

South Carolina Department of Revenue

Motor Fuel Web-Based Reporting System
Fuel Vendor Annual

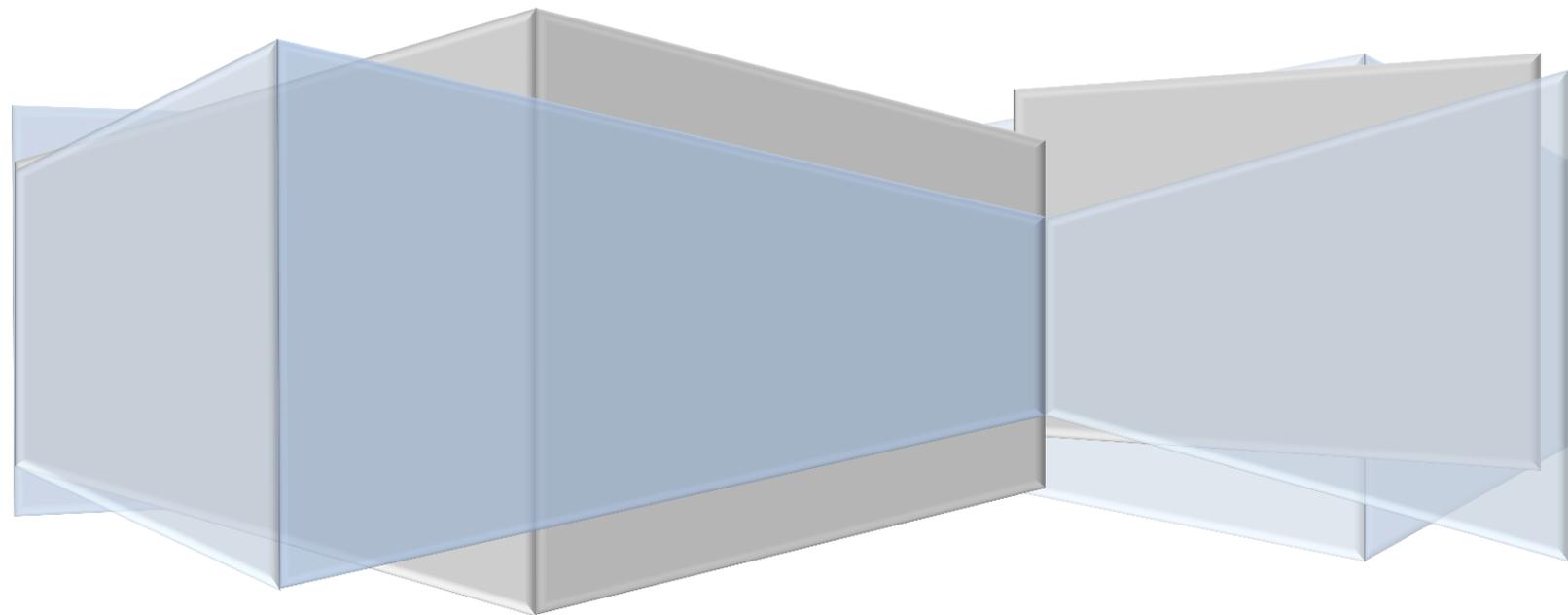


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INTRODUCTION

The South Carolina Department of Revenue has implemented a web-based system to provide filers of the Fuel Vendor Annual Return the option to file returns electronically at no charge.

Reminders:

The Fuel Vendor Annual Return is for gasoline and gasohol gallons only. No diesel gallons should be included in this return.

Effective July 1, 2012, specific product codes for gasohol 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.

Registration

To register for web filing, complete the D-155 Registration application located on our web site at www.sctax.org, select Motor Fuel/E-Services. If assistance is required 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	edi@sctax.org	FAX	803-896-1779
Mailing Address	South Carolina Department of Revenue EFT/EDI Help Desk Columbia SC 29214-0016		

Filing Returns

If assistance is required for filing motor fuel returns via the web-based system, please contact:

Motor Fuel Section	
Filing Assistance	803-896-1990
E-mail Address	motfuellic@sctax.org

To Sign In, you will need user ID and password from DOR Electronic Services.

User Name: Password:

 *South Carolina Department of Revenue*

Password Assistance

Now you will need to change password.

