**SOUTH DAKOTA DEPARTMENT OF REVENUE** 

# Filing a Return as an Importer/Exporter (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 **①** 

## 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>

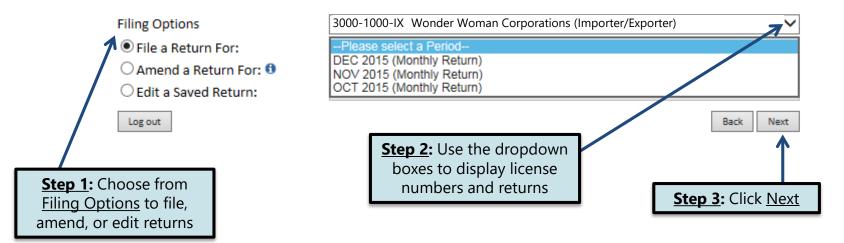


# Tax Return Filing Menu >

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.

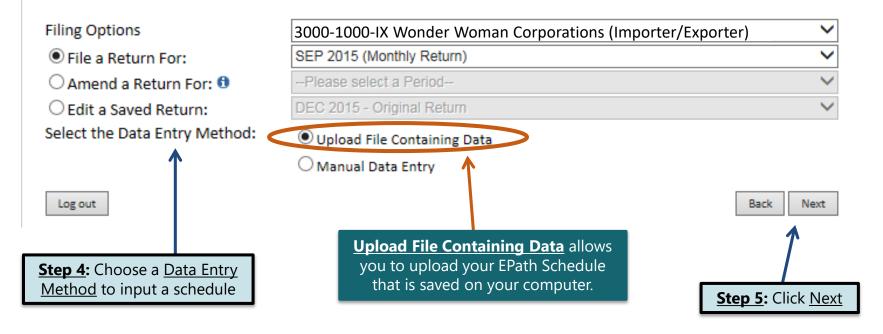


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# **Schedule Types**

• 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
<b>1</b> a	<ul> <li>This schedule type will report several types of gallons:</li> <li>This schedule type will report the gallons of fuel imported by means other than a pipeline into South Dakota (Tax Paid).</li> <li>Gallons of fuel imported that were purchased from a licensed South Dakota Supplier at an out of state terminal (Tax Paid).</li> </ul>	<ul> <li>1- gallons imported (tax paid)</li> <li>4- Gallons imported from out-of-state terminal (tax paid)</li> </ul>
<b>2</b> a	This schedule type will report the gallons of fuel imported by means other than a pipeline into South Dakota (Tax Unpaid).	5
<b>2</b> c	This schedule type will report gallons of fuel that were pulled from a South Dakota pipeline with an original destination outside South Dakota, but then diverted back into South Dakota.	4
10	This schedule type will report the total gallons of K-1 kerosene sold for not taxable purposes such as heating.	7

# **Modes of Transfer**

• 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		

# **Product Types**

• Each type of fuel that is sold has a specific product code. The codes that will be used on your schedule are listed to the right.

Product Code	<u>Fuel Type</u>				
061	Natural Gasoline				
065	Gasoline				
072	Kerosene (Dyed)				
073	Kerosene (Low Sulfur)				
074	Kerosene (High Sulfur)				
123	Ethyl Alcohol				
125	Aviation Gasoline (AVGAS)				
130	Jet Fuel				
142	Kerosene (Clear)				
145	Kerosene- Low Sulfur (Clear)				
147	Kerosene- High Sulfur (Clear)				
160	Diesel (Clear)				
170	Biodiesel Blend (Clear)				
171	Biodiesel Blend (Dyed)				
228	Dyed Diesel				
243	Methyl Alcohol				
284	Biodiesel (Clear)				
290	Biodiesel (Dyed)				
092	Other				

Example: Data File Definition

#### Data File Definition > Filing SEP 2015 Return For 3000-1000-IX Please select the type of file you will be sending. In a fixed length file, each field has a specified size Main Menu that remains constant throughout the entire file. In a delimited file, all fields in a record are Logout separated by a specified character. File Definition> Refers to the lines that contain column Skip the first | 7 lines of the file headings. If the EPath Schedule of File Layout Receipts and Disbursements Template File Upload 1. O Fixed Length: is used, no changes are needed. File Preview File contains no line feeds View Return Verify Info Delimited File: Field Delimiter: Other: Comma (.) Double Quote (") Other: String Qualifier: The Delimited File defaults to Back Next "Comma" and "Double Quote." No changes are needed. Click Next

# Data File Lavout >

Main Menu

File Definition

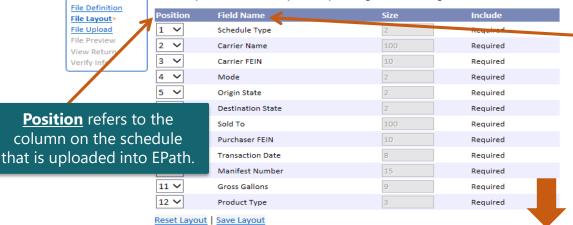
File Layout> File Upload

File Preview

Logout

#### Filing SEP 2015 Return For 3000-1000-IX

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.

