Benefits of EPath

- File and pay at www.sd.gov/epath
- 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

Features
- 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

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 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

◉ File a Return For:

○ Amend a Return For: ⓘ

○ Edit a Saved Return:

[Log out]

3000-1000-IX Wonder Woman Corporations (Importer/Exporter) ⌄
--Please select a Period--
DEC 2015 (Monthly Return)
NOV 2015 (Monthly Return)
OCT 2015 (Monthly Return)

[Back] [Next]

Step 1: Choose from <u>Filing Options</u> to file, amend, or edit returns

Step 2: Use the dropdown boxes to display license numbers and returns

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

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-IX Wonder Woman Corporations (Importer/Exporter) ⌄
◉ File a Return For:	SEP 2015 (Monthly Return) ⌄
○ Amend a Return For: ⓘ	--Please select a Period-- ⌄
○ Edit a Saved Return:	DEC 2015 - Original Return ⌄
Select the Data Entry Method:	◉ Upload File Containing Data
	○ Manual Data Entry

Log out

Back   Next

Step 4: Choose a <u>D</u>ata Entry Method to input a schedule

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

Step 5: Click <u>N</u>ext

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	Description	Line(s) of Return
1a	This schedule type will report several types of gallons: ➢ This schedule type will report the gallons of fuel imported by means other than a pipeline into South Dakota (Tax Paid). ➢ Gallons of fuel imported that were purchased from a licensed South Dakota Supplier at an out of state terminal (Tax Paid).	➢ 1- gallons imported (tax paid) ➢ 4- Gallons imported from out-of-state terminal (tax paid)
2a	This schedule type will report the gallons of fuel imported by means other than a pipeline into South Dakota (Tax Unpaid).	5
2c	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.

Mode	Description
J	Truck
R	Rail Car
B	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	Fuel Type
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 ➤

Main Menu
Logout

File Definition ➤
File Layout
File Upload
File Preview
View Return
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 [7] **lines of the file** ← Refers to the lines that contain column headings. If the EPath Schedule of Receipts and Disbursements Template is used, no changes are needed.

1. ○ **Fixed Length:**

   ☐ File contains no line feeds

2. ◉ **Delimited File:**

   Field Delimiter: [Comma (,) ▾] ☐ Other: [   ]

   String Qualifier: [Double Quote (") ▾] ☐ Other: [   ]

The Delimited File defaults to "Comma" and "Double Quote." No changes are needed.

[Back] [Next]

Click Next

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

Main Menu
Logout

File Definition
File Layout ➤
File Upload
File Preview
View Return
Verify Info

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 ▼	Carrier Name	100	Required
3 ▼	Carrier FEIN	10	Required
4 ▼	Mode	2	Required
5 ▼	Origin State	2	Required
	Destination State	2	Required
	Sold To	100	Required
	Purchaser FEIN	10	Required
	Transaction Date	8	Required
	Manifest Number	15	Required
11 ▼	Gross Gallons	9	Required
12 ▼	Product Type	3	Required

Reset Layout | Save Layout

Back   Next

Field Name is the column heading on the EPath Schedule.

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

Step 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.

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

Example: Data File Upload

Data File Upload ➤   Filing SEP 2015 Return For 3000-1000-IX

Main Menu
Logout

File Definition
File Layout
File Upload ➤
File Preview
View Return
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 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.

Step 1: Click Browse

Browse...

Add File

Back   Next

Step 2: After selecting the file you wish to upload, click Add File

Data File Upload ➤   Filing SEP 2015 Return For 3000-1000-IX

Main Menu
Logout

File Definition
File Layout
File Upload ➤
File Preview
View Return
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 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.

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.

Browse

Add File

Step 3: Click Next

Delete	File Number	Upload Date	File Name	File Size
Delete	1	6/14/2016 5:01:07 PM	H\Excel\IX Schedule.csv	1136

Back   Next

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

Example: Supplier File Preview

Supplier File Preview ➤

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	Sol
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	A Pu
Success	7B	A Carrier	123456789	J	SD	ND	A Pu
Success	7B	A Carrier	123456789	J	SD	ND	A Pu
Success	10	A Carrier	123456789	J	SD	SD	A Pu
Success	10	A Carrier	123456789	J	SD	SD	A Pu

Back   Next

Click Next

Example: Failed Download

View Results ➤

Filing SEP 2015 Return For 3000-1000-IX

Main Menu
Logout

File Definition
File Layout
File Upload
File Preview
Schedule Errors ➤
View Return
Verify Info

These are the results of the upload

Step 1: If you get error messages, click on View under Error Codes

Result	Error Codes	Schedule Type	Carrier Name	Ca
Failed	View	10	A Carrier Name	12
Failed	View	10	A Carrier Name	12

Page 1 of 1 | Total Records: 2

Total Records: 10 View Save
Successful Records: 8 View Save
Invalid Records: 2 View Save

Step 2: Go directly to your schedule file on your computer, make the needed corrections, and save the file

This will open a new window that describes the error.

Back   Next

Step 3: Click Back

	Importer/Exporter Return Error Code Descriptions
114	Schedule Types 1A, 2A cannot have an Origin State of SD

Example: Failed Download… Continued

Supplier File Preview

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
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD

Back Next

Step 4: Click Back on the File Preview Page

Step 5: Click Delete and upload the corrected file

Data File Upload >

Filing SEP 2015 Return For 3000-1000-IX

Main Menu
Logout

File Definition
File Layout
File Upload >
File Preview
LPG Vendor
LV Summary
Payment Method
Make Payment
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 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.

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.

Browse…

Add File

Delete	File Number	Upload Date	File Name	File Size
Delete	1	6/20/2016 5:09:56 PM	H\Excel\LV Schedule.csv	1490

Back Next

To upload a new file:
1. Click Browse
2. Upload corrected file
3. Click Add File
4. Click Next

Motor Fuel Tax Return - Import/Exporter ➤

Please verify that the return information is correct. If the return is incorrect please click the 'Back' button to return to the previous page.

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

Reporting Period: DEC 2015				Return Due:
TAX LIABILITY	**Gasoline**	**100% Ethyl Alcohol**	**AVGAS**	Dye... K...
1. Imports	1,800	0	0	
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)	

Your total credit due is ($1,820.28)

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

Click Next

View Printer Friendly Version

[Back] [Next]

Example: Returns with Tax Due

On the Payment Method 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.

Step 1: Choose a Payment Method

Payment Method ➤

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

○ ACH Debit ❓
○ ACH Credit ❓
○ Credit Card VISA MasterCard DISCOVER

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 credit card information after you submit your return.

○ No Payment at this time. (Interest will apply to late payments.)

Step 2: Follow the prompts to make a payment if you choose to make a payment at this time

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 ➤

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-IX	Period:	09/2015
Name:	Wonder Woman Corporations	Return Due Date:	10/23/2015
File Code:	Required Calendar Monthly	Return Type:	IX – Original
		Total Tax Due:	($1,830.28)
		Interest/Penalty:	$0.00
		Total Due:	($1,830.28)
		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

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?

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