Enter current password (password that was given)

Enter New password (create)

Confirm New Password

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:

Now change profile.

Enter current password (the new password that you choose)

Security Question: select from list

Enter Security Answer

Click update profile

[User Profile](#)

Your password has expired. Please enter a new password.

[Change Password](#)

Your password has been changed.

[Change Profile](#)

Current Password:

Email Address:

Security Question:

Security Answer:

Creating Return/Tax Session

From the Tax Filing tab

Select Tax Sessions from dropdown list



Click Add New Record



Select Fuel Vendor Annual from the Taxpayer Type dropdown list.

Enter the Begin Period covered date for the return.

Click outside the entry field and the End Period Date will be populated.

Click the create session button.

The screenshot shows a 'Zytax - Create Session' form. The fields are as follows:
Country: United States (dropdown)
Jurisdiction: South Carolina (dropdown)
Taxpayer Type: Fuel Vendor Annual (dropdown)
Terminal Code: Select a Terminal (dropdown)
Begin Period Date: 1/1/2012 (text field with calendar icon)
End Period Date: 12/31/2012 (text field with calendar icon)
Sequence: 0 (text field)
Original session: Original session (dropdown)
At the bottom, there is a 'Create Session' button and a copyright notice: 'Copyright © 2005 - 2012 FuelQuest'.

Close out the Record inserted menu

Right click on the row for the Fuel Vendor Annual session that was added
From context menu, select Schedule Transactions

Fuel Vendor Annual		01/01/2012	12/31/2012	0	02/28/2013		
Tankwagon Importer	Schedule Transactions	11/01/2012	11/30/2012	0	12/24/2012	06/19/2012	Passed
Exporter	Transaction Validation	10/01/2012	10/31/2012	0	11/22/2012		Passed
	Generate Return						

Select schedule type from dropdown list to add.
Next, click Add New Record

Enter all schedule information requested on the entry screen.
Product Code should be either 065 for gasoline or E## for gasohol.
For the Date use 12/31/Year.
Choose the correct county using the drop down box.
Click Insert to accept entry.
Some data will remain from the previous transaction to speed the entry process.

Once all county gasoline and gasohol gallons have been entered, click on the closed button (red X).

Session Details

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Fuel Vendor Annual session that was added
From context menu, select Session Details



Select yes, which will include schedules

If the gallons have increased or decreased by 20% from last year, please enter a brief explanation.

To add explanation see step below

If no explanation is need, **Click Save & Regenerate**

Form Settings	Form Manual Entry	History Log
Country	United States	
Jurisdiction	South Carolina	
Taxpayer Type	Fuel Vendor Annual	
Tracking Number		
Begin Period Date	1/1/2012	
End Period Date	12/31/2012	
Sequence	0	
	Original session	
Filed Date	Open	
Include Schedules	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Save & Regenerate

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To add explanation for increase or decrease of gallons, click on the Form Manual Entry Tab, enter explanation.

Click Save & Regenerate

Field	Value / Override System Value
Page 2, Provide explanation for increase in total gallons in detail	
Page 2, Provide explanation for decrease in total gallons in detail	
Contact	Select a Taxpayer Contact

Yes No

Save & Regenerate

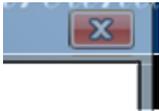
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The system will then show record updated



Record updated.

Click the X button to close



Click refresh several times

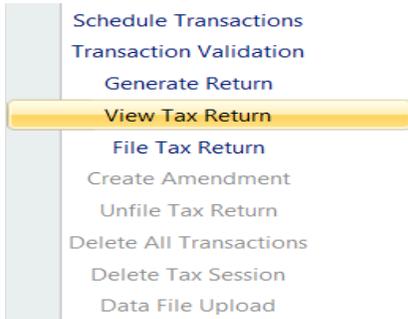
Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running

items 1 to 1 of 1.

