor)
- 3000-1000-MK – Wonder Woman Corporations (Marketer)**
- 3000-1003-SU – Wonder Woman Corporations (Supplier)
- 3000-1004-TM – Wonder Woman Corporations (Tribal Marketer)

## 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:

Select the Data Entry Method:

3000-1000-MK – Wonder Woman Corporations (Marketer) ▼

Date From: 3/17/2017 

Date To: 3/31/2017 

--Please select a Period--

--Please select a Period--

Upload File Containing Data

Manual Data Entry

Log out

Back

Next

**Step 4:** Select the Data Entry Method, Manual Data Entry, under filing options

Manual Data Entry allows you to enter the information from your schedule into EPath, one transaction at a time.

**Step 3:** Select your dates  
**Please Note-**Refund claims for dates prior to January 1<sup>st</sup> 2017 cannot be claimed electronically

**Step 5:** Click Next

# Example: Manual Data Entry

The first screen is where you will record data of sales of fuel sold in bulk to a location on a licensed Indian School's premises.

## Indian School License's >

**Step 1:** Enter the information from your records into each box

each listing in the fields provided below and click the 'Save' button to may delete or edit records after they have been added. When done entering button to continue.

- School License >
- Data Entry
- Reefer Storage
- Tribal Sales
- MK Wex Upload
- MK Summary
- Verify Info

License No. **Required**  School Name **Required**

Gasoline  100% Ethyl Alcohol

AVGAS  Undyed Diesel Fuel

Jet Fuel  100% Methyl Alcohol

Undyed Biodiesel

Clear form after updates

Once you hit Save, your information will appear below.

**Step 2:** Click Save after each entry

Edit	Delete	School Name	License No.	Gasoline	Ethyl	AVGAS	Undyed Diesel	Jet Fuel	Methyl Alcohol	Undyed Biodiesel
<a href="#">Edit</a>	<a href="#">Delete</a>	A Schools Name	3000-123	500	0	0	1800	0	0	0

1  
Page 1 of 1 | Total Records: 1

[Save Schedule Information](#)

**Step 3:** After you have recorded all of your entries, or if you do not have any entries for this section, click Next

Save Schedule Information will save all of your data in an excel spreadsheet.

**Please Note:** License Number and School Name are required information.

Example: Manual Entry continued...

The second screen is where you will record your sales to the US Government. These will be reported as a Schedule Type 8.

## Marketer Refund Data Entry > FILING MAR 17, 2017 TO MAR 31,2017 REFUND FOR: 3000-1000-MK

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Enter the information for each listing in the fields provided below and click the 'Save' button to add/edit the listing. You may delete or edit records after they have been added. When done entering all listings click the 'Next' button to continue.

Schedule Type	<input type="text"/>		
Product Type	<input type="text"/>	Sold To	<input type="text"/>
Purchaser's FEIN	<input type="text"/>	Gross Gallons	<input type="text"/>
Date Shipped 	<input type="text"/>		

Clear form after updates

Edit	Delete	Schedule Type	Product Type	Date Shipped	Sold To	Gross Gallons

Page 1 of 1 | Total Records: 0

[Save Schedule Information](#)

**Please Note:** All fields are required to be completed in this section.

After you have recorded all of your entries, or if you do not have any entries for this section, click Next

Example: Manual Entry continued...

The third screen is where you will record your sales of undyed diesel fuel dispensed in separate reefer storage for refrigeration use.

### Reefer Storage Worksheet >

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Verify Info

Enter the information for each listing in the fields provided below and click the 'Save' button to add/edit the listing. You may delete or edit records after they have been added. When done entering all listings click the 'Next' button to continue.

Product Type  Date   
Gallons Undyed Fuel  Sales Tax Remitted

Clear form after updates

Edit	Delete	Product Type	Gallons	Date	Sales Tax Remitted	IFTA Number
						1

Page 1 of 1 | Total Records: 0

[Save Schedule Information](#)

After you have recorded all of your entries, or if you do not have any entries for this section, click Next

Example: Manual Entry continued....

This data entry screen is where you will record sales of motor fuel or special fuel sold to an enrolled tribal member purchasing fuel in Indian country controlled by the member's tribe, or an Indian tribe purchasing motor fuel or special fuel in Indian country controlled by the Indian tribe.

## Tribal Sales Schedule >

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Enter the information for each listing in the fields provided below and click the 'Save' button to add/edit the listing. You may delete or edit records after they have been added. When done entering all listings click the 'Next' button to continue.

Product Type	<input type="text"/>	Tribal Enrollment #	<input type="text"/>
Purchaser's Name	<input type="text"/>		
Bulk Delivery Location	<input type="text"/>	Date Sold	<input type="text"/>
Purchasers Tribal Code	<input type="text"/>	Gallons Sold	<input type="text"/>

Clear form after updates

Edit	Delete	Name	Tribal Code	Tribal #	Product Type	Delivery Location	Date Sold	Gallons Sold

Page 1 of 1 | Total Records: 0

After you have recorded all of your entries, or if you do not have any entries for this section, click Next

**Please Note:** All fields are required to be completed in this section.

## Example: Supporting Documentation File Upload

This screen allows you to upload copies of documentation to support your claim. Supporting documentation includes, but is not limited to: WEX statements, tax exempt statements, tax exempt spreadsheets or worksheets, and sales invoices.

