SOUTH DAKOTA DEPARTMENT OF REVENUE

# Filing a Return as a Biodiesel Producer (Upload File Containing Data Method)



# **Benefits of EPath**

- File and pay at <u>www.sd.gov/epath</u>
- Provides 24/7 access to file and pay returns by electronic means
- Easy Data entry or Data upload
- System does all calculations
- Pay by ACH Debit or ACH Credit

#### <u>Features</u>

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



**EPath Help** Login > Log in to your Account Username: Password: ACCESS
EPATH HELP
FROM EVERY
SCREEN 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 **1** has help information. Simply point to the **1** to display the information.

### Main Menu >

#### File and Pay.

- ▶ File and Pay your Return 6
- ▶ Upload Additional Documentation

Amend a Return 6

#### Pay Outstanding Balance.

► Payment Only 🐧

#### Select an account function to perform.

- ► Add/Edit User Accounts **6**
- **▶** Cancel Licenses
- ▶ Print License Card

#### View History.

- ▶ View Account Activity 1
- ▶ View Pending Items <a>®</a>

- ► Change Profile **①**
- ▶ Add a License
- Renew your Alcohol Tax License
- ▶ View/Edit Pending Electronic Payments ①
- ▶ View Deleted Electronic Payments <a>®</a>

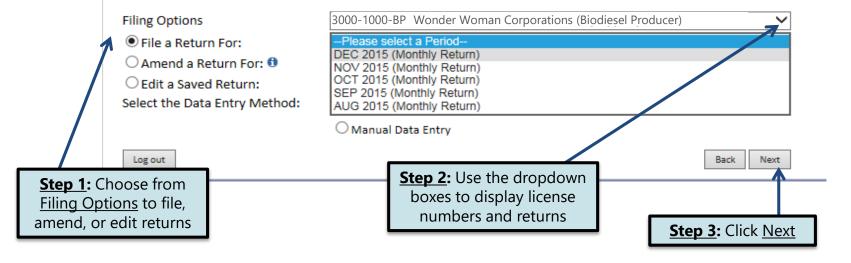


#### Tax Return Filing Menu >

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.

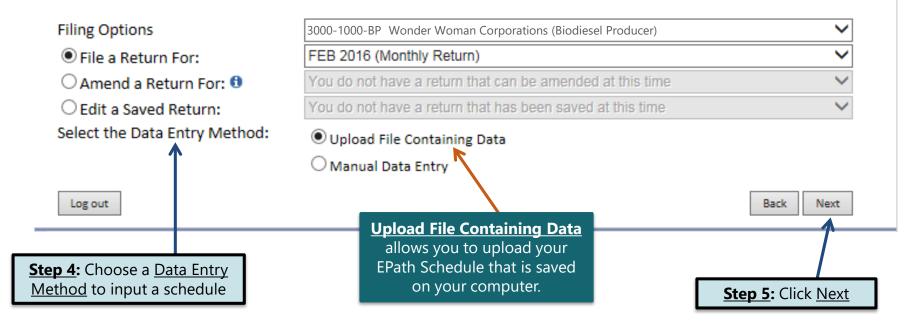


## Tax Return Filing Menu >

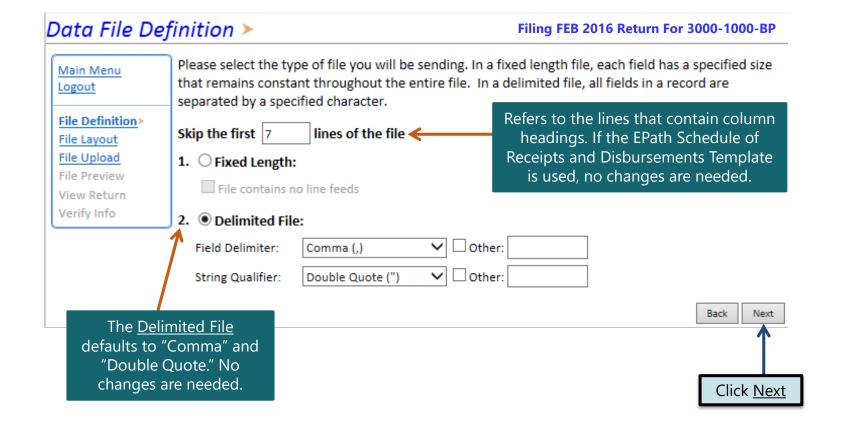
Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

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.