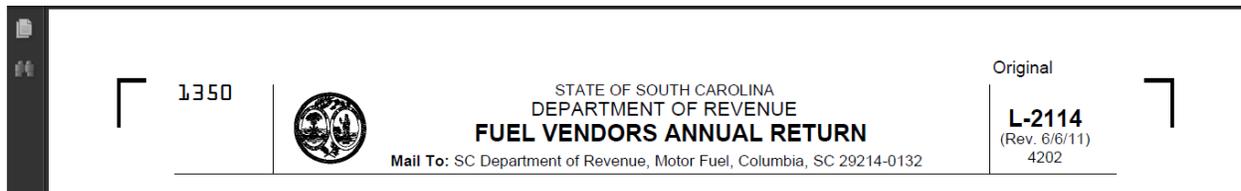
Until return status shows passed

Return Status
Passed

Right click on the row for the Fuel Vendor Annual session that was added
From context menu, select View Tax Return



Review return



If the return is correct, then proceed with filing the return. If the return is incorrect, return to the session choose schedule transactions, select the county to be corrected and edit the gallons.

File Return

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Fuel Vendor session that was added
From context menu, select File Tax Return

Taxpayer Type	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
Exporter	12/01/2012	12/31/2012	0	01/22/2013	0	Yes	
Fuel Vendor Annual	01/01		0	02/28/2013	0	No	Passed
Exporter	10/01		0	11/22/2012	0	No	Passed
Diversion Payment Voucher	10/01		0	10/05/2012	0	No	Passed
Exporter	09/01		1	10/22/2012	0	Yes	
Transporter	09/01		0	10/22/2012	0	No	Passed

Check the agree button
Click on Submit

File Tax Return

Filing Status:	Open
Tax Return:	Fuel Vendor Annual
Terminal:	
Tax Session Date:	1/1/2012 - 12/31/2012
Filing Due Date:	2/28/2013
Return Status:	Passed

Electronic Acknowledgement

By checking the agreement and pressing 'Submit', I acknowledge this submittal is treated as an official submittal to the State of South Carolina. Submitting this tax return shall constitute the signature of the submitter as if the tax return were actually signed.

I agree to the conditions of this submittal.

Tax Return Confirm and filed

Tax Return Confirmation

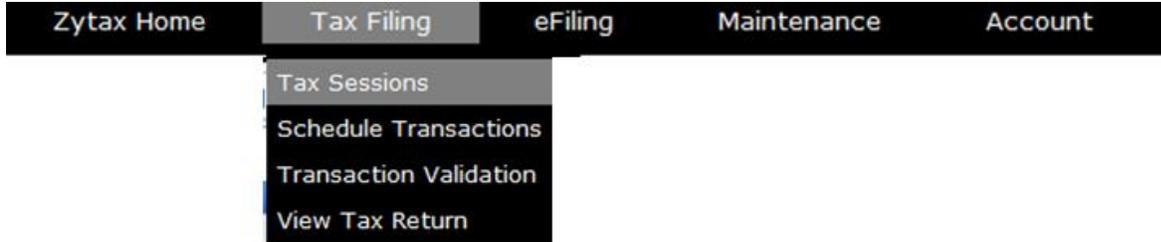
Tax Return:	
Filing Status:	Filed
Tax Return:	Fuel Vendor Annual
Terminal:	
Tax Session Date:	1/1/2012 - 12/31/2012
Filing Due Date:	2/28/2013
Return Status:	NotStarted
Date Filed:	6/22/2012 3:11:22 PM
Return Tracking Number:	1217400001

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

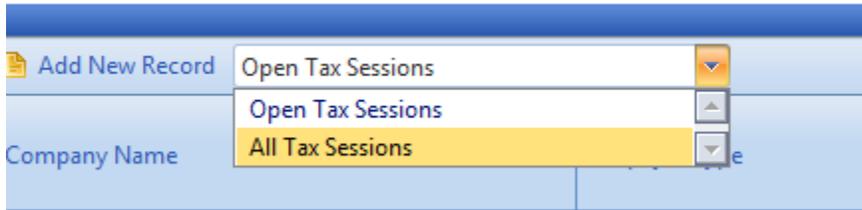
Creating Amended Return

Please contact the Motor Fuel Section at 803-896-1990 for assistance filing amended returns.

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



Change selection from “Open Tax Sessions” to “All Tax Sessions”



Select return session to be amended and click on the row to display the drop down menu.

