



MyDORWAY

Motor Fuel

Taxpayer Guide

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Overview

Taxpayers are required to manage their Motor Fuel Tax accounts using MyDORWAY, the South Carolina Department of Revenue (SCDOR)'s free online tax portal. Get started by visiting MyDORWAY.dor.sc.gov.

MyDORWAY

- Is a one-stop shop to file returns and make payments for all registered Motor Fuel Tax accounts.
- Is a secure platform.
- Allows easy reporting for large files through XML file uploads.
- Provides error messages to allow for error corrections prior to filing returns.
- Generates a confirmation page once returns are filed.
- Allows for the filing of amended returns.
- Provides a history of return filing details.

All Motor Fuel Tax returns and payments must be filed electronically using MyDORWAY. For more information on how to create an account, file, pay, and manage your tax accounts, visit dor.sc.gov/MyDORWAY. XML and Excel filers can view a tutorial under the **MyDORWAY help videos** header.

MyDORWAY features three filing options:

- XML file uploads
- Excel file uploads
- Manual filing

If an XML or Excel file is required, MyDORWAY will prompt you to upload it for the selected return period. The table on the following page lists the filing options for each return type. Blender and Manufacturer returns require a PDF attachment.

Motor Fuel Accounts	XML File	Excel File	Manual Filing
Motor Fuel Terminal Operator Monthly	X	X	
Motor Fuel Supplier	X	X	
Motor Fuel Transporter	X	X	
Motor Fuel Bonded		X	
Motor Fuel Occasional Importer		X	
Motor Fuel Tankwagon Importer		X	
Motor Fuel Exporter		X	
Motor Fuel Blender			X
Motor Fuel Manufacturer			X
Motor Fuel Terminal Operator Annual			X
Motor Fuel Vendor			X
Motor Fuel Miscellaneous			X
Motor Fuel Diversion Payment Voucher			X
Motor Fuel Importer Payment Voucher			X

XML File Uploads

General Information

Certified Motor Fuel XML Software Vendor Required

Taxpayers that want to file returns by XML file upload must use one of the SCDOR's certified software vendors.

- Visit dor.sc.gov/biz-services and select **Motor Fuel** to view a complete list of certified vendors.
- Taxpayers are not required to submit applications or conduct testing with the SCDOR before uploading their XML file on MyDORWAY.

Naming your XML file

Your XML file must include the following within the file name: return month, year, and original or amended. For amended returns, indicate the sequence for the amended return. You must use .xml for the file extension or the file will generate an error.

Examples for a July 2026 return period:

- Jul2026Original.xml
- Jul2026Amended.xml
- Jul2026Amended2.xml

Uploading XML Files

Separate return files required

XML files cannot include more than one return. Certified software providers should provide a separate XML file for each return type you are required to file.

To upload an original return file:

1. Log in to MyDORWAY and scroll to your applicable Motor Fuel Tax account.
2. Select **View Returns and Periods**.
3. Locate the return period and select **File Return**.
4. Select **Upload Return File**.
5. Locate the file on your computer.
6. Click **Choose File or Drop Here** to upload your file, or drag and drop your XML file.
7. You will receive an **Upload Complete** message or an error message notification.
 - If your file has errors, you must correct them and upload the file again until you receive an **Upload Complete** message.
8. Select **Next** and continue to follow the prompts on the screen to complete the filing process.
9. Confirm your submission by entering your password and selecting **Submit**.
 - A confirmation number is generated once the return is submitted.

Filing Amended Returns

Amended returns should be filed to make corrections to the original return transactions.

- An amended return should only include the transactions that need to be added, removed, or corrected (supplemental, not replacement).
- An amended return should **not** include all of the original return data. This will duplicate the liability for suppliers and will duplicate the transactions for the transporters and terminals.

What are the most common reasons for amending returns?

- The transaction was not included on the original return.
- The transaction was included in error on the original return.
- Duplicate transactions reported on the original return must be removed.
- The transaction details were incorrect, including:
 - The reported Supplier/Seller/Purchaser/Carrier/Position Holder
 - Product Code
 - Bill of Lading Number or Date
 - Number of Gallons

To upload an amended return file:

1. Log in to MyDORWAY and scroll to your applicable Motor Fuel Tax account.
2. Select **View Returns and Periods**.
3. Click on the return period and select **File, View, or Amend a Return**.
4. Select **Amend**.
5. Select **Upload Return File**.
6. Locate the amended file on your computer.
7. Select **Choose File or Drop Here** to upload your file, or drag and drop your Excel file.
8. You will receive an **Upload Complete** message or error message notification.
 - If your file has errors, you must correct them and upload the file again until you receive an **Upload Complete** message.
9. Select **Next** and continue to follow the prompts on the screen to complete the filing process.
10. Confirm your submission by entering your password and selecting **Submit**.
 - A confirmation number is generated once the return is submitted.

