



Marketer Manual EPath Filing Guide

How to File your Return (Data Upload)

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

EPath Help

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 AND DEADLINES](#)

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

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

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

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

EPath Help

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

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.

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

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

4: Choose the Data Entry Method, for this guide choose 'Manual Data Entry'.

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

Filing Options

File a Return For:

Amend a Return For: ⓘ

Edit a Saved Return:

Select the Data Entry Method:

Upload File Containing Data

Manual Data Entry

7002-4856-MK - LET IT BE CORP (Marketer)

Date From:

Date To:

You do not have a return that can be amended at this time.

--Please select a Period--

Back Next

Step 4: Manual data entry, this is where you will record data of sales of fuel sold in bulk to a location on a licensed Indian School's premises. After you have recorded all of your entries, or if you do not have any entries for this section, click 'Next'.

Indian School License's >

FILING AUG 1, 2023 To A

Note: These sections are required information.

1: Enter the information from your records into each box.

- School License >
- Data Entry
- Reefer Storage
- Tribal Sales
- Supporting Doc.
- Marketer Refund
- MK Summary
- Verify Info

Information for each listing in the fields provided below. You may delete or edit records after the listing. When finished with all listings click the 'Next' button to continue.

License No. School Name

Gasoline 100% Ethyl Alcohol

AVGAS Undyed Diesel Fuel

Jet Fuel 100% Methyl Alcohol

Undyed Biodiesel Date

Save Cancel Clear form after updates

2: Click 'Save' after each entry.

3: Once you click 'Save' your information will appear below.

Edit	Delete	School Name	License No.	Gasoline	Ethyl	AVGAS	Undyed Diesel	Jet Fuel	Methyl Alcohol	Undyed Biodiesel	Date
Edit	Delete	A Schools Name	9999-999	500	0	0	1800	0	0	0	08/02/2023

Page 1 of 1 | Total Records: 1

Save Schedule Information

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

Note: When reporting ethanol blended fuel BOTH gasoline and 100% Ethyl should have gallons reported. The total gallons sold should be allocated to each type based on the percentage of Ethanol.

Back Next

Step 5: Manual data entry, this is where you will record your sales to the U.S. Government. These will be reported as a Schedule Type 8. After you have recorded all of your entries, or if you do not have any entries for this section, click 'Next'.

Government Sales Data Entry > **FILING AUG 1, 2023 To AUG 31, 2023 REFUND FOR: 7002-4856-MK**

1: Enter the information from your records into each box. If you need claim any Government Sales all fields are required to be completed.

MK Summary
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.

Schedule Type
 Product Type Sold To
 Purchaser's FEIN Gross Gallons
 Date Shipped ⓘ
 Clear form after updates

Edit	Delete	Schedule Type	Product Type	Date Shipped	Sold To	Gallons
1						

Page 1 of 1 | Total Records: 0

Save Schedule Information

Step 6: Manual data entry, this is where you will record your sales of undyed diesel fuel dispensed in separate reefer storage for refrigeration use. After you have recorded all of your entries, or if you do not have any entries for this section, click 'Next'.

Reefer Storage Worksheet > **FILING AUG 1, 2023 To AUG 31, 2023 REFUND FOR: 7002-4856-MK**

1: Enter the information from your records into each box.

Main Menu

Supporting Doc.
Marketer Refund
MK Summary
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
1					

Page 1 of 1 | Total Records: 0

Save Schedule Information

Step 7: Sales of motor fuel or special fuel sold to the Lower Brule Sioux Tribe, Flandreau Santee Sioux Tribe, Sisseton Wahpeton Oyate, or Yankton Sioux Tribe or a tribal member of one of these tribes, purchasing fuel in Indian country controlled by the member's tribe will be uploaded under this section.

Tribal Sales Schedule >

FILING AUG 1, 2023 To AUG 31, 2023 REFUND FOR: 7002-4856-MK

1: Enter the information from your records into each box.

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.

- [Tribal Sales >](#)
- [Supporting Doc.](#)
- [Marketer Refund](#)
- [MK Summary](#)
- [Verify Info](#)

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"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="checkbox"/> Clear form after updates			

Edit	Delete	Name	Tribal Code	Tribal #	Product Type	Delivery Location	Date Sold	Gallons Sold
		1						

Page 1 of 1 | Total Records: 0

Save Schedule Information

Step 8: Upload supporting documentation.