Choose Create Amendment

Taxpayer Type	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Exporter		12/01/2012	12/31/2012	0	01/22/2013		
Fuel Vendor Annual		01/01/2012	12/31/2012	0	02/28/2013	06/22/2012	Passed
Tankwagon Importer		11/01/2012	11/30/2012	0	12/24/2012	06/19/2012	Passed
Exporter		10/01/2012	10/31/2012	0	11/22/2012		Passed
Tankwagon Importer		10/01/2012	10/31/2012	0	11/22/2012	06/19/2012	Passed
Tankwagon Importer		10/01/2012	10/31/2012	1	11/22/2012	06/19/2012	Passed
Diversion Payment Voucher		10/01/2012	10/02/2012	0	10/05/2012		Passed
Import Payment Voucher		10/01/2012	10/02/2012	0	10/05/2012	06/20/2012	Passed

Next, click Create Amendment

Company	182
Country	USA
Jurisdiction	SC
Taxpayer Type	VNDA
Begin Period Date	1/1/2012
End Period Date	12/31/2012
	Amended session <input type="button" value="v"/>
Sequence	0
Filed Date	6/22/2012

Record inserted

Record inserted.

Company	182
Country	USA
Jurisdiction	SC
Taxpayer Type	VNDA
Begin Period Date	1/1/2012
End Period Date	12/31/2012
	Amended session <input type="button" value="v"/>
Sequence	1
Filed Date	6/22/2012

From the Tax Filing tab, select Schedule Transactions from dropdown list



Select schedule type from dropdown list to add.

Next, click Add New Record

<input type="text" value="INT01: Gasoline Sales for Retail by County"/>	<input type="button" value="v"/>
<input type="text" value="INT01: Gasoline Sales for Retail by County"/>	<input type="button" value="v"/>

Enter amended information
Click Insert

Once all amended information is inserted, click on the closed button.

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Fuel Vendor Annual session that was added
From context menu, select Generate Return

Taxpayer Type	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Exporter		12/01/2012	12/31/2012	0	01/22/2013		
Fuel Vendor Annual	1217400001	01/01/2012	12/31/2012	0	02/28/2013	06/22/2012	Passed
Fuel Vendor Annual		01/01/2012	12/31/2012	1	02/28/2013		
Tankwagon Importer		01/01/2012	11/30/2012	0	12/24/2012	06/19/2012	Passed
Exporter		01/01/2012	10/31/2012	0	11/22/2012		Passed
Tankwagon Importer		01/01/2012	10/31/2012	0	11/22/2012	06/19/2012	Passed
Tankwagon Importer		01/01/2012	10/31/2012	1	11/22/2012	06/19/2012	Passed

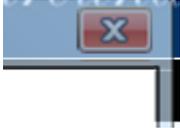
Select yes, which will include schedules
Click Save & Regenerate

The system will then show record updated

Session Details

Record updated.

Click the X button to close



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

Right click on the row for the Fuel Vendor Annual session that was added
From context menu, select View Tax Return

Taxpayer Type	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Exporter		12/01/2012	12/31/2012	0	01/22/2013		
Fuel Vendor Annual	1217400001	01/01/2012	12/31/2012	0	02/28/2013	06/22/2012	Passed
Fuel Vendor Annual		01/01/2012	12/31/2012	1	02/28/2013		Passed
Tankwagon Importer	1	1/2012	11/30/2012		0 12/24/2012	06/19/2012	Passed
Exporter		1/2012	10/31/2012		0 11/22/2012		Passed
Tankwagon Importer	1	1/2012	10/31/2012		0 11/22/2012	06/19/2012	Passed
Tankwagon Importer	1	1/2012	10/31/2012		1 11/22/2012	06/19/2012	Passed
Diversion Payment Voucher		1/2012	10/02/2012		0 10/05/2012		Passed

Review amended return

1350



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
FUEL VENDORS ANNUAL RETURN

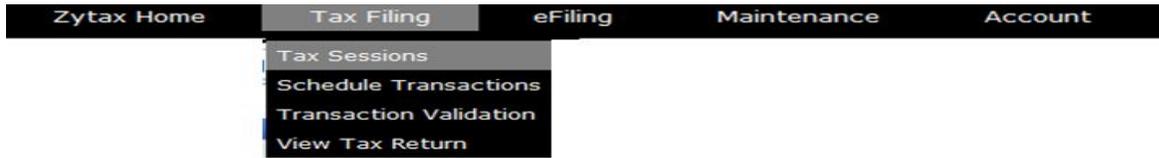
Mail To: SC Department of Revenue, Motor Fuel, Columbia, SC 29214-0132

Amendment 1 Current

L-2114
(Rev. 6/6/11)
4202

File Amended Tax Return

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Fuel Vendor Annual session that was added.

