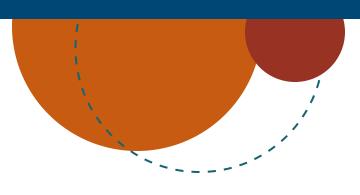
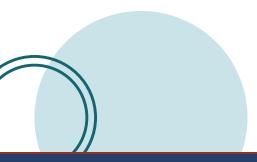


Biodiesel Producer Upload Data EPath Filing Guide



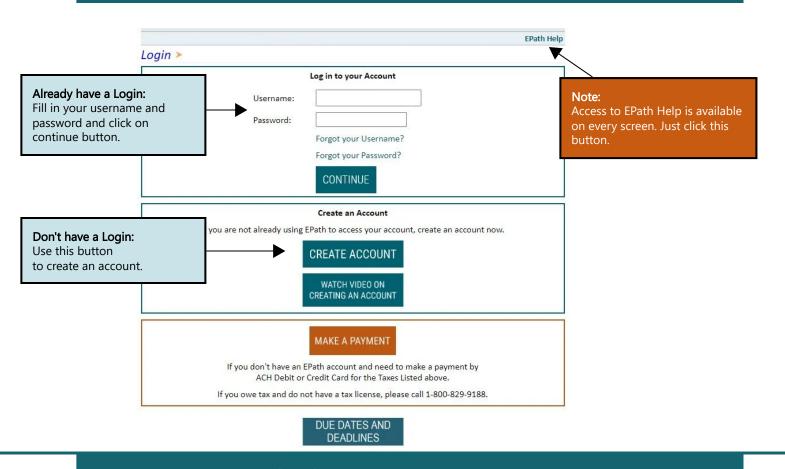




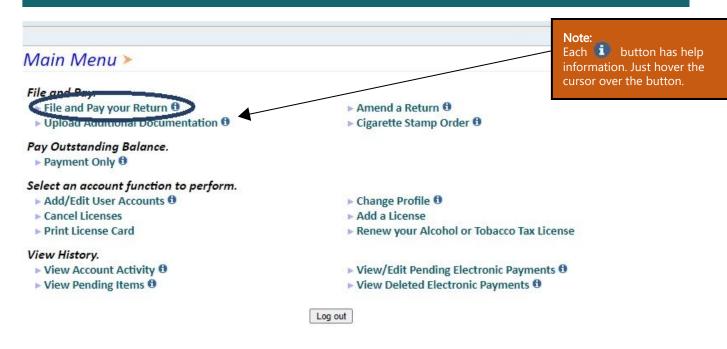
How to File and Pay your Return



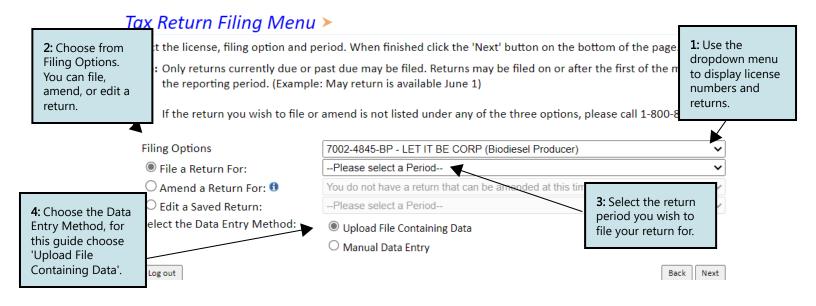
Step 1: Open <u>www.sd.gov/epath</u>. Log in or Create Account in EPath.



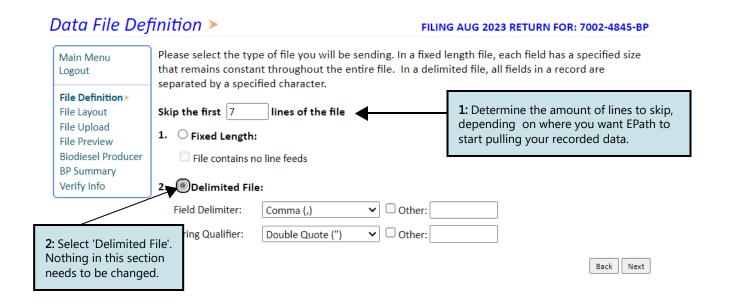
Step 2: Click 'File and Pay your Return'.



Step 3: Fill out necessary information (details below). Then click 'Next'.



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



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
В	Barge
PL	Pipeline

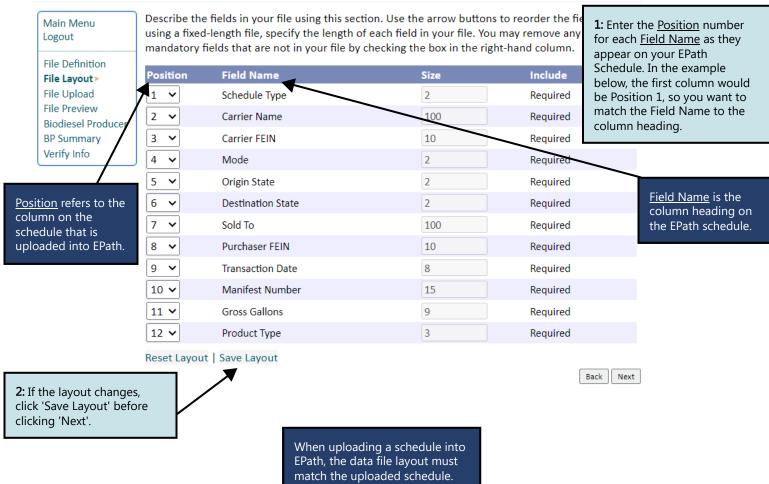
• As a Biodiesel Producer, you will only be reporting sales of clear biodiesel and dyed biodiesel.

