



Biodiesel Producer Manual 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 4: Schedule Types.

• You will only be reporting liquid petroleum gas sales, so the product type will always be 54. 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 unli- censed purchasers during the reporting period. (This includes anyone not covered under the previously listed schedule types.	4

Step 5: 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	

• 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		

Return Data	·	: Fill out necessar		on (details) FILING AUG 202	23 RETU IF PU	urchaser is a	CEIN
Main Menu	Enter the information for each listing in the fields provided below and click th add/edit the listing. You may delete or edit records after they have been adde all listings click the 'Next' button to continue.						
from your records into each box.	Schedule Type Product Type	5-Gallons delivered with 1 284 - Biodiesel(clear)	the tax collectec 🗸	Destination State Sold To		· /	
Verify Info	Carrier Name	AECTG		Purchaser's FEIN	123456		Date Shipped
	Carrier FEIN	123456789		Date Shipped 🕄	08/01/2	2023	is the
	Mode	J 🗸		Manifest Number	12345		transaction date.
	Origin State	SD 🗸		Gross Gallons	1200		dute.
	Save Cancel	Clear form after updates					
2: After each entry, click 'Save'.	Edit Delete S	Scriedule Type Product Type	e Carrier Na AECTG	me QBXUV	Sold To	Gross Gallons 1200	3
	1 Page 1 of 1 Total	Records: 1					have entered ll information,
	Save Schedule In		this box, it will n to enter data ransaction.			Back	xt

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Step 7: Fill out necessary information (details below).

EPATH - Motor Fuel >

FILING AUG 2023 RETURN FOR: 7002-4845-BP



Step 8: Review all information then click 'Next'.

EPATH - Motor Fuel >

Main N Logout Data Er Biodies BP Sun Paymer Make P Verify I

2: Click

FILING AUG 2023 RETURN FOR: 7002-4845-BP

Vienu	Biodiesel Producer Return						
t	BIODIESEL INVENTORY & SALES	Clear Bio-Diesel	Dyed Bio-Diesel				
intry	1. Total gallons of biodiesel in producer's inventory at	0	0				
sel Producer	beginning of reporting period 2. Total gallons of biodiesel produced during reporting period	0	0				
mmary≻	 Subtotal gallons of biodiesel (Add Lines 1 and 2) 	ő	ő				
ent Method	 Total gallons of biodiesel sold to licensed purchaser during 	0	0				
Payment Info	 reporting period (Attach Uniform Schedule of Disbursements - Type 6a, 6b, or 6d) 	0	Ŭ				
	 Total gallons of biodiesel sold to unlicensed purchaser during reporting period (Attach Uniform Schedule of Disbursements 	1,200	0				
	 Type 5) Total gallons of biodiesel sold during reporting period (Add Lines 4 and 5) 	1,200	0				
	 Total gallons of biodiesel remaining in inventory at end of reporting period (subtract Line 6 from Line 3) 	-1,200	0				
	BIODIESEL PRODUCTION	Clear Bio-Diesel	Dved Bio-Diesel				
	 Total gallons biodiesel sold during reporting period. (Record amount from Line 6 here) 	1,200	0				
	 Total gallons of biodiesel produced out of state 	0	0				
	10. Net gallons produced (Subtract Line 9 from Line 8)	1,200	0				
	TAXES AND FEES DUE	Clear Bio-Diesel	Dyed Bio-Diesel				
	11. Total gallons of ethanol/methanol used to produce biodiesel	0	0				
	 Net credit due for gallons of ethanol/methanol used in production (Multiply Line 11 by \$0.14) 	\$0.00	\$0.00				
	 Net credit due for gallons of ethanol/methanol used to produce biodiesel (Multiply Line 11 by 50.02 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	1,200					
	during reporting period(Record amount from Line 5 here)						
	16. Fuel Tax Due (Multiply Line 15 by \$0.28)	\$336.00					
	TAXES AND FEES DUE						
	17. Tank Inspection Fee (Multiply Line 5 by \$0.02)		\$24.00				
	18. Total Taxes and Fees (Add Lines 16,17 and subtract Line 14)		\$360.00				
	19. Interest		\$41.00				
	20. Penalty		\$36.00				
	21. Total taxes and fees for this reporting period (Add Lines 18, 19, and 20)		\$437.00				
			Back Next				

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Step 9: 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	()IACH Debit ()	lote: you choose ACH
File Definition File Layout File Upload File Preview	O ACH Credit @ Cr O Credit Card Image: mage: mage	redit you have to each out to your bank nd request they send ne amount due.
LPG Vendor LV Summary	O No Payment at this time. (Interest will apply to late payments.)	
Payment Method> Make Payment Verify Info	Payment Calendar Back Next	

Step 10: 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 side menu to go to the appropriate page to fix the errors.					
Data Entry Biodiesel Producer BP Summary Pavment Method	To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button. Return Information					
Make Payment Verify Info≻	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 \$360.00 \$77.00 \$437.00 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:					

Step 11: 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