From context menu, select File Tax Return

Taxpayer Type	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Exporter		12/01/2012	12/31/2012	0	01/22/2013		
Fuel Vendor Annual	1217400001	01/01/2012	12/31/2012	0	02/28/2013	06/22/2012	Passed
Fuel Vendor Annual		01/01/2012	12/31/2012	1	02/28/2013		Passed
Tankwagon Importer		01/01/2012	11/30/2012	0	12/24/2012	06/19/2012	Passed
Exporter		01/01/2012	10/31/2012	0	11/22/2012		Passed
Tankwagon Importer		01/01/2012	10/31/2012	0	11/22/2012	06/19/2012	Passed
Tankwagon Importer		01/01/2012	10/31/2012	1	11/22/2012	06/19/2012	Passed
Diversion Payment Voucher		01/01/2012	10/02/2012	0	10/05/2012		Passed

Check the agree button
Click on Submit

File Tax Return

Filing Status:

Tax Return:

Terminal:

Tax Session Date:

Filing Due Date:

Return Status:

Electronic Acknowledgement

By checking the agreement and pressing 'Submit', I acknowledge this submittal is treated as an official submittal to the State of South Carolina. Submitting this tax return shall constitute the signature of the submitter as if the tax return were actually signed.

I agree to the conditions of this submittal.

Tax Return Confirm and filed

Tax Return Confirmation

Tax Return:

Filing Status:	<input type="text" value="Filed"/>
Tax Return:	<input type="text" value="Fuel Vendor Annual"/>
Terminal:	<input type="text"/>
Tax Session Date:	<input type="text" value="1/1/2012 - 12/31/2012"/>
Filing Due Date:	<input type="text" value="2/28/2013"/>
Return Status:	<input type="text" value="NotStarted"/>
Date Filed:	<input type="text" value="6/22/2012 3:25:29 PM"/>
Return Tracking Number:	<input type="text" value="1217400002"/>

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

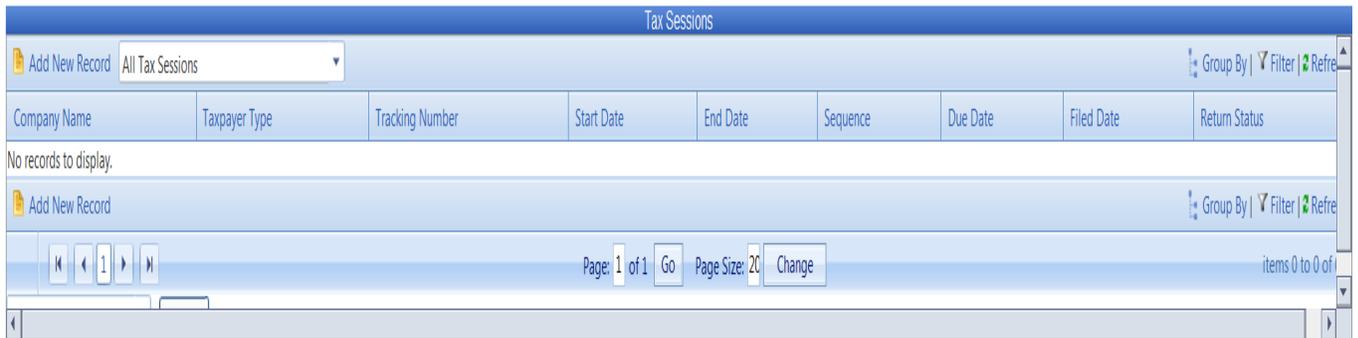
Filing a Zero Return

Click on the Tax Filing tab

Select Tax Sessions from dropdown list



Click Add New Record



Select the Fuel Vendor Annual from Taxpayer Type dropdown list

Enter the begin period covered date for the return

Click create session

The screenshot shows the 'Zytax - Create Session' form. The fields are as follows:

- Country: United States
- Jurisdiction: South Carolina
- Taxpayer Type: Fuel Vendor Annual
- Terminal Code: Select a Terminal
- Begin Period Date: 1/1/2012
- End Period Date: 12/31/2012
- Sequence: 0
- Original session: Original session

At the bottom of the form is a 'Create Session' button and the copyright notice 'Copyright © 2005 - 2012 FuelQuest'.

