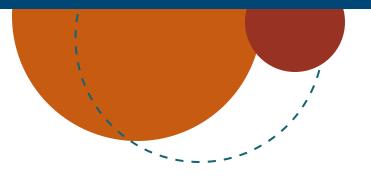


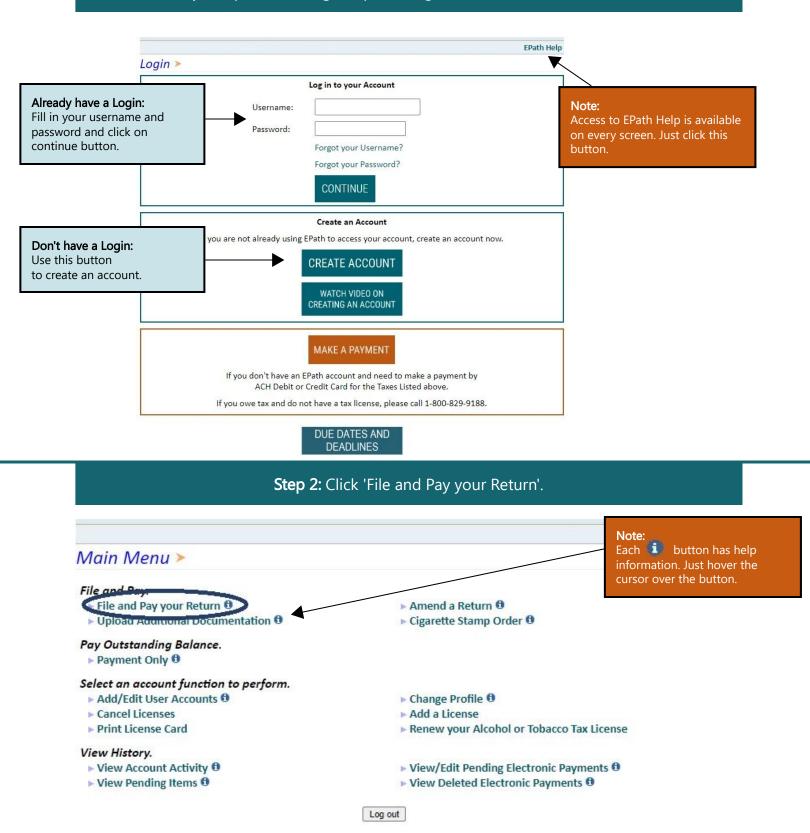
Importer/Exporter Upload Data EPath Filing Guide

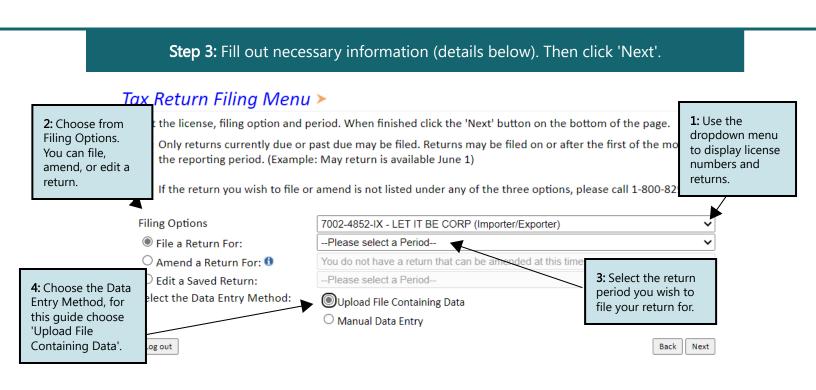


July 2024 • Importer/Exporter Upload Data EPath Filing Guide

How to File and Pay your Return

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





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

Data File Definition ≻

FILING JUL 2023 RETURN FOR: 7002-4852-IX

Main Menu Logout		nt throughout the entire	0	length file, each field has a specified size nited file, all fields in a record are
File Definition> File Layout File Upload File Preview View Return	Skip the first 7 1. O Fixed Length			1: Determine the amount of lines to skip, depending on where you want EPath to start pulling your recorded data.
Verify Info	File contains n	e:	✔ □ Other:	
2: Select 'Delimited Nothing in this sec needs to be change	tion	Double Quote (")	✔ □ Other:	Back

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
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

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
L	Truck
R	Rail Car
В	Barge
PL	Pipeline

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

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 Deisel		
243	Methyl Alcohol		
284	Biodiesel (Clear)		
290	Biodiesel (Dyed)		
092	Other		

Step 7: Data File Layout.