#### Example: Upload a File Containing Data



# **Schedule Types**

• The schedule types you will use are listed below, depending on the type of activity conducted. When uploading an electronic schedule, the following schedule types will automatically record the gallons you report on the line listed in the description box.

Schedule Type	<u>Description</u>	Line(s) of Return
6a	This schedule type will report gallons sold tax exempt to a licensed exporter for export.	4
6b	This schedule type will report gallons sold tax exempt to a licensed blender.	4
6d	This schedule type will report gallons sold tax exempt to a licensed supplier purchasing the fuel for resale at a terminal.	4
5	This schedule type will report the total gallons of biodiesel sold with tax collected to unlicensed purchasers during the reporting period. (This includes anyone not covered under the previously listed schedule types.)	4

# **Product Codes & Modes of Transfer**

• As a Biodiesel Producer, you will only be reporting sales of Clear Biodiesel and Dyed Biodiesel.

<u>Product Code</u>	<u>Fuel Type</u>
284	Clear Biodiesel
290	Dyed Biodiesel

• How the fuel was transported will also need to be listed on the schedule. The modes of transfer codes that will be used and what they stand for are listed below.

<u>Mode</u>	<u>Description</u>
J	Truck
R	Rail Car
В	Barge
PL	Pipeline

#### Data File Lavout >

Main Menu

File Definition

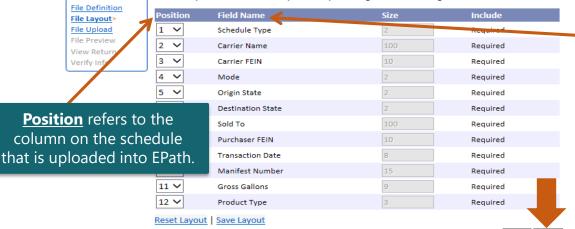
File Layout> File Upload

File Preview

Logout

#### Filing FEB 2016 Return For 3000-1000-BP

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 nonmandatory fields that are not in your file by checking the box in the right-hand column.



If you are using the EPath template to file your schedule, no changes are needed on this page and you can click **Next**.

> Field Name is the column heading on the EPath Schedule.

**Step 1:** Enter the <u>Position</u> number for each Field Name as they appear on your EPath Schedule. In the example below, the first column would be Position 1, so you want to match the Field Name to the column heading.

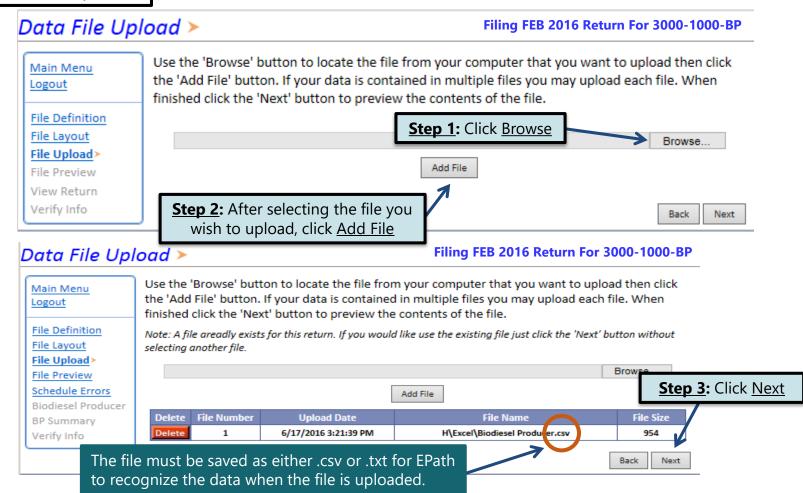
**Step 2:** If the layout changes, click Save Layout before clicking Next

When uploading a schedule into EPath, the Data File Layout must match the uploaded schedule.