Filing No Activity Returns

You cannot upload an XML file for a no activity return.

To file a no activity return:

1. Log in to MyDORWAY and scroll to your applicable Motor Fuel Tax account.
2. Select **View Returns and Periods** link.
3. Locate the return period and select **File Return**.
4. Select **File No Activity Return**.
5. Follow the prompts on the screen to complete your filing.
 - A confirmation number is generated once the return is submitted.

Identifying and Resolving Errors

MyDORWAY displays errors immediately once a file is uploaded. Error messages can be exported to a spreadsheet if needed.

MyDORWAY will complete two validation reviews of the XML file to identify errors:

- The XML file format (schema) is reviewed.
 - Schema errors are reviewed in layers. Some schema errors must be corrected before other schema errors can be identified.
- The return schedule transactions are reviewed.

Schema Errors

A schema error means that your software provider has not generated the correct XML file format for South Carolina. If you receive schema errors, you must contact your XML software provider for assistance to resolve the errors and receive the correctly formatted file.

After you have uploaded your file, MyDORWAY immediately performs a validation review of the schema. Schema errors must be corrected before MyDORWAY can complete the full validation of your XML file. Schema errors will reference a line and position number if your file has failed validation.

General examples of schema errors include, but are not limited to:

- Error on Line: 1742 Position: 6: The element “Destination: in namespace ‘http://www.irs.gov/efile’ has incomplete content. List of possible elements expected: ‘TerminalCode, FacilityNumber, AddressLine, City, State, Province, MexicanState, MFOtherCountryDivision’ in namespace ‘http://www.irs.gov/efile’
- Error on Line: 1326 Position: 14: The ‘http://www.irs.gov/efile’:State’ element is invalid- The value is invalid according to its datatype ‘http://www.irs.gov/efile’:MFStateOnlyType’ - The Enumeration constraint failed.
- Error on Line: 18 Position: 5 The element ‘SupplierSchedule’ in namespace ‘http://www.irs.gov/efile’ has invalid child element ‘ScheduleCode’ in namespace ‘http://www.irs.gov/efile’. List of possible elements expected: ‘ScheduleCode’ namespace ‘http://www.irs.gov/efile’.

After the schema is reviewed and validated, MyDORWAY will complete the return schedule transaction validations. These errors use references to the schedule code, product code, or document number so that you can easily identify the error within your data to make the corrections.

Return schedule transaction errors:

Return schedules transaction errors usually happen because incorrect data has been used when creating your XML file. You must make the corrections using the information provided in the error message before resubmitting your file.

General examples of return schedule transaction errors include, but are not limited to:

- Error in TerminalOperatorSchedule with Document Number (12345). Invalid schedule code.
- Error in SupplierSchedule with Document Number (12345). Destination State must be SC for this Schedule Code.
- Error in CarrierSchedule with Document Number (12345). Origin Terminal State must not be SC for this Schedule Code.

Excel File Uploads

General Information

Taxpayers must log in to their MyDORWAY account and select the Motor Fuel account and return period to begin filing the return. There are no prerequisites that must be met prior to using Excel spreadsheets. The Excel template is accessible from the return period each month.

There is a limit of 1,500 transactions when attaching an Excel file to the monthly return. You must file an XML return if you include more than 1,500 transactions on your return.

Naming your Excel file:

Your Excel file must include the following within the file name: return month, year, and original or amended. For amended returns, indicate the sequence for the amended return. You must use .xlsx or .xls for the file extension or the file will generate an error.

Examples for the July 2026 return period:

- Jul2026Original.xlsx
- Jul2026Amended1.xlsx
- Jul2026Amended2.xlsx

Uploading Excel Files

You are required to download the Excel spreadsheet (which is located on the return period), enter your transactions for the month, and upload the completed Excel spreadsheet into the correct filing period.