**Step 1:** Click Choose File

### WEX File Upload >

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Please upload your Marketer Return WEX File here.  
The following electronic files can be uploaded  
**Documents** (.pdf, .xls, .xlsx, .xlsb, .csv, .doc, .docx)  
**Images** (.jpg)

Make sure your file is uploaded using one of these file formats.

**Step 2:** Select the file you wish to upload. Once you have selected the file, click Upload File

#### Upload File

Choose File No file chosen

Upload File

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Next

If your file upload was successful, it will appear above the Upload File section.

File Name

Size

Delete

E1810V2-IndividualVehicleMileageAndFuelReport.pdf

40.9 KB

#### Upload File

Choose File No file chosen

Upload File

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**Step 3:** Click Next

Example: Gallons Lost in Accordance with 10-47B-137

This final data entry screen is where you will record total gallons lost in accordance with SDCL 10-47B-137. A Marketer may collect a refund of fuel taxes paid on fuel lost by leakage or theft, or fuel lost or destroyed by fire, flood, tornado, windstorm, or explosion.

Marketer's Tax Return >

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Enter Whole Gallons

REFUNDABLE SALES	A Gasoline	B 100% Ethyl Alcohol	C AVGAS	D Undyed Diesel Fuel	E Jet Fuel	F 100% Methyl Alcohol	G Undyed Biodiesel
3. Total gallons lost in accordance with Section 137	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Next



**Please Note:** To qualify for this refund you must meet the following qualifications:

1. All claims must be filed with the Department within 30 days after the loss is discovered.
2. For a refund of taxes on fuel lost by leakage or theft, the total gallons must exceed 500 gallons.
3. For a refund of taxes on fuel lost or destroyed by fire, flood, tornado, windstorm, or explosion, the total gallons must exceed 100 gallons.

After you have recorded all of your entries, or if you do not have any entries for this section, click Next

# Marketer's Tax Return Summary

**TIP:** Always remember to review your entries before continuing in the process.

## Marketer's Tax Return Summary >

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Please verify that the return information is correct. If the return is incorrect please click the 'Back' button to return to the previous page.

FILING MAR 17, 2017 TO MAR 31,2017 REFUND FOR: 3000-1000-MK		
REFUNDABLE SALES	A Gasoline	B 100% Ethyl Alcohol
2. Total gallons of fuel sold in bulk to indian school premises.	500	0
3. Total Gallons sold to US Government	0	0
4. Total Gallons of taxed undyed diesel fuel dispensed into reefer storage		
5. Total gallons of fuel sold to an enrolled tribal member	0	0
REFUNDABLE SALES		
6. Subtotal all gallons -Add Lines 2, 3, 4, and 5	500	0
7. Tax Rates	\$0.28	\$0.14
8. Total taxes eligible for refund -Multiply Line 6 by Line 7	\$140.00	\$0.00
9. Total Refund Claim Amount -Add Columns A through G on Line 8		\$644.00

Click [View Printer Friendly Version](#) to print your return.



[View Printer Friendly Version](#)

Your Total Refund Amount is **\$644.00**

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Click [Next](#)

Example: Gallons Lost in Accordance with 10-47B-137

This screen allows you to upload copies of documentation to support your claim for the entries reported in accordance with Section 137 (Slide 12). Supporting documentation includes, but is not limited to: insurance reports, police reports, bills of lading, and invoices. **Please Note:** If you did not have any entries for gallons lost (Slide 12), you will not reach this screen.

The Affidavit of Loss of Taxable Fuel **MUST BE COMPLETED, NOTARIZED, AND UPLOADED** along with any necessary documentation to support your claim.

**Additional Documentation** >

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**Marketer Refund**

All Disabled Rows are WEX Uploads.

Please upload your Signed Affidavits for "Loss Fuel" on Line 3.

**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)

**Step 1:** Click Browse

**Step 2:** Select the file you wish to upload. Once you have selected the file, click Upload File

Upload File

**Step 3:** Click Next

To access the Affidavit of Loss of Taxable Fuel form, visit:  
[http://dor.sd.gov/Motor\\_Vehicles/Motor\\_Fuel/Forms.aspx](http://dor.sd.gov/Motor_Vehicles/Motor_Fuel/Forms.aspx)

## Verify Information >

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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 Information			
<b>License:</b>	<b>3000-1000-MK</b>	<b>Period:</b>	3/17/2017 To 3/31/2017
<b>Name:</b>	WONDER WOMAN CORPORATIONS	<b>Return Due Date:</b>	N/A
<b>File Code:</b>	Required Calendar Monthly	<b>Return Type:</b>	MK - Original
		<b>Refund Amount:</b>	\$644.00
		<b>Interest/Penalty:</b>	N/A
		<b>Total Refund:</b>	\$644.00
		<b>Payment Type:</b>	

### 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.

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Submit

## Confirmation Information >

Confirmation	
Confirmation Number:	<b>116350941694570878</b>
Date Submitted:	<b>Jan 27, 2017 4:35 PM</b>
Return	
License:	<b>3000-1000-MK</b>
Period:	<b>04/2017</b>
Return Type:	<b>MK - Original</b>
Return Due Date:	<b>Jan 27, 2017</b>
Total Amount Due:	<b>\$1,344.56</b>
<a href="#">View/Print Full Return</a>	

**Please Note:** You will **NOT** be able to print your return after you return to the main menu. Click [View/ Print Full Return](#) to print your return.

Print

Main Menu

# Questions?



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