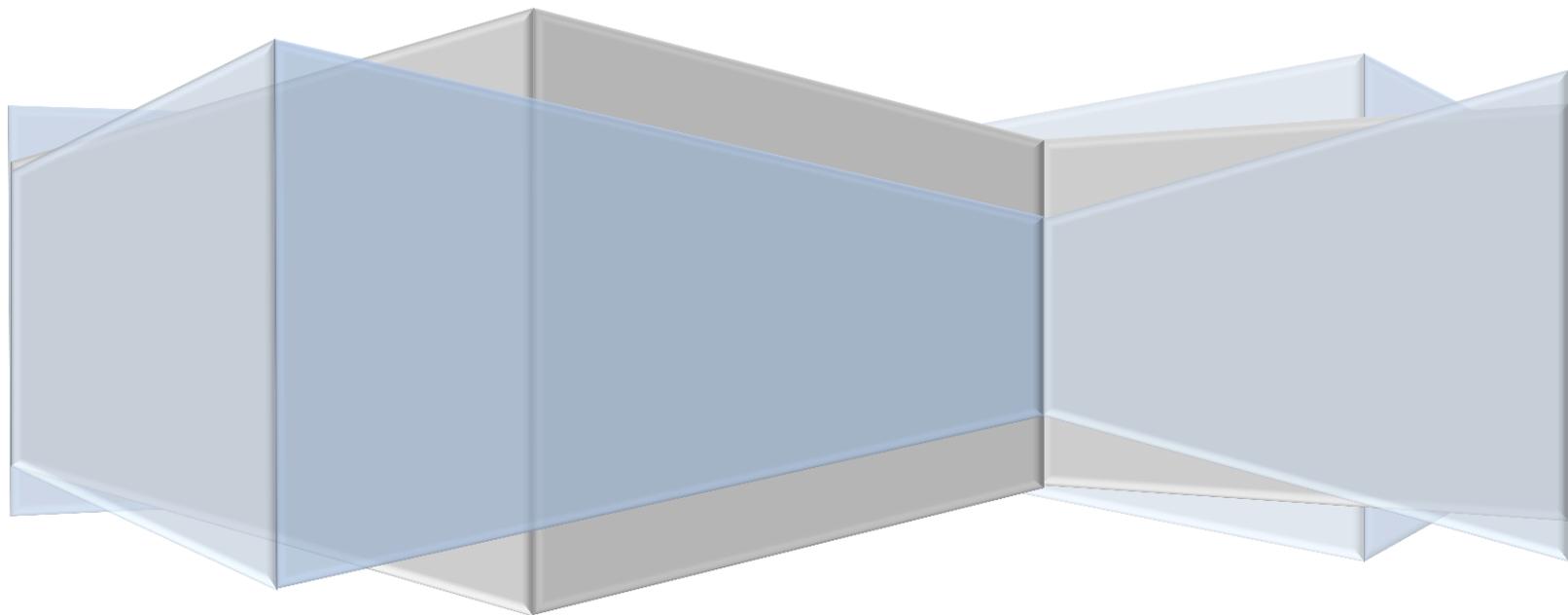


*South Carolina Department of Revenue*

## **Motor Fuel Web-Based Reporting System**

Monthly Terminal Operator User Guide



## TABLE OF CONTENTS

Introduction.....	Page 2
Sign In.....	Page 3
Business Entity Review.....	Page 4-5
Adding Business Entities.....	Page 6-8
Creating Return/ Tax Session.....	Page 9-12
Session Details.....	Page 13-14
File Tax Return.....	Page 15
Creating Amended Return.....	Page 16-20
File Amended Tax Return.....	Page 21
Filing a Zero Return.....	Page 22-25

## INTRODUCTION

The South Carolina Department of Revenue has implemented a web-based system to provide filers of Motor Fuel User Fee Returns (Supplier, Terminal Operator, and Transporter) the option to file and remit fees electronically at no charge. The web-based system will be available for the filing of June, 2012, user fee returns which are due to be filed on July 22, 2012. Taxpayers may choose this web-based filing option as opposed to filing tax returns via EDI.

