



Biodiesel Producer Upload Data EPath Filing Guide

How to File and Pay your Return

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

The screenshot shows the EPath login and account creation interface. At the top right is a link for "EPath Help". Below it is a "Login" link. The main section is titled "Log in to your Account" and contains fields for "Username:" and "Password:", with links for "Forgot your Username?" and "Forgot your Password?". A "CONTINUE" button is at the bottom. Below this is the "Create an Account" section, which includes the text "you are not already using EPath to access your account, create an account now." and buttons for "CREATE ACCOUNT" and "WATCH VIDEO ON CREATING AN ACCOUNT". At the bottom is a "MAKE A PAYMENT" button, with text below it: "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." At the very bottom is a "DUE DATES AND DEADLINES" button.

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 'File and Pay your Return'.

The screenshot shows the EPath Main Menu. At the top left is a "Main Menu" link. Below it is the "File and Pay" section, where "File and Pay your Return" is circled in blue. To its right are "Amend a Return" and "Cigarette Stamp Order". Below "File and Pay" are "Pay Outstanding Balance" (with "Payment Only" below it), "Select an account function to perform." (with "Add/Edit User Accounts", "Cancel Licenses", and "Print License Card" below it), and "View History." (with "View Account Activity" and "View Pending Items" below it). On the right side, there are "Change Profile", "Add a License", and "Renew your Alcohol or Tobacco Tax License". At the bottom center is a "Log out" button.

Note: Each **i** 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

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

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

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.
Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month following 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 1-800-8

4: Choose the Data Entry Method, for this guide choose 'Upload File Containing Data'.

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

7002-4845-BP - LET IT BE CORP (Biodiesel Producer)
--Please select a Period--
You do not have a return that can be amended at this time
--Please select a Period--

Log out Back Next

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

Data File Definition

FILING AUG 2023 RETURN FOR: 7002-4845-BP

- Main Menu
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- File Definition**
- File Layout
- File Upload
- File Preview
- Biodiesel Producer
- BP 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.

Skip the first lines of the file

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

1. Fixed Length:
 File contains no line feeds

2. Delimited File:

Field Delimiter: Other:

Terminating Qualifier: Other:

2: Select 'Delimited File'. Nothing in this section needs to be changed.

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Step 5: Schedule Types.

- You will only be reporting liquid natural gas sales, so the product type will always be 225. 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	Description	Line 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

Step 6: Modes of Transfer and Product Codes.

- 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.

Mode	Description
J	Truck
R	Rail Car
B	Barge
PL	Pipeline

- As a Biodiesel Producer, you will only be reporting sales of clear biodiesel and dyed biodiesel.

Product Code	Fuel Type
284	Clear Biodiesel
290	Dyed Biodiesel

Step 7: Data file layout.

Data File Layout >

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

1: Enter the Position 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.

Position	Field Name	Size	Include
1	Schedule Type	2	Required
2	Carrier Name	100	Required
3	Carrier FEIN	10	Required
4	Mode	2	Required
5	Origin State	2	Required
6	Destination State	2	Required
7	Sold To	100	Required
8	Purchaser FEIN	10	Required
9	Transaction Date	8	Required
10	Manifest Number	15	Required
11	Gross Gallons	9	Required
12	Product Type	3	Required

Position refers to the column on the schedule that is uploaded into EPath.

Field Name is the column heading on the EPath schedule.

Reset Layout | Save Layout

Back Next

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 FIEN	Mode	Point of Origin	Destination	Sold to Acquired From	Purchaser Seller FIEN	Date Shipped/ Received	Manifest Number	Gross Gallons	Product Type
5	A Purchaser	999999999	J	SD	SD	A Carrier	999999999	09/01/2023	12345	200	284
5	A Purchaser	999999999	J	SD	SD	A Carrier	999999999	09/02/2023	12345	200	284
5	A Purchaser	999999999	J	SD	SD	A Carrier	999999999	09/03/2023	12345	200	290
6a	A Purchaser	999999999	R	SD	AR	A Carrier	999999999	09/04/2023	12345	100	290
6b	A Purchaser	999999999	J	SD	SD	A Carrier	999999999	09/05/2023	12345	200	284
6d	A Purchaser	999999999	J	SD	SD	A Carrier	999999999	09/06/2023	12345	300	290
6d	A Purchaser	999999999	J	SD	SD	A Carrier	999999999	09/07/2023	12345	200	284

Step 8: Upload your data file, when finished uploading click 'Next'.

