



Motor Fuel Web-Based Reporting System

USER GUIDE: TERMINAL OPERATOR ANNUAL

SOUTH CAROLINA DEPARTMENT OF REVENUE | MOTOR FUEL

SEPTEMBER 2017

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INTRODUCTION

Effective July 11, 2012, the South Carolina Department of Revenue has implemented a web-based system to provide the option to submit returns and remit fees electronically at no charge.

Please note that filing via the web requires electronic payment of the user fees required to be remitted. Options will be available for payment by ACH credit and ACH debit only. No paper checks can be accepted for payment of liabilities reported on web filed vouchers. The payment method is required to be selected at the time of registration.

The method of issuing refunds shown due on a return has not changed. All refunds will be issued manually once the electronic return is received and verified.

Effective July 1, 2012, specific product codes for gasohol and biodiesel will be required. They are as follows:

Gasohol- E01-E99 replaces “roll-up” product code 124 to reflect the percentage of fuel grade ethanol blended with gasoline. Pure, unblended fuel grade ethanol should be reported as E00, replacing product code 123.

Biodiesel- B01-B99 replaces “roll-up” product codes 284 and 170 to reflect the percentage of biodiesel blended with undyed diesel fuel. Pure, unblended biodiesel should be reported as B00.

Biodiesel- D01-D99 replaces “roll-up” product codes 284 and 171 to reflect the percentage of biodiesel blended with dyed diesel fuel. Pure unblended, dyed biodiesel should be reported as D00.

REGISTRATION

To register for web filing, complete the D-155 Registration Application located on our web site at dor.sc.gov/forms. For help with the registration process, please contact:

Electronic Services

Help Desk (Columbia area)	803-896-1715	Help Desk (Toll Free)	1-800-476-0311
E-mail Address	xml@dor.sc.gov	Fax	803-896-1779
Mailing Address	South Carolina Department of Revenue EFT/EDI Help Desk Columbia, SC 29214-0016		

FILING RETURNS

For help filing motor fuel returns via the web-based system, please contact:

Motor Fuel Section

Filing Assistance	803-896-1990	E-mail Address	motorfueltax@dor.sc.gov
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SIGN IN

To sign in, you will need a user ID and password from SCDOR Electronic Services.

CHANGE PASSWORD

1. Enter current password (password that was given)
2. Enter new password (create)
3. Confirm new password
4. Click **Change Password**

User Profile

Your password has expired. Please enter a new password.

Change Password

Current Password:

New Password:

Confirm New Password:

Change Profile

Current Password:

Email Address:

Security Question:

Security Answer:

CHANGE PROFILE

1. Enter current password (the new password that you choose)
2. Select a security question from the list
3. Enter security answer
4. Click **Update Profile**

User Profile

Your password has expired. Please enter a new password.

Your password has been changed.

Change Profile

Current Password:

Email Address:

Security Question:

Security Answer:

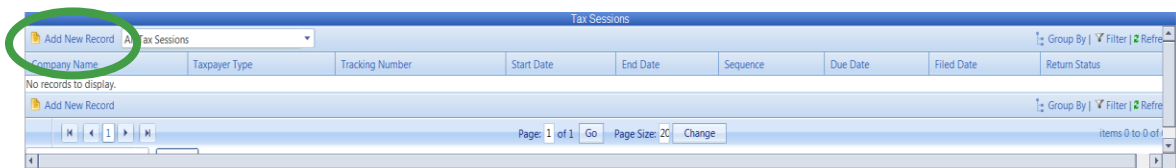
CREATING RETURN/TAX SESSION

Reminder: Web filing of the Annual Terminal Operator Return is only available to terminal operators that have filed a complete calendar year of monthly terminal operator returns electronically either by EDI or web filing. The annual return is generated by using the electronically filed monthly return information. No direct entry for the annual return is required.

1. From the Tax Filing tab, select Tax Sessions from dropdown list.



2. Click **Add New Record**.

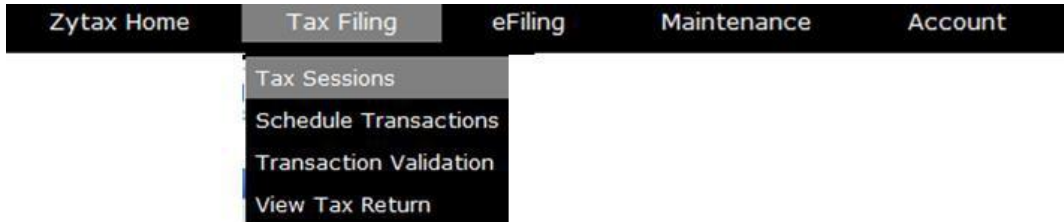


3. Select Annual Terminal Operator from the Taxpayer Type dropdown list. Select the correct terminal code. Enter the Begin Period Date for the return (1/1/Year). Click outside the entry field and the End Period Date will be populated. Click the **Create Session** button.