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.***

Per SC Code Section 12-28-1400(A), all Suppliers, Terminal Operators and Transporters are mandated to file their motor fuel returns "in the manner provided by the Department."

All Supplier reporting payments accompanying Motor Fuel transactions, **via web or EDI**, must be submitted through the Electronic Funds Transfer (EFT) Program. The EFT Program for Motor Fuel is a separate program from the EDI Program. For further information regarding the EFT program, please see the EFT Program guide located on our website under Motor Fuel/E-Services.

### Registration

To register for web filing, complete the D-155 Registration application located on our web site at [www.sctax.org](http://www.sctax.org), select Motor Fuel/E-Services. If assistance is required with the registration process, please contact:

#### Electronic Services

Help Desk (Columbia area)	<b>803-896-1715</b>	Help Desk (Toll Free)	<b>1-800-476-0311</b>
E-mail Address	<a href="mailto:edi@sctax.org">edi@sctax.org</a>	FAX	<b>803-896-1779</b>
Mailing Address	<b>South Carolina Department of Revenue EFT/EDI Help Desk Columbia SC 29214-0016</b>		

### Filing Returns

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

#### Motor Fuel Section

Filing Assistance	<b>803-896-1990</b>
E-mail Address	<a href="mailto:motfuellic@sctax.org">motfuellic@sctax.org</a>

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:

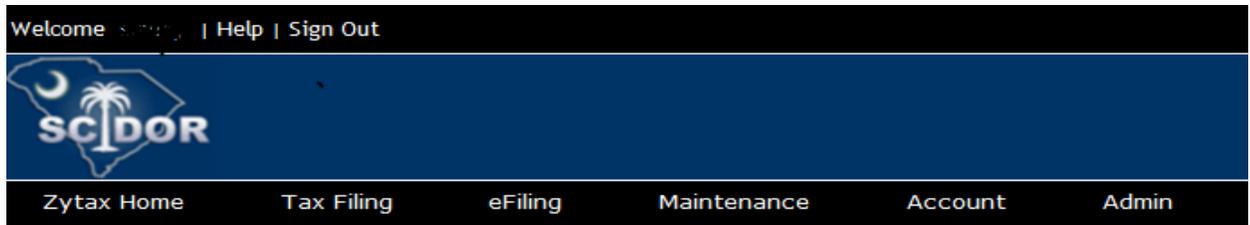
## Business Entities and the Master Company Data Base

Many business entities are already set up in the Department of Revenue's motor fuel data base. All licensed motor fuel accounts that are not sole proprietors will appear in the drop down boxes needed to schedule transactions.

Only business entities for Master Company ID 0 may be viewed by all users. When a filer adds a business entity it is not entered into the Master Company. Only the filer and the Department of Revenue may view business entities entered by a filer.

Before creating a filer business entity, review the Motor Fuel Data Base using the following steps:

1. From the Zytax Home Page choose the Maintenance Tab



2. From the drop down menu choose Business Entities

Business Entities							
Add New Record							
Master Company ID	Legal Name	Id Type	Id Code	Custom Id	Effective Date	Obsolete Date	City
172	Best Oil Company	FEIN	999000999		01/01/2009		
172	Carrier A	FEIN	789789789		01/01/2009		
172	Carrier B	FEIN	888080888		01/01/2009		
172	Carrier C	FEIN	111080111		01/01/2009		
172	Fuel Dealer	FEIN	222000222		01/01/2009		
172	Fuel Transporter	FEIN	234565432		01/01/2009		
172	Independant Petroleum Company	FEIN	999111999		01/01/2009		
172	Petroleum Dealer	FEIN	111000999		01/01/2009		
172	Quality Petroleum Company	FEIN	444777999		01/01/2009		
172	Tank Lines	FEIN	444222444		01/01/2009		

3. Review the entity names to determine if the filer entities exist in the Master Company. Use the Filter Option located at the far right to create a filter to speed the verification.