Product Code	Fuel Type
284	Cle ar Biodie se l
290	Dyed Biodiesel

Step 7: Data file layout.

Data File Layout >

FILING AUG 2023 RETURN FOR: 7002-4845-BP

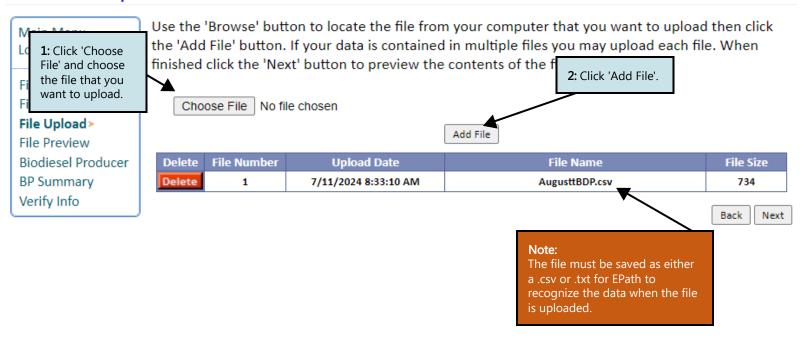


Schedule	Carrier Name	Carrier FIEN	Mode	Point of	Destination	Sold to Acquired	Purchaser Seller	Date Shipped/	Manifest	Gross	Product
Type				Origin		From	FIEN	Received	Number	Gallons	Туре
5	A Purchaser	99999999	J	SD	SD	A Carrier	999999999	09/01/2023	12345	200	284
5	A Purchaser	99999999	J	SD	SD	A Carrier	999999999	09/02/2023	12345	200	284
5	A Purchaser	99999999	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	99999999	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 >

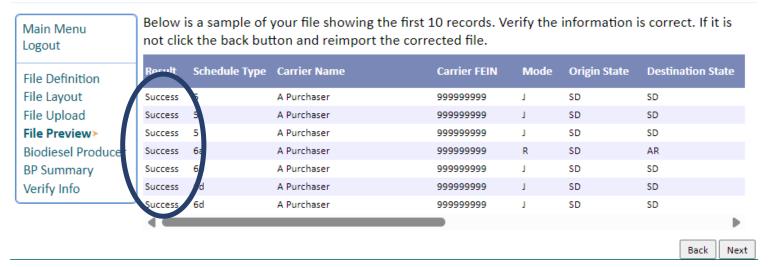
FILING AUG 2023 RETURN FOR: 7002-4845-BP



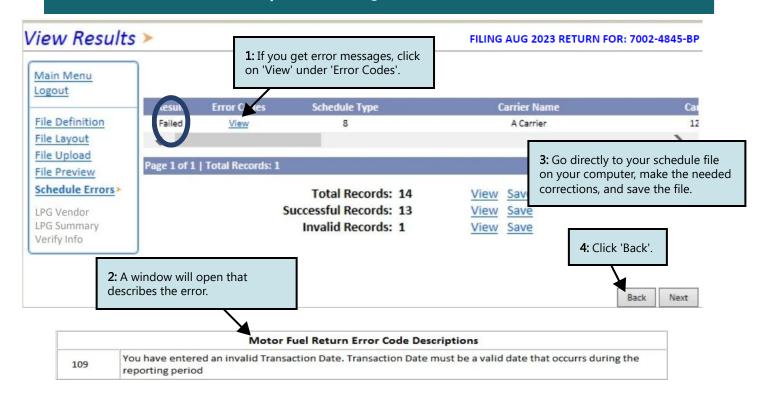
Step 9: Verify that the download was successful. If it is not successful move to next step. If it was successful click 'Next' and skip to step to step 11.

Supplier File Preview >

FILING AUG 2023 RETURN FOR: 7002-4845-BP

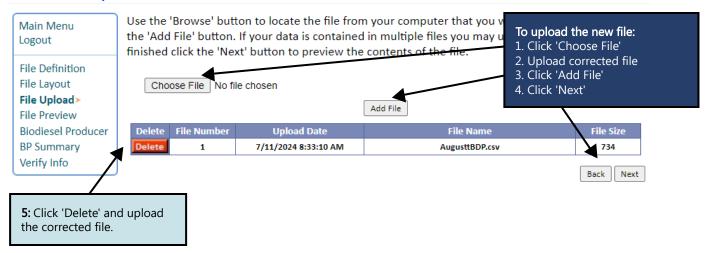


Step 10: Resolving a failed download.