Data File Upload >

FILING AUG 2023 RETURN FOR: 7002-4845-BP

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

1: Click 'Choose File' and choose the file that you want to upload.

2: Click 'Add File'.

Choose File No file chosen

Add File

Delete	File Number	Upload Date	File Name	File Size
Delete	1	7/11/2024 8:33:10 AM	AugusttBDP.csv	734

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Note:
The file must be saved as either a .csv or .txt for EPath to recognize the data when the file is uploaded.

Step 9: Verify that the download was successful. If it is not successful move to next step. If it was successful click 'Next' and skip to step to step 11.

Supplier File Preview >

FILING AUG 2023 RETURN FOR: 7002-4845-BP

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	Carrier Name	Carrier FEIN	Mode	Origin State	Destination State
Success	5	A Purchaser	999999999	J	SD	SD
Success	5	A Purchaser	999999999	J	SD	SD
Success	5	A Purchaser	999999999	J	SD	SD
Success	6a	A Purchaser	999999999	R	SD	AR
Success	6	A Purchaser	999999999	J	SD	SD
Success	d	A Purchaser	999999999	J	SD	SD
Success	6d	A Purchaser	999999999	J	SD	SD

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Step 10: Resolving a failed download.

View Results > FILING AUG 2023 RETURN FOR: 7002-4845-BP

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Schedule Errors >

LPG Vendor
LPG Summary
Verify Info

Result	Error Codes	Schedule Type	Carrier Name	Carrier
Failed	View	8	A Carrier	12

Page 1 of 1 | Total Records: 1

Total Records: 14
Successful Records: 13
Invalid Records: 1

[View](#) [Save](#)
[View](#) [Save](#)
[View](#) [Save](#)

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Motor Fuel Return Error Code Descriptions

109	You have entered an invalid Transaction Date. Transaction Date must be a valid date that occurs during the reporting period
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1: If you get error messages, click on 'View' under 'Error Codes'.

2: A window will open that describes the error.

3: Go directly to your schedule file on your computer, make the needed corrections, and save the file.

4: Click 'Back'.

Data File Upload >

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Main Menu
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Use the 'Browse' button to locate the file from your computer that you want to upload. After you have selected the file, click the 'Add File' button. If your data is contained in multiple files you may upload them all at once. After you are finished click the 'Next' button to preview the contents of the file.

Choose File No file chosen
 Add File

Delete	File Number	Upload Date	File Name	File Size
Delete	1	7/11/2024 8:33:10 AM	AugusttBDP.csv	734

Back Next

5: Click 'Delete' and upload the corrected file.

To upload the new file:

1. Click 'Choose File'
2. Upload corrected file
3. Click 'Add File'
4. Click 'Next'

Step 11: Fill out necessary information (details below).

EPATH - Motor Fuel >

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Biodiesel Producer Return

BIO DIESEL INVENTORY & SALES		Clear Bio-Diesel	Dyed Bio-Diesel
1.	Total gallons of biodiesel in producer's inventory at beginning of reporting period		
2.	Total gallons of biodiesel produced during reporting period		
3.	Subtotal gallons of biodiesel (Add Lines 1 and 2)	0	
4.	Total gallons of biodiesel sold to licensed purchaser during reporting period (Attach Uniform Schedule of Disbursements - Type 6a, 6b, 6d)	400	400
5.	Total gallons of biodiesel sold to unlicensed purchaser during reporting period (Attach Uniform Schedule of Disbursements - Type 5)	400	200
6.	Total gallons of biodiesel sold during reporting period (Add Lines 4 and 5)	800	600
7.	Total gallons of biodiesel remaining in inventory at end of reporting period (Subtract Line 6 from Line 3)	-800	-600
BIO DIESEL PRODUCTION		Clear Bio-Diesel	Dyed Bio-Diesel
8.	Total gallons biodiesel sold during reporting period. (Record amount from Line 6 here)	800	600
9.	Total gallons of biodiesel produced out of state		
10.	Net gallons produced (Subtract Line 9 from Line 8)	800	600
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 production (Multiply Line 11 by \$0.14)	\$0.00	\$0.00
13.	Net credit due for gallons of ethanol/methanol used to produce biodiesel (Multiply Line 11 by \$0.02 TI Fee)	\$0.00	\$0.00
14.	Total credit for this reporting period (Add Lines 12 and 13)	\$0.00	\$0.00
15.	Total gallons of biodiesel sold to unlicensed purchasers during reporting period (Record amount from Line 5 here)	400	
16.	Fuel Tax Due (Multiply Line 15 by \$0.28)	\$112.00	
TOTALS			
17.	Tank Inspection Fee (Multiply Line 5 by \$0.02)		\$12.00
18.	Total Taxes and Fees (Add Lines 16,17 and subtract Line 14)		\$124.00
19.	Interest		\$17.40
20.	Penalty		\$12.40
21.	Total taxes and fees for this reporting period (Add Lines 18, 19, and 20)		\$153.80