The image shows a partial view of the Business Entities table. At the top, it says "Business Entities". Below that, there is a "Filter" button and a "Refresh" button. The table has several columns: "Custom Id", "Effective Date", "Obsolete Date", "City", "Region/State", "Country", and "Updated Date".

Custom Id	Effective Date	Obsolete Date	City	Region/State	Country	Updated Date
-----------	----------------	---------------	------	--------------	---------	--------------

- Click on any company row and choose the Business Accounts Tab to see what business types have been assigned in the Master Company.

Zytax - Business Entity *South Carolina Department of Transportation*

Legal Name: col 2      Effective Date: 5/1/2011  
 Trade Name: col 2      Obsolete Date:   
 Name Control:      Id Type: FEIN  
 Custom Id Code:      Id Code: 290000000

Address    Business Accounts    Business Entity Alternates    Schedule Profiles

Add New Record      Filter | Refresh

	ID	Country	Jurisdiction	Business Type	Business Subtype	Custom Id	Effective Date	Obsolete Date	Locked Date	License Number	Change Ind	
	12062	United States	*	Buyer	None		05/01/2011			290000000	M	✗
	12074	United States	*	Carrier	None		05/01/2011			290000000	M	✗
	12075	United States	*	Consignor	None		05/01/2011			290000000	M	✗
	12076	United States	*	PositionHolder	None		05/01/2011			290000000	M	✗
	12077	United States	*	Seller	None		05/01/2011			290000000	M	✗

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Only enter a business entity if it does not already exist for the required business type (buyer, seller, etc.) in the Master Company.

Please contact the Motor Fuel Section at 803-896-1990 for assistance or questions concerning business entities.

## Business Entities – Add New Record

Business Entity information will only be entered once. Business entities are companies or individuals that the filer does business with whose information is required for completing the schedule information for a return. Examples are Consignor, Seller,

Click on the Maintenance tab

Select Business Entities from drop down box



Click Add New Record

Business Entities							
Add New Record							
Master Company ID	Legal Name	Id Type	Id Code	Custom Id	Effective Date	Obsolete Date	City
172	Best Oil Company	FEIN	999000999		01/01/2009		
172	Carrier A	FEIN	789789789		01/01/2009		
172	Carrier B	FEIN	888080888		01/01/2009		
172	Carrier C	FEIN	111080111		01/01/2009		
172	Fuel Dealer	FEIN	222000222		01/01/2009		
172	Fuel Transporter	FEIN	234565432		01/01/2009		
172	Independant Petroleum Company	FEIN	999111999		01/01/2009		
172	Petroleum Dealer	FEIN	111000999		01/01/2009		
172	Quality Petroleum Company	FEIN	444777999		01/01/2009		
172	Tank Lines	FEIN	444222444		01/01/2009		

Then 'Add New Record' icon is used to create a new business entity.  
 In following fields enter: **Company Legal Name, Trade name, Effective Date, ID type (click dropdown box to select type) and Id Code (FEIN or Social Security Number)**  
**Then click Insert**

The screenshot shows the 'Zytax - Business Entity' form. The following fields are highlighted with red circles:

- Legal Name
- Trade Name
- Effective Date
- Id Type (dropdown menu showing 'FEIN')
- Id Code

Other visible fields include: Name Control, Custom Id Code, Address (Address Line 1, Address Line 2, City, Country, Region/State, Postal Code, County, Alternate Jurisdiction), and an 'Insert' button at the bottom.

Determine if the entity will be entered as one or more of the following:

Consignor – Company/individual that hired filer as the carrier/transporter.

(If the filer transports their own product, enter the filer company as a consignor.)

Seller – Terminal supplier that shows as the supplier on the terminal issued bill of lading.

Buyer – Company/Individual to whom the product was delivered.