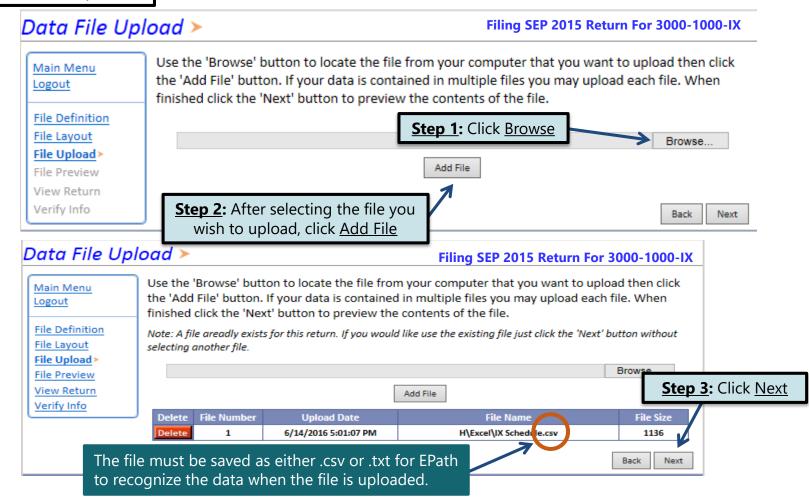
**Step 2:** If the layout changes, click Save Layout before clicking Next

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
1A	A Carrier	123456789	J	ND	SD	A Purchaser	123456789	12/02/2015	9812346	1300	65
1A	A Carrier	123456789	J	MN	SD	A Purchaser	123456789	12/23/2015	9812347	500	65
2A	A Carrier	123456789	J	TX	SD	A Purchaser	123456789	12/22/2015	9812350	1800	228
2A	A Carrier	123456789	J	TX	SD	A Purchaser	123456789	12/23/2015	9812351	1500	160
5	A Carrier	123456789	J	SD	ND	A Purchaser	123456789	12/04/2015	9812352	200	65
7B	A Carrier	123456789	J	SD	ND	A Purchaser	123456789	12/15/2015	9812353	1500	65
7B	A Carrier	123456789	J	SD	ND	A Purchaser	123456789	12/17/2015	9812354	2100	65
10	A Carrier	123456789	J	SD	SD	A Purchaser	123456789	12/15/2015	9812355	3000	142
10	A Carrier	123456789	J	SD	SD	A Purchaser	123456789	12/17/2015	9812356	1300	142

Back

Example: Data File Upload



Example: Supplier File Preview

# Supplier File Preview >

#### Filing SEP 2015 Return For 3000-1000-IX

Main Menu Logout

File Definition
File Layout
File Upload
File Preview
View Return
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.

Result	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination State	Solo
Success	1A	A Carrier	123456789	J	ND	SD	A Pu
Success	1A	A Carrier	123456789	J	MN	SD	A Pu
Success	2A	A Carrier	123456789	J	TX	SD	A Pu
Success	2A	A Carrier	123456789	J	TX	SD	A Pu
Success	5	A Carrier	123456789	J	SD	ND	ΑPι
Success	7B	A Carrier	123456789	J	SD	ND	A Pu
Success	7B	A Carrier	123456789	J	SD	ND	ΑPι
Success	10	A Carrier	123456789	J	SD	SD	A Pu
Success	10	A Carrier	123456789	J	SD	SD	ΑPι
< /							>