1: Lines 1,2,9, and 11 are entered in manually.

2: Click 'Calculate'.

3: Click 'Next'.

Step 12: Review all information then click 'Next'.

EPATH - Motor Fuel >

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Biodiesel Producer Return

BIO DIESEL INVENTORY & SALES		Clear Bio-Diesel	Dyed Bio-Diesel
1.	Total gallons of biodiesel in producer's inventory at beginning of reporting period	0	0
2.	Total gallons of biodiesel produced during reporting period	0	0
3.	Subtotal gallons of biodiesel (Add Lines 1 and 2)	0	0
4.	Total gallons of biodiesel sold to licensed purchaser during reporting period (Attach Uniform Schedule of Disbursements - Type 6a, 6b, or 6d)	400	400
5.	Total gallons of biodiesel sold to unlicensed purchaser during reporting period (Attach Uniform Schedule of Disbursements - Type 5)	400	200
6.	Total gallons of biodiesel sold during reporting period (Add Lines 4 and 5)	800	600
7.	Total gallons of biodiesel remaining in inventory at end of reporting period (Subtract Line 6 from Line 3)	-800	-600
BIO DIESEL PRODUCTION		Clear Bio-Diesel	Dyed Bio-Diesel
8.	Total gallons biodiesel sold during reporting period. (Record amount from Line 6 here)	800	600
9.	Total gallons of biodiesel produced out of state	0	0
10.	Net gallons produced (Subtract Line 9 from Line 8)	800	600
TAXES AND FEES DUE		Clear Bio-Diesel	Dyed Bio-Diesel
11.	Total gallons of ethanol/methanol used to produce biodiesel	0	0
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13.	Net credit due for gallons of ethanol/methanol used to produce biodiesel (Multiply Line 11 by \$0.02 TI Fee)	\$0.00	\$0.00
14.	Total credit for this reporting period (Add Lines 12 and 13)	\$0.00	\$0.00
15.	Total gallons of biodiesel sold to unlicensed purchasers during reporting period (Record amount from Line 5 here)	400	
16.	Fuel Tax Due (Multiply Line 15 by \$0.28)	\$112.00	
TAXES AND FEES DUE			
17.	Tank Inspection Fee (Multiply Line 5 by \$0.02)		\$12.00
18.	Total Taxes and Fees (Add Lines 16,17 and subtract Line 14)		\$124.00
19.	Interest		\$17.40
20.	Penalty		\$12.40
21.	Total taxes and fees for this reporting period (Add Lines 18, 19, and 20)		\$153.80


Step 13: Payment, if no tax is due you will not reach this page. After filling out all necessary information click 'Next'.

Payment Method >

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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.)

Note:
If you choose ACH Credit you have to reach out to your bank and request they send the amount due.

Payment Calendar

Back Next

Step 14: Review all information, type in your password, then click 'Next'.

Verify Information >

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- Biodiesel Producer
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- Payment Method
- Make Payment
- 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:	7002-4845-BP	Period:	08/2023
Name:	LET IT BE CORP	Return Due Date:	9/20/2023
File Code:	Required Calendar Monthly	Return Type:	BP - Original
		Total Tax Due:	\$124.00
		Interest/Penalty:	\$29.80
		Total Due:	\$153.80
		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:

Back Submit

Step 15: 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.

View History.

- > [View Account Activity](#) 
- > [View Pending Items](#) 

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