Filing a Marketer Refund Claim
(Upload File Containing Data Method)

August 2020

Benefits of EPath

- File at 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

Access EPath Help from every screen

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**
- ▶ **Renew your Alcohol Tax License**

View History.
- ▶ **View Account Activity** 🛈
- ▶ **View Pending Items** 🛈

- ▶ **View/Edit Pending Electronic Payments** 🛈
- ▶ **View Deleted Electronic Payments** 🛈

Main Menu ➤

File and Pay:

▸ **File and Pay your Return** ⓘ   ▸ **Amend a Return** ⓘ

▸ **Upload Additional Documentation** ⓘ   ▸ **Cigarette Stamp Order** ⓘ

Tax Return Filing Menu ➤

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

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.

Step 1: Select your license number using the drop drown arrow

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

--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

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

◯ File a Return For:

Date From: 3/17/2017 📅

Date To: 3/31/2017 📅

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

◯ Amend a Return For: ❶ --Please select a Period--

◯ Edit a Saved Return: --Please select a Period--

Select the Data Entry Method: ◉ Upload File Containing Data
◯ Manual Data Entry

[Log out]

Step 4: Select the Data Entry Method, Upload File Containing Data, under filing options

Upload File Containing Data allows you to upload your EPath Schedule that is saved on your computer.

[Back] [Next]

Step 5: Click Next

Understanding the "Upload a File Containing Data" Option

Depending on your sales, you can upload a schedule for each option.

Each section provides a clickable link to a working template. You can use one of the templates provided, or make your own.

If you choose to make your own template, make sure your file layout matches by clicking on the Layout link you are working with.

Marketer Refund File Upload ➤
FILING MAR 17, 2017 TO MAR 31, 2017 REFUND FOR: 3000-1000-MK

Main Menu
Logout

MK File Upload ➤
MK File Preview
MK Wex Upload
MK Summary
Verify Info

Template

Templates are available which can be used to upload data as opposed to manually entering the data. These templates are available for downloading in each of the four refund areas below.

If you prefer to use your own Excel file(s), it should only contain one sheet with no formulas. Your file must contain the same column headings that are displayed in the applicable template(s) below. Your file may contain extra columns that are not needed to apply for the refund and will be ignored. However, the order of the columns in your file must match the file layout you have indicated in the File Layout page for each refund type. These layouts can be set by selecting the applicable File Layout link(s) below.

Indian School Upload File

Choose File   No file chosen   Indian School File Layout

Indian School Workbook (*.xlsx) Template   Indian School CSV (.csv) Template

Schedule of Disbursements Upload

Choose File   No file chosen   Schedule Disbursement File Layout

Schedule Disbursements Workbook (*.xlsx) Template   Schedule Disbursements CSV (.csv) Template

Reefer Storage Upload

Choose File   No file chosen   Reefer Storage File Layout

Reefer Storage Workbook (*.xlsx) Template   Reefer Storage CSV (.csv) Template

Tribal Sales Upload

Choose File   No file chosen   Tribal Sales File Layout

TribalSales Workbook (*.xlsx) Template   TribalSalesCSV (.csv) Template

Add File

Back   Next

Example: Changing Your File Layout

If you choose to file your return using your own schedule, click on the file layout for the section you are uploading and follow these steps. If you are using a template, skip this slide.

MK Data File Definition ➤   FILING MAR 17, 2017 TO MAR 31, 2017 REFUND FOR: 3000-1000-MK

Main Menu
Logout

MK File Upload
MK File Preview
MK Wex Upload
MK Summary
Verify Info

Please select the type of file you will be sending. In a fixed length file, each field has a specified size that remains constant throughout the entire file. In a delimited file, all fields in a record are separated by a specified character.