Return files required:

You should only upload one Excel file to each period. Do not submit a separate Excel file for the schedules that are required with your return. Each month's Excel file will accept all required schedules for the return type you are filing under Column A of the spreadsheet.

To upload an original file:

1. Log in to MyDORWAY and scroll to your applicable Motor Fuel Tax account.
2. Select **View Returns and Periods**.
3. Locate the return period and select **File Return**.
4. Select **Upload Return File**.
5. Locate the file on your computer.
6. Click **Choose File or Drop Here** to upload your file, or drag and drop your Excel file.

7. You will receive an **Upload Complete** message or an error message notification.
 - If your file has errors, you must correct them and upload the file again until you receive an **Upload Complete** message.
8. Select **Next** and continue to follow the prompts on the screen to complete the filing process.
9. Confirm your submission by entering your password and selecting **Submit**.
 - A confirmation number is generated once the return is submitted.

Filing Amended Returns

Amended returns should be filed to make corrections to the original return and should only include additions, removals, and corrections to the original return.

An amended return:

- Should only include the transactions that need to be added, removed, or corrected.
- Should **not** include all the original return data. This will duplicate the liability for returns with taxes due and will duplicate the transactions on nontaxable returns.

What are the most common reasons for amending returns?

- A transaction not included in the original return must be added.
- A transaction included in error on the original return must be removed.
- Duplicate transactions reported on the original return must be removed.
- The transaction details were incorrect, including:
 - The reported Supplier, Seller, Purchaser, Carrier, or Position Holder.
 - Product Code
 - Bill of Lading Number or Date
 - Number of Gallons

To upload an amended return file:

1. Log in to MyDORWAY and scroll to your applicable Motor Fuel Tax account.
2. Select **View Returns and Periods**.
3. Click on the return and period and select **File, View, or Amend a Return**.
4. Select **Amend**.
5. Select **Upload Return File**.
6. Locate the amended file on your computer.
7. Select **Choose File or Drop Here** to upload your file, or drag and drop your Excel file.
8. You will receive an **Upload Complete** message or an error message notification.
 - If your file has errors, you must correct them and upload the file again until you receive an **Upload Complete** message.

9. Select **Next** and continue to follow the prompts on the screen to complete the filing process.
10. Confirm your submission by entering your password and selecting **Submit**.
 - A confirmation number is generated once the return is submitted.

Filing No Activity Return

You cannot upload an Excel file for a no activity return.

To file a no activity return:

1. Log in to MyDORWAY and scroll to your applicable Motor Fuel Tax account.
2. Select **View Returns and Periods** link.
3. Locate the return period and select **File Return**.
4. Select **File No Activity Return**.
5. Follow the prompts on the screen to complete your filing.
 - A confirmation number is generated once the return is submitted.

Identifying and Resolving Errors

During the upload process, MyDORWAY will review all transactions listed on each return schedule. After the review process is completed, you will receive immediate feedback if an error is found in your file. Read each error to determine how to make corrections. You must re-upload your file once the errors are corrected.

Manual Filing

General Information

Taxpayers must log in to MyDORWAY and select the correct Motor Fuel Tax account and return period to begin filing the return. To manually file a MyDORWAY return, taxpayers should add all gallons for each fuel type and enter the total gallons into their return.

Each return requires taxpayers to attach the required schedule in either PDF or Excel format.

Manufacturer returns require a taxpayer to manually enter the total gallons for each schedule and fuel type. Blender returns require taxpayers to create a record to report the gallons blended.

Naming your file:

Your schedule file should include the following within the file name: return month, year, and original or amended. For amended returns, indicate the sequence for the amended return. The file extension will depend on the file type that is attached to your MyDORWAY return, either .pdf, .xls, or .xlsx.

Examples for a July 2026 return period:

- Jul2026Original
- Jul2026Amended1
- Jul2026Amended2

Schedule Attachments

To download required schedule attachments for Blender and Manufacturer returns, visit dor.sc.gov/tax/motor-fuel and click **Requirements & FAQs**. Select Blender or Manufacturer return type to obtain the correct schedule to attach to your monthly return.

The following returns do not require an attachment:

- Terminal Operator Annual
- Fuel Vendor Annual
- Miscellaneous
- Diversion Payment Voucher
- Import Payment Voucher

For instructions for filing each return, visit dor.sc.gov/tax/motor-fuel and click **Requirements & FAQs**.

Filing Original Returns

You are required to enter your transactions for the month for the correct filing period.