Close out the Record inserted menu

Country: United States
Jurisdiction: South Carolina
Taxpayer Type: Fuel Vendor Annual
Terminal Code: Select a Terminal
Begin Period Date: 1/1/2012
End Period Date: 12/31/2012
Sequence: 0
Original session: Original session

Create Session
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Right click on the period covered again and select Session Details from drop down list

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

Select no, which will not include schedules

Click Save & Regenerate

Country: United States
Jurisdiction: South Carolina
Taxpayer Type: Fuel Vendor Annual
Tracking Number:
Begin Period Date: 1/1/2012
End Period Date: 12/31/2012
Sequence: 0
Original session: Original session
Filed Date: Open
Include Schedules: Yes No

Save & Regenerate

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The system will then show record updated



Click the X button to close



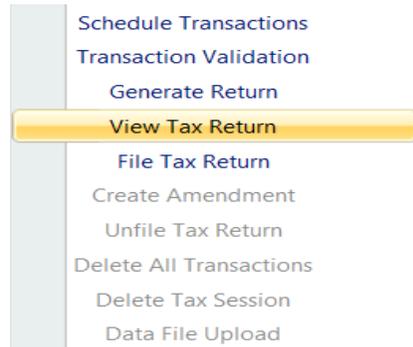
Click refresh several times

A screenshot of a data table with a refresh button. The table has three columns: "Critical Schedule Errors", "Return Generation Needed", and "Return Status". The data row shows "0", "Yes", and "Running". Above the table is a toolbar with "Group By", "Filter", and "Refresh" buttons. Below the table, it says "items 1 to 1 of 1.".

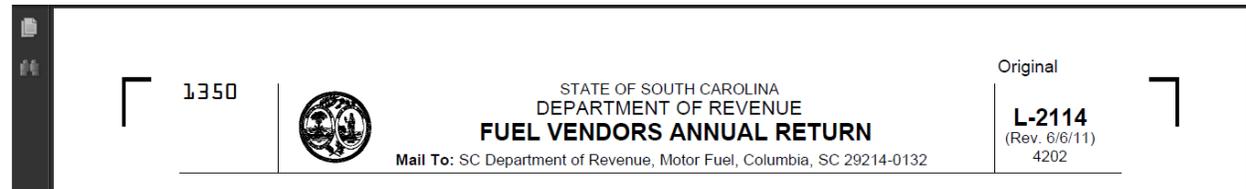
Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running

Until return status shows passed

Right click on the row for the Fuel Vendor Annual session that was added
From context menu, select View Tax Return



Review return



Next, File Tax Return

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Fuel Vendor Annual session that was added
From context menu, select File Tax Return

Taxpayer Type	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
Exporter	12/01/2012	12/31/2012	0	01/22/2013	0	Yes	
Fuel Vendor Annual	01/01		0	02/28/2013	0	No	Passed
Exporter	10/01		0	11/22/2012	0	No	Passed
Diversion Payment Voucher	10/01		0	10/05/2012	0	No	Passed
Exporter	09/01		1	10/22/2012	0	Yes	
Transporter	09/01		0	10/22/2012	0	No	Passed

Check the agree button
Click on Submit

File Tax Return

Filing Status:

Tax Return:

Terminal:

Tax Session Date:

Filing Due Date:

Return Status:

Electronic Acknowledgement

By checking the agreement and pressing 'Submit', I acknowledge this submittal is treated as an official submittal to the State of South Carolina. Submitting this tax return shall constitute the signature of the submitter as if the tax return were actually signed.

I agree to the conditions of this submittal.

Tax Return Confirm and filed

Tax Return Confirmation

Tax Return:

Filing Status:

Tax Return:

Terminal:

Tax Session Date:

Filing Due Date:

Return Status:

Date Filed:

Return Tracking Number:

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