Schedule Of Disbursements

Skip the first [1] lines of the file

1. ○ Fixed Length:
   ☐ File contains no line feeds

2. ⦿ Delimited File:
   Field Delimiter: [Comma (,) ▼] ☐ Other: [____]
   String Qualifier: [Double Quote (") ▼] ☐ Other: [____]

Describe the fields in your file using this section. Use the arrow buttons to reorder the fields. When using a fixed-length file, specify the length of each field in your file. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

Position	Field Name	Size	Include
1 ▼	Schedule Type	2	Required
2 ▼	Product Type	3	Required
3 ▼	Sold To	100	Required
4 ▼	Purchaser FEIN	10	Required
5 ▼	Transaction Date	8	Required
6 ▼	Gross Gallons	9	Required

Reset Layout

[Save] [Back]

Schedule Type	Product Type	Sold To	Purchaser FEIN	Transaction Date	Gross Gallons
8	65	Puchaser Name	999999999	03/16/2017	5000
8	160	Puchaser Name	999999999	03/17/2017	1000
8	65	Puchaser Name	999999999	03/16/2017	1200
8	65	Puchaser Name	999999999	03/16/2017	500
8	160	Puchaser Name	999999999	03/16/2017	800
8	160	Puchaser Name	999999999	03/16/2017	900

Step 1: Determine the amount of lines to skip, depending on where you want EPath to start pulling your recorded data.

Step 2: Under Position, list the correct order for your file. Position refers to the column on the schedule that is uploaded into EPath. Use the drop down arrows to select the numbered order.

Step 3: Make sure your column heading matches with your position number and click **Save**.

Step 4: After you have saved your changes, click **Back** to return to the upload screen.

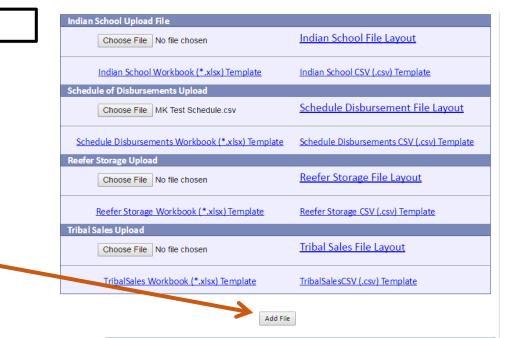# Understanding the "Upload a File Containing Data" Option

Indian School Upload File

Choose File | No file chosen

Indian School File Layout

Indian School Workbook (*.xlsx) Template | Indian School CSV (.csv) Template

Sales of fuel sold in bulk to a location on a licensed Indian School's premises will be uploaded under this section.

Schedule of Disbursements Upload

Choose File | No file chosen

Schedule Disbursement File Layout

Schedule Disbursements Workbook (*.xlsx) Template | Schedule Disbursements CSV (.csv) Template

Sales to the US Government will be uploaded under this section and reported as a Schedule Type 8.

Reefer Storage Upload

Choose File | No file chosen

Reefer Storage File Layout

Reefer Storage Workbook (*.xlsx) Template | Reefer Storage CSV (.csv) Template

Sales of undyed diesel fuel dispensed in separate reefer storage for refrigeration use will be uploaded under this section.

Tribal Sales Upload

Choose File | No file chosen

Tribal Sales File Layout

TribalSales Workbook (*.xlsx) Template | TribalSalesCSV (.csv) Template

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 will be uploaded under this section.

Example: Uploading a File Containing Data

Step 1: Determine which section you want to upload a file to and select **Choose File** in that section

Step 2: Select the file you want to upload. Once you have selected the file, click **Add File**
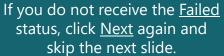
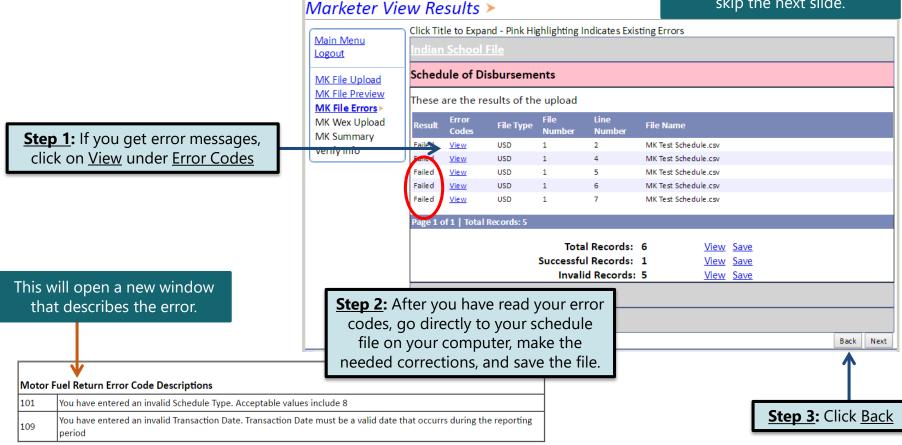If your file upload was successful, it will appear at the bottom of your screen under **Add File**.