Schedule Type	Carrier Name	Carrier FEIN	Mode	Point of Origin	Destination	Sold To Acquired From	Purchaser Seller FEIN	Date Shipped Received	Manifest Number	Gross Gallons	Product Type
5	A Purchas	999999999	J	SD	SD	A Carrier	999999999	02/08/2016	912345	200	284
5	A Purchas	99999999	J	SD	SD	A Carrier	999999999	02/11/2016	912345	200	284
5	A Purchas	99999999	J	SD	SD	A Carrier	999999999	02/19/2016	912345	200	290
6a	A Purchas	99999999	R	SD	AR	A Carrier	99999999	02/12/2016	912345	100	290
6b	A Purchas	99999999	J	SD	SD	A Carrier	99999999	02/17/2016	912345	200	284
6d	A Purchas	99999999	J	SD	SD	A Carrier	99999999	02/18/2016	912345	300	290
6d	A Purchas	999999999	J	SD	SD	A Carrier	99999999	02/18/2016	912345	200	284

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Example: Data File Upload



### Example: Supplier File Preview

# Supplier File Preview >

#### Filing FEB 2016 Return For 3000-1000-BP

Main Menu Logout

File Definition
File Layout
File Upload
File Preview>

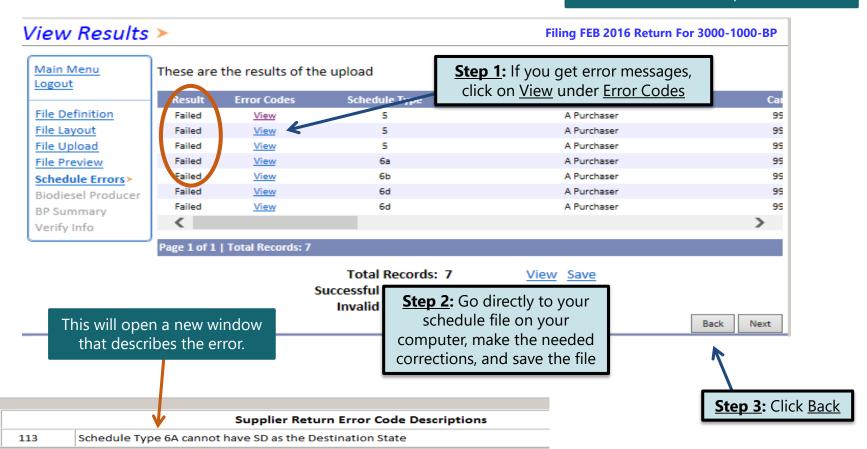
Biodiesel Producer BP Summary Verify Info Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

Resul	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination S	tate
Success	5	A Carrier	123456789	J	SD	SD	
Success	5	A Carrier	123456789	J	SD	SD	
Success	5	A Carrier	123456789	J	SD	SD	
Success	5	A Carrier	123456789	J	SD	WY	
Success	5	A Carrier	123456789	J	SD	WY	
Success	5	A Carrier	123456789	J	SD	SD	
Success	5	A Carrier	123456789	J	SD	SD	
Success	5	A Carrier	123456789	J	SD	SD	
Success	6a	A Carrier	123456790	J	SD	SD	

Click Next

Example: Failed Download

If you did not get any error messages, click <u>Next</u> and also skip the next slide.



#### Example: Failed Download... Continued

#### Supplier File Preview >

Filing FEB 2016 Return For 3000-1000-BP

>

Next

Back

Main Menu Logout 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.

File Definition
File Layout
File Upload
File Preview
Biodiesel Producer
BP Summary
Verify Info

Result
Success
5
Success
5
Success
10
Success
10
Success
5
Success
5
Success
5
Success
5

Schedule Type Carrier Name Carrier FEIN Origin State Destination State 123456789 SD SD A Carrier A Carrier 123456789 SD SD A Carrier 123456789 SD A Carrier 123456789 WY A Carrier 123456789 WY A Carrier 123456789 A Carrier 123456789 SD SD A Carrier 123456789 SD SD Success A Carrier 123456790 SD SD