Next click Business Accounts tab

Click Add New Record

The screenshot shows the 'Zytax - Business Entity' form with the 'Business Accounts' tab selected. A message 'Record inserted.' is displayed above a table of records.

ID	Country	Jurisdiction	Business Type	Business Subtype	Custom Id	Effective Date	Obsolete Date	Locked Date	License Number	Change Ind
39527	United States	*	Buyer	None		06/01/2010			123123123	M

For Business Type click on drop down button

The screenshot shows the 'Zytax - Business Entity' form. The 'Business Type' dropdown menu is open, displaying the following options: Buyer, Carrier, Consignor, Position Holder, and Seller. The 'Buyer' option is currently selected and highlighted in yellow.

From the drop down menu select the business type that describes the business entity. When your company has more than one relationship with that business entity you will need to click on Add New Record to assign the business type based on each relationship with the entity.

This is a close-up view of the dropdown menu from the previous screenshot. The 'Buyer' option is highlighted in yellow, while the other options (Carrier, Consignor, Position Holder, Seller) are in blue text.

Click on checkmark to insert



Below is an example of a business entity assigned with all business types.

The screenshot shows the 'Zytax - Business Entity' form with a table of records. The table has the following columns: ID, Country, Jurisdiction, Business Type, Business Subtype, Custom Id, Effective Date, Obsolete Date, Locked Date, License Number, and Change Ind. The records are as follows:

ID	Country	Jurisdiction	Business Type	Business Subtype	Custom Id	Effective Date	Obsolete Date	Locked Date	License Number	Change Ind
12062	United States	*	Buyer	None		05/01/2011			290000000	M
12074	United States	*	Carrier	None		05/01/2011			290000000	M
12075	United States	*	Consignor	None		05/01/2011			290000000	M
12076	United States	*	Position-Holder	None		05/01/2011			290000000	M
12077	United States	*	Seller	None		05/01/2011			290000000	M

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## Creating Return/Tax Session

From the Tax Filing tab  
Select Tax Sessions from dropdown list



Click Add New Record



Select Monthly Terminal Operator 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 form titled "Zytax - Create Session". The form contains the following fields and values:

- Country: United States
- Jurisdiction: South Carolina
- Taxpayer Type: Monthly Terminal Operatc
- Terminal Code: SC
- Begin Period Date: 7/1/2012
- End Period Date: 7/31/2012
- Sequence: 0
- Original session: Original session

At the bottom of the form, 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 Monthly Terminal session that was added  
From context menu, select Schedule Transactions

Taxpayer Type	Terminal Code	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
Annual Terminal Operator	T57SC2060	01/01/2012	12/31/2012	0	02/26/2013	0	Yes	Passed
Monthly Terminal Operator	T57SC2060	07/01/2012	07/31/2012	0	08/22/2012	0	Yes	
Monthly Terminal Operator	T57SC2060	04/01/2012	04/30/2012	0	05/22/2012	0	Yes	

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	

Group By | Filter | Refresh

Page Size: 3 Change items 1 to 3 of 3.

Select schedule type from dropdown list to add.

Next, click Add New Record

If additional schedules are needed for another schedule type, select schedule from dropdown list to add.



Schedule 15 A, enter schedule information requested on the entry screen.

Click Insert to accept entry.

Some data will remain from the previous transaction to speed the entry process.

A screenshot of a form titled "Zytax - Schedule Transaction". The form contains several input fields: "Schedule Code" (pre-filled with "15A: Terminal Operator Schedule of Receipts"), "Product Code", "Carrier", "Mode", "Origin", "Destination", "Position Holder", "Bill of Lading Date" (with a calendar icon), "Document Number", "Net Gallons", and "Gross Gallons". At the bottom center, there is an "Insert" button.

If the entity information needed for the schedule transaction does not appear in the drop down box, stop and enter the entity in business entities. Complete the steps for entering a business entity (**page4**) and then return to the tax session and begin scheduling transactions again.

Schedule 15 B, enter information.