Make sure that the file you are uploading is in either a CSV or XLSX format. If it isn't in one of these formats, the schedule will not successfully upload.

Step 3: Repeat these steps until you have uploaded a file for each section you need to report data on and click Next

Indian School Upload File

Choose File No file chosen	Indian School File Layout
Indian School Workbook (*.xlsx) Template	Indian School CSV (.csv) Template

Schedule of Disbursements Upload

Choose File MK Test Schedule.csv	Schedule Disbursement File Layout
Schedule Disbursements Workbook (*.xlsx) Template	Schedule Disbursements CSV (.csv) Template

Reefer Storage Upload

Choose File No file chosen	Reefer Storage File Layout
Reefer Storage Workbook (*.xlsx) Template	Reefer Storage CSV (.csv) Template

Tribal Sales Upload

Choose File No file chosen	Tribal Sales File Layout
TribalSales Workbook (*.xlsx) Template	TribalSalesCSV (.csv) Template

Add File

Add File

Delete	File Number	Upload Date	File Name	File Size	File Type
Delete	1	1/27/2017 11:54:21 AM	MK Test Schedule.csv	349	USD

Next

Indian School File

Schedule of Disbursements

Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

Result	Schedule Type	Sold To	Purchaser FEIN	Transaction Date	Gross Gallons	Product Type
Success	8	Puchaser Name	999999999	03/16/2017	5000	65
Success	8	Puchaser Name	999999999	03/17/2017	1000	160
Success	8	Puchaser Name	999999999	03/16/2017	1200	65
Success	8	Puchaser Name	999999999	03/16/2017	500	65
Success	8	Puchaser Name	999999999	03/16/2017	800	160
Success	8	Puchaser Name	999999999	03/16/2017	900	160

Reefer Storage

Tribal Sales File

Click **Next**

Back   Next

Example: Failed Download

If you do not receive the <u>Failed</u> status, click <u>Next</u> again and skip the next slide.

Marketer View Results ➤

Click Title to Expand - Pink Highlighting Indicates Existing Errors

Main Menu
Logout

MK File Upload
MK File Preview
MK File Errors ➤
MK Wex Upload
MK Summary
Verify Info

Indian School File

Schedule of Disbursements

These are the results of the upload

Result	Error Codes	File Type	File Number	Line Number	File Name
Failed	View	USD	1	2	MK Test Schedule.csv
Failed	View	USD	1	4	MK Test Schedule.csv
Failed	View	USD	1	5	MK Test Schedule.csv
Failed	View	USD	1	6	MK Test Schedule.csv
Failed	View	USD	1	7	MK Test Schedule.csv

Page 1 of 1 | Total Records: 5

Total Records:	6	View	Save
Successful Records:	1	View	Save
Invalid Records:	5	View	Save

Step 1: If you get error messages, click on <u>View</u> under <u>Error Codes</u>

This will open a new window that describes the error.

Step 2: After you have read your error codes, go directly to your schedule file on your computer, make the needed corrections, and save the file.

Back   Next

Step 3: Click <u>Back</u>

Motor Fuel Return Error Code Descriptions

101	You have entered an invalid Schedule Type. Acceptable values include 8
109	You have entered an invalid Transaction Date. Transaction Date must be a valid date that occurrs during the reporting period

Example: Failed Download Continued...

Tip: Remember to correct your file before uploading the new one.