Main Menu Logout	using a fixe	e fields in your file using this sect d-length file, specify the length of fields that are not in your file by	f each field in your file. You m	nay remove any	1: Enter the <u>Position</u> number for each <u>Field Name</u> as they appear on your EPath Schedule. In the example below, the first column would
File Definition File Layout>	Position	Field Name	Size	Include	be Position 1, so you want to
File Upload	1 •	Schedule Type	2	Required	match the Field Name to the Column heading.
File Preview Biodiesel Producer	2 ~	Carrier Name	100	Required	Column neading.
BP Summary	3 🗸	Carrier FEIN	10	Required	
Verify Info	4 🗸	Mode	2	Required	
/	5 🗸	Origin State	2	Required	
<u>tion</u> refers to the	6 🗸	Destination State	2	Required	Field Name is the column heading or
nn on the dule that is	7 🗸	Sold To	100	Required	the EPath schedule
aded into EPath.	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	
	Reset Layou	ut Save Layout			
the layout changes < 'Save Layout' befo sing 'Next'.					Back

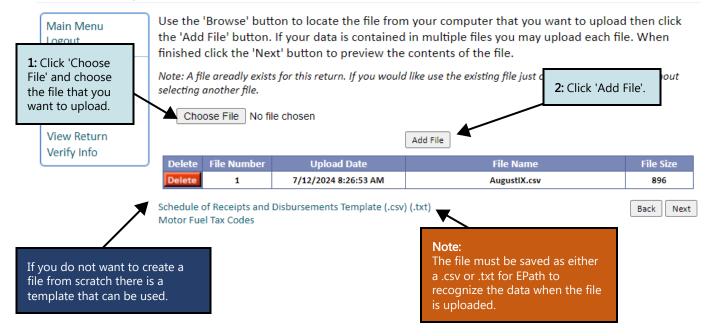
EPath, the data file layout must match the uploaded schedule.

Schedule Type	Carrier Name	Carrier FIEN	Mode	Point of Origin	Destinati on	Sold to Acquired From	Purchaser Seller FIEN	Date Shipped/ Received	Manifest Number	Gross Gallons	Product Type
1a	A Purchaser	123456789	J	ND	SD	A Carrier	123456789	07/20/2023	12345	1300	65
1a	A Purchaser	123456789	J	MN	SD	A Carrier	123456789	07/21/2023	12345	500	65
2a	A Purchaser	123456789	l	ТΧ	SD	A Carrier	123456789	07/22/2023	12345	1800	228
2a	A Purchaser	123456789	l	ТΧ	SD	A Carrier	123456789	07/23/2023	12345	1500	160
5	A Purchaser	123456789	l	SD	ND	A Carrier	123456789	07/24/2023	12345	200	65
7b	A Purchaser	123456789	l	SD	ND	A Carrier	123456789	07/25/2023	12345	1500	65
7b	A Purchaser	123456789	l	SD	ND	A Carrier	123456789	07/26/2023	12345	2100	65
10	A Purchaser	123456789	l	SD	SD	A Carrier	123456789	07/27/2023	12345	3000	142
10	A Purchaser	123456789	l	SD	SD	A Carrier	123456789	07/28/2023	12345	1300	142