Click Insert

Zytax - Schedule Transaction

Schedule Code	<input type="text" value="15B: Terminal Operator Schedule of Disbursements"/>
Product Code	<input type="text"/>
Carrier	<input type="text"/>
Mode	<input type="text"/>
Origin	<input type="text"/>
Destination	<input type="text"/>
Supplier	<input type="text"/>
Position Holder	<input type="text"/>
Bill of Lading Date	<input type="text"/> 
Document Number	<input type="text"/>
Net Gallons	<input type="text"/>
Gross Gallons	<input type="text"/>

Ending Physical Inventory if applicable

Enter the physical inventory for each product type.

Click Insert

Once all schedules has been added for each load, click on the closed button

Zytax - Schedule Transaction

Schedule Code	<input type="text" value="INT01: Ending Physical Inventory"/>
Product Code	<input type="text"/>
Origin Terminal	<input type="text"/>
Inventory Gallons	<input type="text"/>

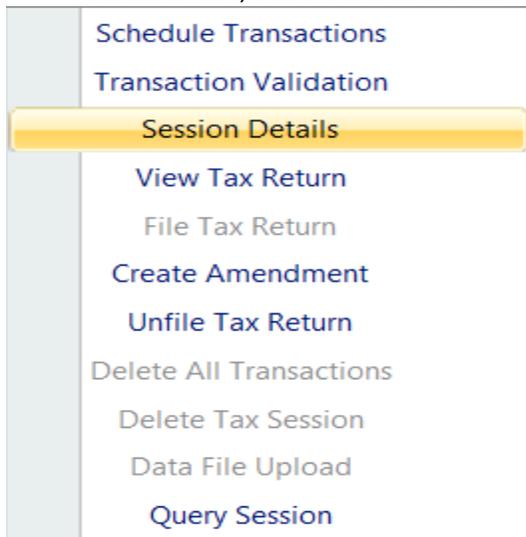
Once all information is inserted for that schedule type, click on the closed button (red X).

## Session Details

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Terminal Operator session that was added  
From context menu, select Session Details



Select yes, which will include schedules

Click Save & Regenerate

The screenshot shows the 'Form Manual Entry' tab with the following fields and values:

Field	Value
Country	United States
Jurisdiction	South Carolina
Taxpayer Type	Monthly Terminal Operatc
Terminal Code	T57SC2074
Tracking Number	
Begin Period Date	7/1/2012
End Period Date	7/31/2012
Sequence	0
Original session	Original session
Filed Date	Open
Include Schedules	<input checked="" type="radio"/> Yes <input type="radio"/> No

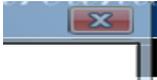
Save & Regenerate  
Copyright © 2005 - 2012 FuelQuest

The system will then show record updated

### Session Details

Record updated.

Click the X button to close



Click refresh several times

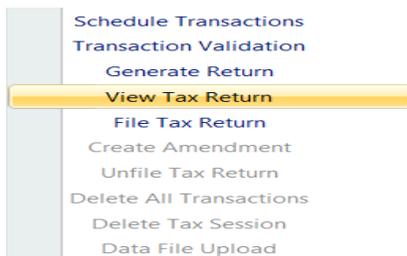
Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running

Until return status shows passed

Return Status
Passed

Right click on the row for the Monthly Terminal session that was added

From context menu, select View Tax Return



Review return

1350		STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE <b>MOTOR FUEL TERMINAL OPERATOR MONTHLY RETURN</b>	Original <b>L-2098</b> (Rev. 10/05/11) 4186
<b>Mail to:</b> South Carolina Department of Revenue, Motor Fuel, Columbia, SC 29214-0132. The Return is Due on the 22nd of the Next Month.			