**Step 4:** Click <u>Back</u> on the <u>File Preview</u> Page

**Step 5:** Click <u>Delete</u> and upload the corrected file



#### Filing FEB 2016 Return For 3000-1000-BP

Browse

Main Menu
Logout

File Definition
File Layout
File Upload >
File Preview
Schedule Errors
Biodiesel Producer
BP Summary
Verify Info

Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If you data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

Note: A file areadly exists for this return. If you would like use the existing file just click the 'Next' button without selecting another file

#### To upload a new file:

- 1. Click Browse
- 2. Upload corrected file
- 3. Click Add File
- 4. Click Next

#### EPATH - Motor Fuel > Filing FEB 2016 Return For 3000-1000-BP Main Menu **Biodiesel Producer Return** Logout BIODIESEL INVENTORY & SALES Clear Bio-Diesel **Dyed Bio-Diesel** Data Entry Biodiesel Producer 1. Total gallons of biodiesel in producer's inventory at beginning of **BP Summary** 2. Total gallons of biodiesel produced during reporting period Payment Method Make Payment 3. Subtotal gallons of biodiesel (Add Lines 1 and 2) 9,500 15,100 Verify Info 4. Total gallons of biodiesel sold to licensed purchaser during 6.500 8,100 reporting period(Attach Uniform Schedule of Disbursements - Type 6a, 6b, 5. Total gallons of biodiesel sold to unlicensed purchaser during 3.000 7.000 reporting period (Attach Uniform Schedule of Disbursements - Type 5) 6. Total gallons of biodiesel sold during reporting period (Add Lines 4 9.500 15,100 7. Total gallons of biodiesel remaining in inventory at end of reporting period (Subtract Line 6 from Line 3) Clear Bio-Diesel **Dyed Bio-Diesel** BIODIESEL PRODUCTION 8. Total gallons biodiesel sold during reporting period. (Record amount 9.500 15,100 from Line 6 here) 9. Total gallons of biodiesel produced out of state 10. Net gallons produced (Subtract Line 9 from Line 8) 9.500 15,100 TAXES AND FEES DUE Clear Bio-Diesel **Dyed Bio-Diesel** 11. Total gallons of ethanol/methanol used to produce biodiesel 12. Net credit due for gallons of ethanol/methanol used in \$0.00 \$0.00 production (Multiply Line 11 by \$0.14) \$0.00 13. Net credit due for gallons of ethanol/methanol used to produce \$0.00 biodiesel (Multiply Line 11 by \$0.02 TI Fee) 14. Total credit for this reporting period (Add Lines 12 and 13) \$0.00 \$0.00 **TIP**: Calculate entries 15. Total gallons of biodiesel sold to unlicensed purchasers during 3,000 reporting period(Record amount from Line 5 here) before continuing. 16. Fuel Tax Due (Multiply Line 15 by \$0.28) \$840.00 17. Tank Inspection Fee (Multiply Line 5 by \$0.02) \$200.00 18. Total Taxes and Fees (Add Lines 16,17 and subtract Line 14) \$1.040.00 19. Interest \$31.20 **Step 2:** Click <u>Calculate</u> 20. Penalty \$104.00