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

Data File Upload >

FILING JUL 2023 RETURN FOR: 7002-4852-IX



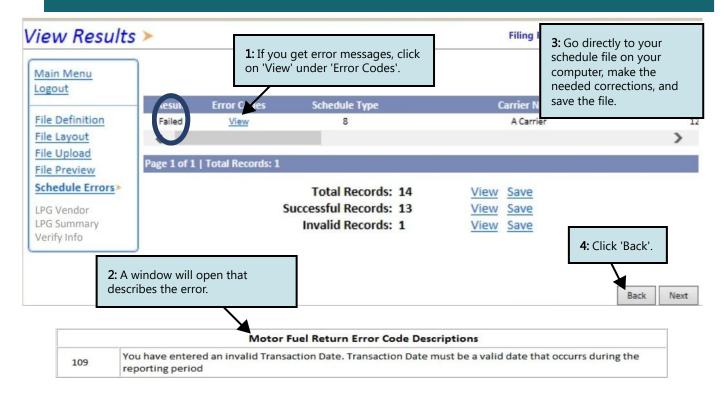
Step 9: Verify that the download was successful. If it is not successful move to next step. If it was successful click 'Next' and skip to step to step 11.

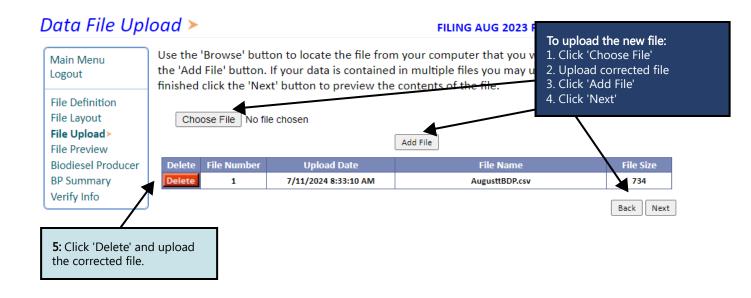
Supplier File Preview >

FILING JUL 2023 RETURN FOR: 7002-4852-IX

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		Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination State			
ile Layout	Success		A Purchaser	999999999	J	SD	SD			
ile Upload	Success	5	A Purchaser	999999999	1	SD	SD			
le Preview≻	Success	5	A Purchaser	999999999	1	SD	SD			
odiesel Producer	Success	6	A Purchaser	999999999	R	SD	AR			
Summary	Success	9 0	A Purchaser	999999999	1	SD	SD			
erify Info	Success	6d	A Purchaser	999999999	1	SD	SD			
	E	6d	A Purchaser	999999999	1	SD	SD			
	-									
							Back			

Step 10: Resolving a failed download.





Motor Fuel Tax Return - Import/Exporter >

lain Menu ogout	Please verify that the return inform 'Back' button to return to the previ		rect. If the return is	incorrect pi	ease click the				
le Definition	Reporting Period: JUL 2023	Reporting Period: JUL 2023							
le Layout le Upload	TAX LIABILITY	Gasoline	100% Ethyl Alcohol	AVGAS	Dyed Diese Kerosene				
le Preview	1. Imports	1,800	0	0	1,800				
	2. Fuel Diverted to SD	0	0	0	0				
ew Return≻	3. Total Gallons	1,800	0	0	1,800				
erify Info	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	21. Balance Due or Credit \$0.00					
			22. Total Amount Due		(\$1,820.28)				

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

Back Next

View Printer Friendly Version

Step 12: 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	Note: If you choose ACH
File Definition File Layout File Upload File Preview Biodiesel Producer	 ACH Credit @ Credit Card Imm memory memory 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. 	Credit you have to reach out to your bank and request they send the amount due.
BP Summary	\odot No Payment at this time. (Interest will apply to late payments.)	
Payment Method> Make Payment Verify Info	Payment Calendar Back	Next

Step 13: Review all information, type in your password, then click 'Next'.

Verify Information >

Main Menu Logout	Please verify your Return information. Use the 'Back' button or select a link from the menu to go to the appropriate page to fix the errors.							
File Definition File Layout File Upload File Preview Biodiesel Producer BP Summary Payment Method Make Payment Verify Info >	To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button. Return Information							
	License: Name: File Code:	7002-4845-BP LET IT BE CORP Required Calendar Monthly	Period: Return Due Date: Return Type: Total Tax Due: Interest/Penalty: Total Due: Payment Type:	08/2023 9/20/2023 BP - Original \$124.00 \$29.80 \$153.80 None				
	Filing Agreement							
	examined by m		and belief is in all things	true and correct. I understand				

Step 14: 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 ¹

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