## File Tax Return

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Monthly Terminal Operator session that was added  
From context menu, select File Tax Return

Taxpayer Type	Terminal Code	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
Monthly Terminal Operator	T575C2074	07/01/2012	07/31/2012	0	08/22/2012	0	No	Passed
Monthly Terminal Operator	T575C2074	07/01/2012	07/31/2012	0	07/23/2012	0	No	Passed
Monthly Terminal Operator	T575C2074	07/01/2012	07/31/2012	0	06/22/2012	0	No	Passed
Monthly Terminal Operator	T575C2074	07/01/2012	07/31/2012	0	05/22/2012	0	Yes	

Group By | Filter | Refresh

Change items 1 to 4 of 4.

Check the agree button  
Click on Submit

**File Tax Return**

Filing Status: Open

Tax Return: Monthly Terminal Oper

Terminal: T575C2074

Tax Session Date: 7/1/2012 - 7/31/2012

Filing Due Date: 8/22/2012

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.

Submit

Tax Return Confirm and filed

**Tax Return Confirmation**

Tax Return:

Filing Status: Filed

Tax Return: Monthly Terminal Oper

Terminal: T575C2074

Tax Session Date: 7/1/2012 - 7/31/2012

Filing Due Date: 8/22/2012

Return Status: NotStarted

Date Filed: 5/15/2012 2:22:50 PM

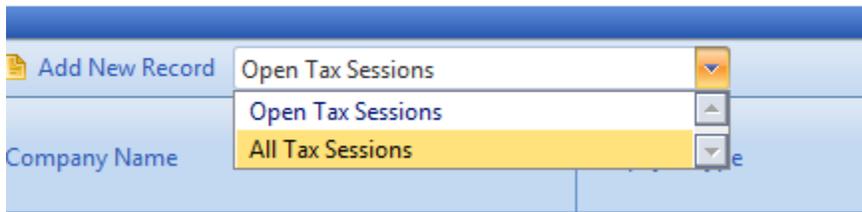
Return Tracking Number: 1213600003

### Creating Amended Return

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	Terminal Code	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Annual Terminal Operator	T57SC2060		01/01/2012	12/31/2012	0	02/26/2013		Passed
Monthly Terminal Operator	T57SC2060	1211400008	09/01/2012	09/30/2012	0	10/22/2012	04/23/2012	Passed
Monthly Terminal Operator			07/01/2012	07/31/2012	0	08/22/2012		
Monthly Terminal Operator			04/01/2012	04/30/2012	0	05/22/2012		
Monthly Terminal Operator			09/01/2011	09/30/2011	0	10/24/2011	09/30/2011	Passed
Monthly Terminal Operator			08/01/2011	08/31/2011	0	09/22/2011	08/31/2011	Passed
Monthly Terminal Operator			07/01/2011	07/31/2011	0	08/22/2011	07/31/2011	Passed
Monthly Terminal Operator			06/01/2011	06/30/2011	0	07/22/2011	06/30/2011	Passed
Monthly Terminal Operator			05/01/2011	05/31/2011	0	06/22/2011	05/31/2011	Passed
Monthly Terminal Operator			04/01/2011	04/30/2011	0	05/23/2011	04/30/2011	Passed

Group By | Filter | Refresh

Next, click Create Amendment

Company	37
Country	USA
Jurisdiction	SC
Taxpayer Type	TOR
Terminal	████████
Begin Period Date	9/1/2012
End Period Date	9/30/2012
	Amended session ▾
Sequence	0
Filed Date	4/23/2012

Create Amendment

Record inserted

Record inserted.

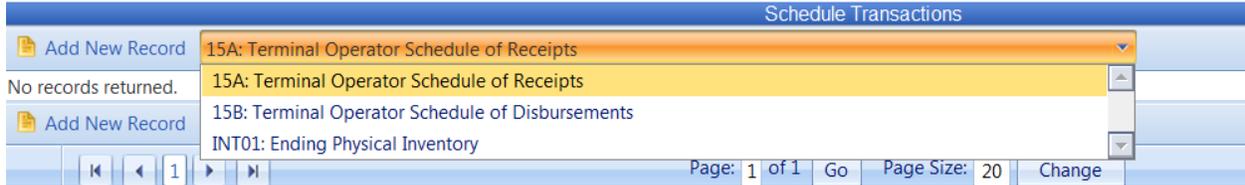
Company	37
Country	USA
Jurisdiction	SC
Taxpayer Type	TOR
Terminal	████████
Begin Period Date	9/1/2012
End Period Date	9/30/2012
	Amended session ▾
Sequence	1
Filed Date	4/23/2012