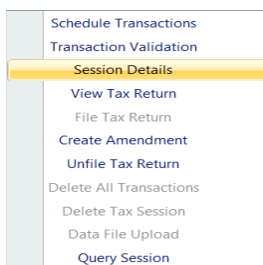
4. Close out the Record Inserted menu.

SESSION DETAILS

1. From the Tax Filing tab, select Tax Sessions from the dropdown menu.

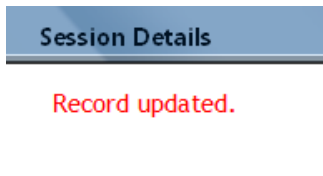


2. Right click on the row for the session that was added and select Session Details.



3. Select **Yes**, which will include schedules.

4. The system will then show "Record updated." Click on the X button to close.



5. Click **Refresh** several times.


Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running

Group By | Filter | Refresh

items 1 to 1 of 1.

Until return status shows "Passed."

Return Status
Passed



- Right click on the row for the session that was added and select View Tax Return.

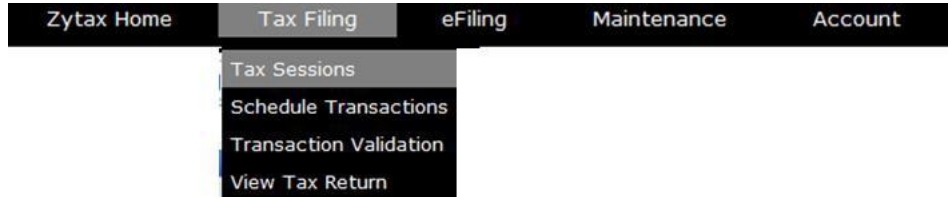
Schedule Transactions
Transaction Validation
Generate Return
View Tax Return
File Tax Return
Create Amendment
Unfile Tax Return
Delete All Transactions
Delete Tax Session
Data File Upload

- Review return.

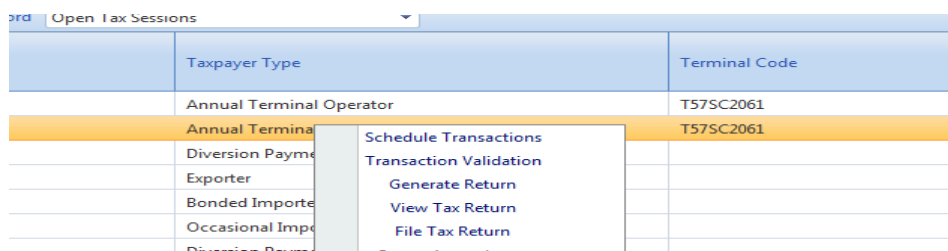
<input type="checkbox"/>	Original
13.50	L-2101 (Rev. 10/19/11) 4189
STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE MOTOR FUEL TERMINAL OPERATOR ANNUAL RETURN	
Mail to: SC Department of Revenue, Motor Fuel, Columbia, SC 29244-0132 This return is due February 26 of the next year.	

FILING A RETURN

1. From the Tax Filing tab, select Tax Sessions from the dropdown menu.



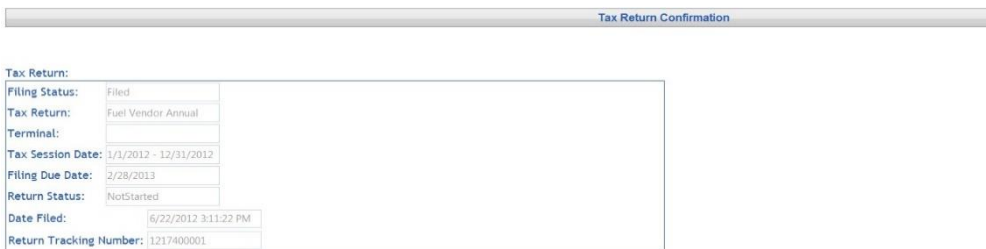
2. Right click on the row for the session that was added and select File Tax Return.



3. Check the **agree** button. Click on **Submit**.



4. Tax Return confirmed and filed.



* Please note the tracking number(s) for your records.

CREATING AMENDED RETURN

Amended Annual Terminal Operator returns are only possible if one or more of the monthly returns is also amended. Contact the SCDOR Motor Fuel Section for assistance filing an amended return.

803-896-1990

motorfueltax@dor.sc.gov