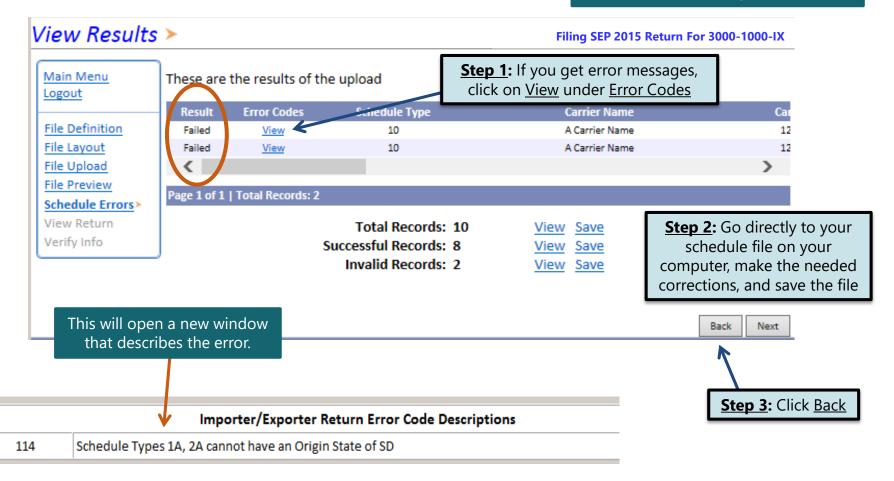
Back

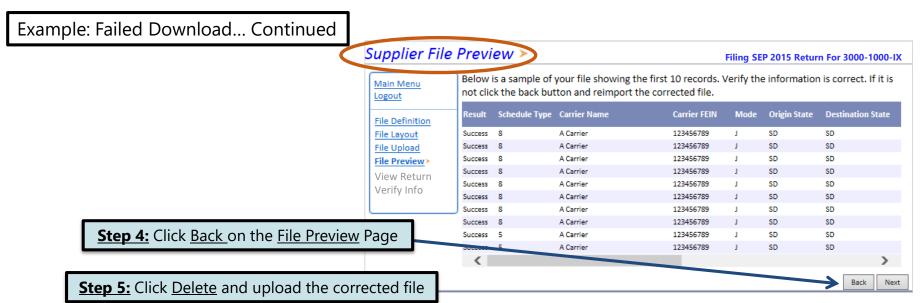
Next

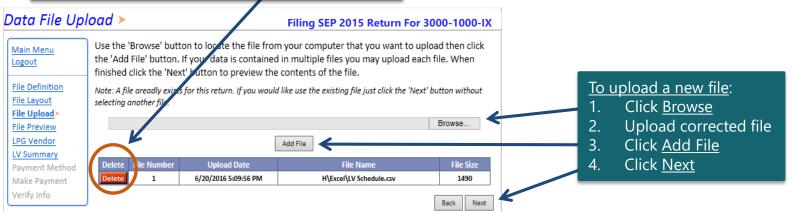
Click Next

Example: Failed Download

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







### Motor Fuel Tax Return - Import/Exporter ➤

Main Menu Logout

File Definition File Layout File Upload File Preview View Return>

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.

Reporting Period: DEC 2015			Reti	urn Due:	<b>TIP</b> : Always remember to
TAX LIABILITY	Gasoline	100% Ethyl Alcohol	AVGAS	Dye K	review your entries before
1. Imports	1,800	0	0		continuing in the process
2. Fuel Diverted to SD	0	0	0	_	0
3. Total Gallons	1,800	0	0	1,	,800
CREDITS					
4. Tax Paid Imports	1,800	0	0		0
5. Exports from bulk storage	3,600	0	0		0
6. Undyed K-1 kerosene					
7. Tax Unpaid Biodiesel					
8. Tax paid fuel diverted out of South Dakota/ Tax paid on exports	200	0	0		0
9. Total Credits	5,600	0	0		0
10. Tax unpaid exports	0	0	0		0
TAX COMPUTATION					
11. Subtotal Taxable Gallons	-3,800	0	0	1,	,800
12. Allowance	-57	0	0		
13.Total Taxable Gallons	-3,743	0	0		
14. Tax Rates	\$0.28	\$0.14	\$0.06	\$(	0.00
15. Taxes Due	(\$1,048.04)	\$0.00	\$0.00		
16. Total All Taxes Due	(\$1,820.28)				
TANK INSPECTION FEE		TAXES AND FEES DUE			
17. Total Gallons	-500	20. Total Interest		\$0.00	
18. Tank Inspection Fee	(\$10.00)	Total Penalty		\$10.00	
19. Total Taxes and Fees Due	(\$1,830.28)	21. Balance Due or Credit		\$0.00	
		22. Total Amount Due		(\$1,820.28	3)

Please Note: You will NOT be able to print your return after it is submitted. Click View Printer Friendly Version to print your return.

Your total credit due is (\$1,820.28)

Back Next Click Next

ew Printer Friendly Version

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 Importer/Exporter return. If no tax is due, you will not reach this page.

# Payment Method >

#### Filing SEPT 2015 Return For 3000-1000-IX

**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

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.

File Definition

To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.

File Layout File Upload

Return Information File Preview

View Return

License: Verify Info> Name:

3000-1000-IX

**Wonder Woman Corporations** File Code: Required Calendar Monthly

Period: 09/2015

10/23/2015 Return Due Date: IX - Original Return Type:

Total Tax Due: (\$1,830.28) Interest/Penalty: \$0.00

(\$1,830.28) Total Due:

Payment Type: None

#### Filing Agreement

By rekeying my log in password I declare and affirm under penalty of perjury that this return and associated schedules have 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 and associated schedules 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: 117251341694570807
Date Submitted: Jun 09, 2016 5:25 PM

#### Return

License: 3000-1000-IX

Period: 09/2015

Return Type: IX – Original

Return Due Date: Oct 23, 2015 Total Amount Due: -\$1,830.28

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.



Print

Main Menu

# Questions?



South Dakota Department of Revenue



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South Dakota Department of Revenue



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