Create Amendment

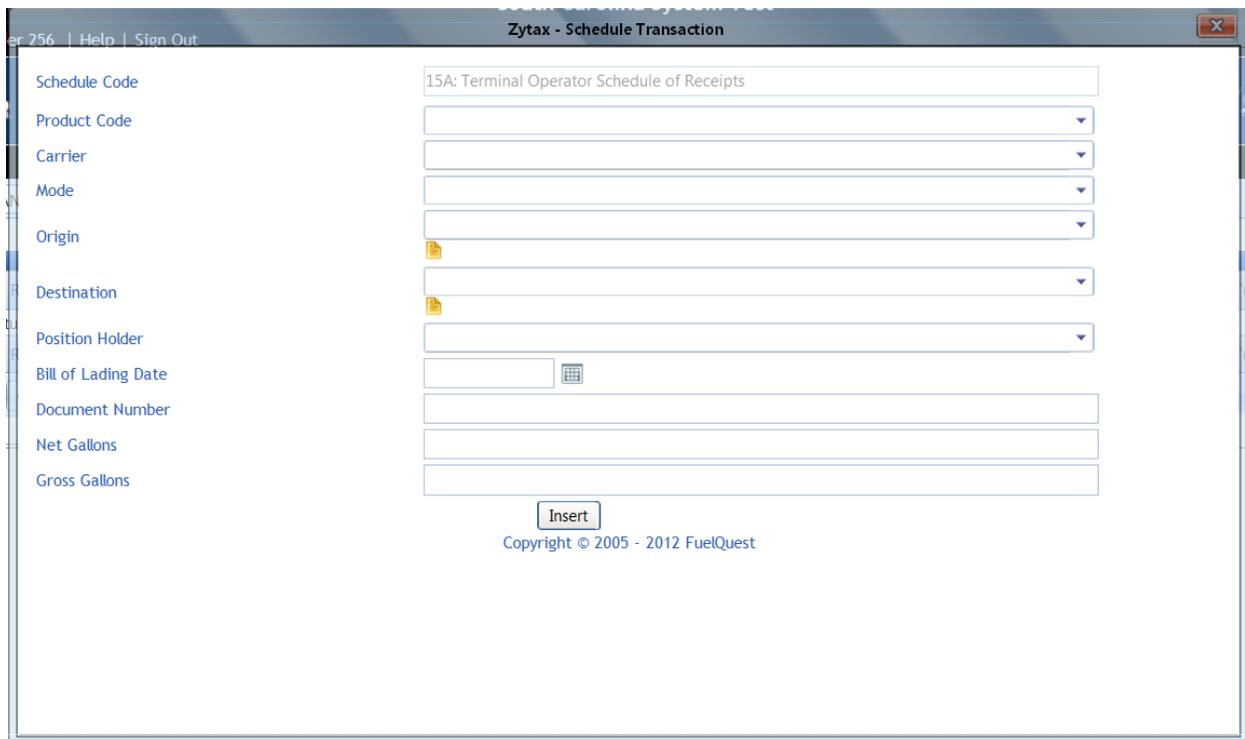
From the Tax Filing tab, select Schedule Transactions from dropdown list



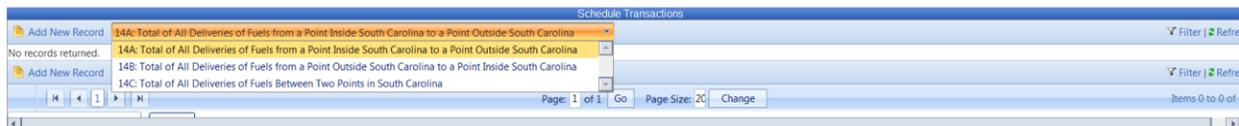
Select schedule type from dropdown list to add.  
Next, click Add New Record



Enter amended information  
Click Insert  
A schedule must be added for each load and each product type.