21. Total taxes and fees for this reporting period (Add Lines 18, 19, and

Calculate

**Step 1:** Lines 1, 2, 9, and 11 are entered manually

Step 3: Click Next

\$1,175,20

Next

Back

Main Menu Logout

Data Entry
Biodiesel Producer
BP Summary>

Payment Method Make Payment Verify Info

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

#### **Biodiesel Producer Return**

BIODIESEL INVENTORY & SALES	Clear Bio-Diesel	Dyed Bio-Diesel
Total gallons of biodiesel in producer's inventory at beginning of reporting period	0	0
Total gallons of biodiesel produced during reporting period	0	0
Subtotal gallons of biodiesel (Add Lines 1 and 2)	0	0
Total gallons of biodiesel sold to licensed purchaser during reporting period (Attach Uniform Schedule of Disbursements - Type 6a, 6b, or 6d)	6,500	8,100
Total gallons of biodiesel sold to unlicensed purchaser during reporting period (Attach Uniform Schedule of Disbursements - Type 5)	3,000	7,000
Total gallons of biodiesel sold during reporting period (Add Lines 4 and 5)	9,500	15,100
7. Total gallons of biodiesel remaining in inventory at end of reporting period (Subtract Line 6 from Line 3)	-9,500	-15,100
BIODIESEL PRODUCTION	Clear Bio-Diesel	Dyed Bio-Diesel
Total gallons biodiesel sold during reporting period. (Record amount from Line 6 here)	9,500	15,100
9. Total gallons of biodiesel produced out of state	0	0
10. Net gallons produced (Subtract Line 9 from Line 8)	9.500	15.100
10. Net gallons produced (subtract line 9 from line 8)	5,500	,
TAXES AND FEES DUE	Clear Bio-Diesel	Dyed Bio-Diesel
	-,	
TAXES AND FEES DUE  11. Total gallons of ethanol/methanol used to produce	Clear Bio-Diesel	Dyed Bio-Diesel
TAXES AND FEES DUE  11. Total gallons of ethanol/methanol used to produce biodiesel  12. Net credit due for gallons of ethanol/methanol used in	Clear Bio-Diesel	Dyed Bio-Diesel 0
11. Total gallons of ethanol/methanol used to produce biodiesel 12. Net credit due for gallons of ethanol/methanol used in production (Multiply Line 11 by \$0.14) 13. Net credit due for gallons of ethanol/methanol used to	Clear Bio-Diesel 0 \$0.00	Dyed Bio-Diesel 0 \$0.00
TAXES AND FEES DUE  11. Total gallons of ethanol/methanol used to produce biodiesel  12. Net credit due for gallons of ethanol/methanol used in production (Multiply Line 11 by \$0.14)  13. Net credit due for gallons of ethanol/methanol used to produce biodiesel (Multiply Line 11 by \$0.02 Ti Fee)  14. Total credit for this reporting period (Add Lines 12 and 13)  15. Total gallons of biodiesel sold to unlicensed purchasers	Clear Bio-Diesel 0 \$0.00 \$0.00	Dyed Bio-Diesel 0 \$0.00 \$0.00
11. Total gallons of ethanol/methanol used to produce biodiesel 12. Net credit due for gallons of ethanol/methanol used in production (Multiply Line 11 by \$0.14) 13. Net credit due for gallons of ethanol/methanol used to produce biodiesel (Multiply Line 11 by \$0.02 TI Fee) 14. Total credit for this reporting period (Add Lines 12 and 13)	Clear Bio-Diesel 0 \$0.00 \$0.00 \$0.00	Dyed Bio-Diesel 0 \$0.00 \$0.00
TAXES AND FEES DUE  11. Total gallons of ethanol/methanol used to produce biodiesel  12. Net credit due for gallons of ethanol/methanol used in production (Multiply Line 11 by 50.14)  13. Net credit due for gallons of ethanol/methanol used to produce biodiesel (Multiply Line 11 by 50.02 Ti Fee)  14. Total credit for this reporting period (Add Lines 12 and 13)  15. Total gallons of biodiesel sold to unlicensed purchasers during reporting period (Record amount from Line 5 here)	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Dyed Bio-Diesel 0 \$0.00 \$0.00
TAXES AND FEES DUE  11. Total gallons of ethanol/methanol used to produce biodiesel  12. Net credit due for gallons of ethanol/methanol used in production (Multiply Line 11 by 50.14)  13. Net credit due for gallons of ethanol/methanol used to produce biodiesel (Multiply Line 11 by 50.02 Ti Fee)  14. Total credit for this reporting period (Add Lines 12 and 13)  15. Total gallons of biodiesel sold to unlicensed purchasers during reporting period(Record amount from Line 5 here)  16. Fuel Tax Due (Multiply Line 15 by 50.28)	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Dyed Bio-Diesel 0 \$0.00 \$0.00
TAXES AND FEES DUE  11. Total gallons of ethanol/methanol used to produce biodiesel  12. Net credit due for gallons of ethanol/methanol used in production (Multiply Line 11 by 50.14)  13. Net credit due for gallons of ethanol/methanol used to produce biodiesel (Multiply Line 11 by 50.02 TI Fee)  14. Total credit for this reporting period (Add Lines 12 and 13)  15. Total gallons of biodiesel sold to unlicensed purchasers during reporting period(Record amount from Line 5 here)  16. Fuel Tax Due (Multiply Line 15 by \$0.28)  TAXES AND FEES DUE	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00
TAXES AND FEES DUE  11. Total gallons of ethanol/methanol used to produce biodiesel  12. Net credit due for gallons of ethanol/methanol used in production (Multiply Line 11 by 50.14)  13. Net credit due for gallons of ethanol/methanol used to produce biodiesel (Multiply Line 11 by 50.02 Ti Fee)  14. Total credit for this reporting period (Add Lines 12 and 13)  15. Total gallons of biodiesel sold to unlicensed purchasers during reporting period(Record amount from Line 5 here)  16. Fuel Tax Due (Multiply Line 15 by \$0.28)  TAXES AND FEES DUE  17. Tank Inspection Fee (Multiply Line 5 by \$0.02)	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00
TAXES AND FEES DUE  11. Total gallons of ethanol/methanol used to produce biodiesel  12. Net credit due for gallons of ethanol/methanol used in production (Multiply Line 11 by 50.14)  13. Net credit due for gallons of ethanol/methanol used to produce biodiesel (Multiply Line 11 by 50.02 Ti Fee)  14. Total credit for this reporting period (Add Lines 12 and 13)  15. Total gallons of biodiesel sold to unlicensed purchasers during reporting period(Record amount from Line 5 here)  16. Fuel Tax Due (Multiply Line 15 by \$0.28)  TAXES AND FEES DUE  17. Tank Inspection Fee (Multiply Line 5 by \$0.02)  18. Total Taxes and Fees (Add Lines 16,17 and subtract Line 14)	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$1,040.00
TAXES AND FEES DUE  11. Total gallons of ethanol/methanol used to produce biodiesel  12. Net credit due for gallons of ethanol/methanol used in production (Multiply Line 11 by 50.14)  13. Net credit due for gallons of ethanol/methanol used to produce biodiesel (Multiply Line 11 by 50.02 Ti Fee)  14. Total credit for this reporting period (Add Lines 12 and 13)  15. Total gallons of biodiesel sold to unlicensed purchasers during reporting period(Record amount from Line 5 here)  16. Fuel Tax Due (Multiply Line 15 by \$0.28)  TAXES AND FEES DUE  17. Tank Inspection Fee (Multiply Line 5 by \$0.02)  18. Total Taxes and Fees (Add Lines 16,17 and subtract Line 14)  19. Interest	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$200.00 \$1,040.00 \$31.20