Marketer File Preview

Click Title to

Main Menu
Logout

MK File Upload
MK File Preview ►
MK File Errors
MK Wex Upload
MK Summary
Verify Info

Indian School File

Schedule of Disbursements

Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

Result	Schedule Type	Sold To	Purchaser FEIN	Transaction Date	Gross Gallons	Product Type
Success	8	Puchaser Name	999999999	03/17/2017	900	65
Success	8	Puchaser Name	999999999	03/17/2017	1000	160
Success	8	Puchaser Name	999999999	03/25/2017	1200	65
Success	8	Puchaser Name	999999999	03/30/2017	500	65
Success	8	Puchaser Name	999999999	03/31/2017	800	160
Success	12	Puchaser Name	999999999	03/18/2017	900	160

Reefer Storage

Tribal Sales File

Back | Next

Indian School Upload File	
Choose File No file chosen	Indian School File Layout
Indian School Workbook (*.xlsx) Template	Indian School CSV (.csv) Template
Schedule of Disbursements Upload	
Choose File No file chosen	Schedule Disbursement File Layout
Schedule Disbursements Workbook (*.xlsx) Template	Schedule Disbursements CSV (.csv) Template
Reefer Storage Upload	
Choose File No file chosen	Reefer Storage File Layout
Reefer Storage Workbook (*.xlsx) Template	Reefer Storage CSV (.csv) Template
Tribal Sales Upload	
Choose File No file chosen	Tribal Sales File Layout
TribalSales Workbook (*.xlsx) Template	TribalSalesCSV (.csv) Template

Add File

Delete	File Number	Upload Date	File Name	File Size	File Type
Delete	1	1/27/2017 2:48:09 PM	MK Test Schedule.csv	358	USD

Back | Next

Step 5: Delete the incorrect file by clicking on the red Delete button

To upload a new file:
1. Click **Choose File**
2. Upload Corrected File
3. Click **Add File**
4. Click **Next**

Step 6: Upload your corrected file and click Next

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.

WEX File Upload ➤

FILING MAR 17, 2017 TO MAR 31,2017 REFUND FOR: 3000-1000-MK

Step 1: Click Choose File

Main Menu
Logout

School License
Data Entry
Reefer Storage
Tribal Sales
MK Wex Upload ➤

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.

Upload File

Choose File   No file chosen

Upload File

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

Back   Next

File Name	Size
Delete E1810V2-IndividualVehicleMileageAndFuelReport.pdf	40.9 KB

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

Upload File

Choose File   No file chosen

Upload File

Back   Next

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 ➤

Main Menu
Logout

School License
Data Entry
Reefer Storage
Tribal Sales
Supporting Doc.
Marketer Refund ➤

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							

Back   Next

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

Marketer's Tax Return Summary

Marketer's Tax Return Summary ➤

Main Menu
Logout

School License
Data Entry
Reefer Storage
Tribal Sales
MK Wex Upload
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 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

Your Total Refund Amount is $644.00

Click <u>View Printer Friendly Version</u> to print your return.

View Printer Friendly Version

Click <u>Next</u>

Back   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 15). 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 15), 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 ➤   FILING MAR 17, 2017 TO MAR 31,2017 REFUND FOR: 3000-1000-MK

Main Menu
Logout

School License
Data Entry
Reefer Storage
Tribal Sales
Supporting Doc.
Marketer Refund
MK 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. ❶

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

Browse...

Upload File

Back   Next

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

Step 3: Click Next

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 Information

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

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

Back   Submit

Confirmation Information ➤

Confirmation

Confirmation Number:	**116350941694570878**
Date Submitted:	**Jan 27, 2017 4:35 PM**

Return

License:	**3000-1000-MK**
Period:	**04/2017**
Return Type:	**MK - Original**
Return Due Date:	**Jan 27, 2017**
Total Amount Due:	**$1,344.56**

View/Print Full Return

[Print] [Main Menu]

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

Questions?

South Dakota
Department of Revenue

@SDRevenue

South Dakota
Department of Revenue

@SDRevenue

South Dakota DOR

Sign-up for our
E-Newsletter