To file an original return:

1. Log in to MyDORWAY and scroll to your applicable Motor Fuel Tax account.
2. Select **View Returns and Periods**.
3. Locate the return period and select **File Return**.
4. Enter the total gallons for each fuel type and corresponding schedule, then select **Next**.
5. Locate the file on your computer if the return requires an attachment.
 - If the return does not require an attachment, go to step 7.
6. Click **Attachment**, then select the file from your computer to upload your file.
7. Select **Next** and continue to follow the prompts to complete the filing process.
8. Confirm your submission by entering your password and selecting **Submit**.
 - A confirmation number is generated once the return is submitted.

Filing Amended Returns

Amended returns should be filed to include all transactions for the period, including additions, removals, and corrections to the original return.

An amended return:

- Will replace the original return.
- Should include the gallons that were filed correctly on the original return, in addition to the transactions that must be added, removed, or corrected.

What are the most common reason for amending returns?

- A transaction not included in the original return must be added.
- A transaction included in error on the original return must be removed.
- Duplicate transactions reported on the original return must be removed.
- The transaction details were incorrect, including:
 - The reported Supplier, Seller, Purchaser, Carrier, or Position Holder.
 - Product Code
 - Bill of Lading Number or Date
 - Number of Gallons

To file an amended return:

1. Log in to MyDORWAY and scroll to your applicable Motor Fuel Tax account.
2. Select **View Returns and Periods**.
3. Click on the return and period and select **File, View, or Amend a Return**.
4. Select **Amend**.
5. Enter the gallons as they should have been filed on the original return, then select Next.
6. Locate the file on your computer if the return requires an attachment
 - If the return does not require an attachment, go to step 8.
7. Click **Attachment**, then select the file from your computer to upload your file.
8. Select **Next** and continue to follow the prompts to complete the filing process.
9. Confirm your submission by entering your password and selecting **Submit**.
 - A confirmation number is generated once the return is submitted.

Filing No Activity Returns

No attachments are required for zero returns.

To file a no activity return:

1. Log in to MyDORWAY and locate your applicable Motor Fuel Tax account.
2. Select **View Returns and Periods** link.
3. Locate the return period and select **File Return**.
4. Select **File No Activity Return**.
5. Follow the prompts on the screen to complete your filing.
 - A confirmation number is generated once the return is submitted.

Identifying and Resolving Errors

The SCDOR's Motor Fuel Tax team reviews return schedules and provides feedback by email, including letting you know if you are required to make corrections by filing an amended return. Ensure the email address for your account is current so you don't miss important feedback.

Additional Information

Return Filing Requirements

You must file all returns electronically. For information on the filing requirement for each return type, visit dor.sc.gov/tax/motor-fuel and click **Requirements & FAQs**.

If you do not file your return electronically, we will assess a \$5,000 penalty generated on your account.

Important Supplier Validation Errors:

Supplier XML and Excel files that contain Schedule 1 errors or Schedule 5A errors will not pass validation.

The errors listed below will prevent you from filing your tax return:

Supplier schedule 1 errors

- All sellers listed on Schedule 1 must be a SC licensed supplier. Your return file will create an error if non-licensed Suppliers are listed.
- If you are unsure if a seller is licensed in SC, visit dor.sc.gov/motor-fuel-lists to view a list of Licensed Suppliers.

Supplier schedule 5A errors

- All purchasers on Schedule 5A must not be an Eligible Purchaser. Only Non-Eligible Purchasers should be reported on Schedule 5A.
- If you are unsure if a purchaser is designated as an Eligible Purchaser, visit dor.sc.gov/motor-fuel-lists to view a list of Eligible Purchasers.

Payment Options

You must submit all payments electronically. There are two payment options. For details, visit dor.sc.gov/biz-services and select the Motor Fuel option.

If you do not submit your payment electronically, we will assess a \$5,000 penalty generated on your account.

Due Dates, Timely Returns, and Payments

To determine the due date of the return you are filing, visit dor.sc.gov/tax/motor-fuel and click **Requirements & FAQs**. On our website, you'll find detailed information about each return type, including due dates and filing requirements.

Failure to file returns and make electronic payments on time will subject you to penalty and interest. All amended returns are subject to penalty and interest if the return has a tax liability due.

Contact Information

Questions? We're here to help. Contact the SCDOR at MotorFuelTax@dor.sc.gov or 803-896-1990.