Example: Returns with Tax Due

Step 1: Choose a Payment Method On the <u>Payment Method</u> page, you have the option to pay the tax amount due on your return. If no tax is due, you will not reach this page.

## Payment Method >

#### Filing FEB 2016 Return For 3000-1000-BP

**Step 2:** Follow the prompts to

make a payment, if you choose to make a payment at this time

Main Menu Logout

File Definition

File Layout

File Upload

File Preview

EB Summary

Payment Method>

Make Payment Verify Info

Select the Payment Method you will be using

OACH Debit @

O ACH Credit @

O Credit Card VISA COMPANY



A hon-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.)

If you choose to make a payment at a later date, select No Payment at this time and click Next.

Back Next **Step 3:** Click Next

## Verify Information >

Main Menu Logout

Data Entry Biodiesel Producer

BP Summary Payment Method

Make Payment
Verify Info>

To submit yo

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-BP WONDER WOMAN

CORPORATIONS

File Code: Required Calendar Monthly

Period: 02/2016

Return Due Date: 3/23/2016

Return Type: BP - Original

Total Tax Due: \$1,040.00 Interest/Penalty: \$135.20 Total Due: \$1,175.20 Payment Type: None

#### 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: 117241041694570824

Date Submitted: Jun 20, 2016 5:24 PM

#### Return

License: 3000-1000-BP

Period: 02/2016

Return Type: BP – Original Return Due Date: Mar 23, 2016

Total Amount Due: \$1,175.20

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.

View/Print Full Return

Print

Main Menu

# Questions?



South Dakota Department of Revenue



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South Dakota DOR



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