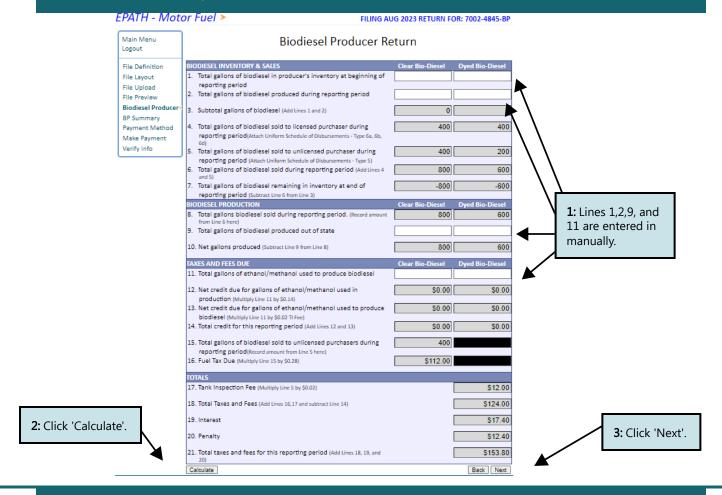


Data File Upload >

FILING AUG 2023 RETURN FOR: 7002-4845-BP



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



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

Main Menu	Biodiesel Producer Return							
.ogout	BIODIESEL INVENTORY & SALES	Clear Bio-Diesel	Dyed Bio-Diesel					
File Definition	Total gallons of biodiesel in producer's inventory at	0	0					
ile Lavout	beginning of reporting period							
File Upload	Total gallons of biodiesel produced during reporting period	0	(
ile Opidad	3. Subtotal gallons of biodiesel (Add Lines 1 and 2)	0						
Riodiesel Producer	4. Total gallons of biodiesel sold to licensed purchaser during	400	40					
SP Summary>	reporting period (Attach Uniform Schedule of Disbursements - Type							
ayment Method	6a, 6b, or 6d) 5. Total gallons of biodiesel sold to unlicensed purchaser	400	20					
•	during reporting period (Attach Uniform Schedule of Disbursements	400	20					
Make Payment	- Type 5)							
/erify Info	Total gallons of biodiesel sold during reporting period (Add Lines 4 and 5)	800	60					
	Total gallons of biodiesel remaining in inventory at end of	-800	-60					
	reporting period (Subtract Line 6 from Line 3)							
	BIODIESEL PRODUCTION	Clear Bio-Diesel	Dyed Bio-Dies					
	Total gallons biodiesel sold during reporting period. (Record amount from Line 6 here)	800	60					
	Total gallons of biodiesel produced out of state	0						
	10. Net gallons produced (Subtract Line 9 from Line 8)	800	60					
	TAXES AND FEES DUE	Clear Bio-Diesel	Dyed Bio-Diese					
	Total gallons of ethanol/methanol used to produce biodiesel	0						
	12. Net credit due for gallons of ethanol/methanol used in	\$0.00	\$0.0					
	production (Multiply Line 11 by \$0.14)	\$0.00	50.0					
	13. Net credit due for gallons of ethanol/methanol used to	\$0.00	\$0.0					
	produce biodiesel (Multiply Line 11 by \$0.02 TI Fee)	*	•					
	14. Total credit for this reporting period (Add Lines 12 and 13)	\$0.00	\$0.0					
	15. Total gallons of biodiesel sold to unlicensed purchasers	400						
	during reporting period(Record amount from Line 5 here)							
	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)		\$12.0					
	18. Total Taxes and Fees (Add Lines 16,17 and subtract Line 14)		\$124.0					
	19. Interest		\$17.4					
	20. Penalty		\$12.4					
	21. Total taxes and fees for this reporting period (Add Lines 18. 19, and 20)		\$153.8					

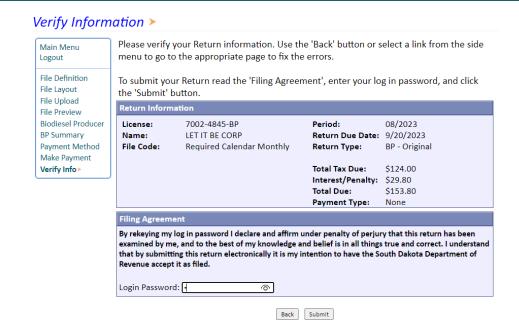
Step 13: Payment, if no tax is due you will not reach this page. After filling out all necessary information click 'Next'.

Payment Method >

FILING AUG 2023 RETURN FOR: 7002-4845-BP

	Main Menu Logout	Select the Payment Method you will be using O ACH Debit	Note: If you choose A	
	File Definition File Layout File Upload File Preview Biodiesel Producer BP Summary Payment Method>	 ○ ACH Credit ② ○ 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.) 	Credit you have reach out to you and request the the amount due	
+	Make Payment Verify Info	Payment Calendar Back	Next	

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



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 1
- ▶ View Pending Items <a>®

Have Additional Questions: Call: 605-773-8178 Email: sdmotorfuel@state.sd.us to r bank ⁄ send