Supporting Documentation Upload >

FILING AUG 1, 2023 To AUG 31, 2023 REFUND FOR: 7002-4856-MK

1: Click 'Choose File'.

Please upload documentation to support your claim here. Supporting documentation includes, but is not limited to: WEX statements, tax exempt statements, tax exempt spreadsheets or worksheets, and sales invoices. The following electronic files can be uploaded

- [MK File Preview](#)
- [Supporting Doc. >](#)
- [Marketer Refund](#)
- [MK Summary](#)
- [Verify Info](#)

Documents (.pdf, .xls, .xlsx, .xlsb, .csv, .doc, .docx)
Images (.jpg)

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

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

Choose File
No file chosen

File Name	Size
Delete Aug2023Temp.xlsx	10.1 KB

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

Choose File
No file chosen

3: Click 'Next'.

Step 9: Gallons lost in accordance with 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, tornado, windstorm, or explosion.

Marketer's Tax Return >

FILING AUG 1, 2023 To AUG 31, 2023 REFUND FOR: 7002-4856-MK

- Main Menu
- Logout
- MK File Upload
- MK File Preview
- Supporting Doc.
- Marketer Refund** >
- MK Summary
- Verify Info

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

1. All claims must be filled 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 exceeds 100 gallons

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

Step 10: Review all information then click 'Next'.

Marketer's Tax Return Summary >

- Main Menu
- Logout
- MK File Upload
- MK File Preview
- Supporting Doc.
- Marketer Refund
- MK Summary** >
- Verify Info

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 AUG 1, 2023 To AUG 31, 2023 REFUND FOR: 7002-4856-MK			
REFUNDABLE SALES	A Gasoline	B 100% Ethyl Alcohol	
2. Total gallons of fuel sold in bulk to indian school premises.	0	0	
3. Total Gallons lost in accordance with Section 137	0	0	
4. Total Gallons sold to US Government	6,700	0	
5. Total Gallons of taxed undyed diesel fuel dispensed into reefer storage			
6. Total gallons of fuel sold to an enrolled tribal member	0	0	
REFUNDABLE SALES			
7. Subtotal all gallons -Add Lines 2, 3, 4, 5, and 6	6,700	0	
8. Tax Rates	\$0.28	\$0.14	
9. Total taxes eligible for refund -Multiply Line 7 by Line 8	\$1,876.00	\$0.00	
10. Total Refund Claim Amount -Add Columns A through G on Line 9			\$2,632.00

Note:
Click 'View Printer Friendly Version' to print your return.

Your Total Refund Amount is **\$2,632.00**

[View Printer Friendly Version](#)

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Step 11: Uploading documents for gallons lost in accordance with 10-47B-137. Supporting documentation includes, but is not limited to: insurance reports, police reports, bills of lading, and invoices. If you did not have any entries for gallons lost you will not reach this screen.

Additional Documentation > FILING MAR 17, 2017 TO MAR 31, 2017 REFUND FOR: 3000-1000-M

Main Menu
Logout

School License

Page

Doc.
Refund

Summary

Documentation >

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)

Upload File

Browse...

Upload File

Back Next

1: Click 'Browse'.

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

3: Click 'Next'.

The Affidavit of Loss of Taxable Fuel must be completed, notarized, and uploaded along with any necessary documentation to support your claim.

To access the Affidavit of Loss of Taxable Fuel Form, visit:
http://dor.sd.gov/Motor_Vehicles/Motor_Fuel/Forms.aspx

Step 12: Review all information, type in your password, then click 'Next'.

Verify Information >

Main Menu
Logout

MK File Upload
MK File Preview
Supporting Doc.
Marketer Refund
MK Summary
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 log in password, and click the 'Submit' button.

Return Information			
License:	7002-4856-MK	Period:	8/1/2023 To 8/31/2023
Name:	LET IT BE CORP	Return Due Date:	N/A
File Code:	Required Calendar Monthly	Return Type:	MK - Original
		Refund Amount:	\$2,632.00
		Interest/Penalty:	N/A
		Total Refund:	\$2,632.00
		Payment Type:	

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:

Step 13: 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 >

Confirmation	
Confirmation Number:	115013541694570827
Date Submitted:	

Return	
License:	3000-1000-LU
Period:	02/2016
Return Type:	LU - Original
Return Due Date:	Mar 23
Total Amount Due:	-\$790.00

[View/Print Full Return](#)

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.

View History.

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

Have Additional Questions: ?
Call: 605-773-8178
Email: sdmotorfuel@state.sd.us