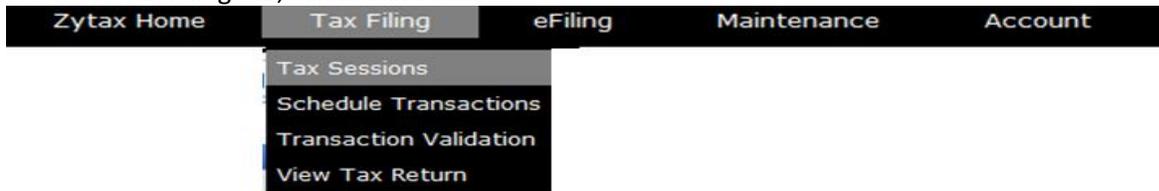


Once all amended information is inserted for that schedule type, click on the closed button.  
If additional schedules are needed for another schedule type, select schedule from dropdown list to add.  
Next, click Add New Record



Enter amended information  
Click Insert  
Once all schedules have been added for each load, click on the close button

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Monthly Terminal Operator session that was added  
From context menu, select Session Details

Taxpayer Description	Terminal Code	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	
Monthly Terminal Operator		0032	09/01/2014	09/30/2014	0	10/22/2014	10/13/2014	↻
Monthly Terminal Operator		0017	08/01/2014	08/31/2014	0	09/22/2014	09/15/2014	↻
Monthly Terminal Operator		0016	07/01/2014	07/31/2014	0	08/22/2014	08/14/2014	↻
Monthly Terminal Operator		0032	06/01/2014	06/30/2014	0	07/22/2014	07/15/2014	↻
Monthly Terminal Operator		0013	05/01/2014	05/31/2014	0	06/23/2014	06/11/2014	↻
Monthly Terminal Operator		0016	04/01/2014	04/30/2014	0	05/22/2014	05/15/2014	↻
Monthly Terminal Operator		0016	03/01/2014	03/31/2014	0	04/22/2014	04/16/2014	↻

Select yes, which will include schedules  
Click Save & Regenerate

The screenshot shows the 'Session Details' form with the following fields and values:

- Country: United States
- Jurisdiction: South Carolina
- Taxpayer Type: Monthly Terminal Operatc
- Terminal Code: [Redacted]
- Tracking Number: [Redacted]
- Begin Period Date: 9/1/2012
- End Period Date: 9/30/2012
- Sequence: 1
- Amended session: [Dropdown]
- Filed Date: Open
- Include Schedules:  Yes  No
- Return Calculation Method:  Current

At the bottom of the form, there is a 'Save & Regenerate' button and a copyright notice: 'Copyright © 2005 - 2012 FuelQuest'.

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

items 1 to 1 of 1.

Until return status shows passed

Taxpayer Type	Terminal Code	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Annual Terminal Operator	T575C2053		01/01/2012	12/31/2012	0	02/26/2013	04/23/2012	Passed
Monthly Terminal Operator	T575C2074		10/01/2012	10/31/2012	0	11/22/2012	06/08/2012	Passed
Monthly Terminal Operator	T575C2074		09/01/2012	09/30/2012	0	10/22/2012	06/08/2012	Passed
Monthly Terminal Operator			09/01/2012	09/30/2012	1	10/22/2012		Passed
Monthly Terminal Operator			07/01/2012	07/31/2012	0	08/22/2012	05/15/2012	Passed
Monthly Terminal Operator			07/01/2012	07/31/2012	1	08/22/2012		Passed
Monthly Terminal Operator			06/01/2012	06/30/2012	0	07/23/2012	04/18/2012	Passed
Monthly Terminal Operator			06/01/2012	06/30/2012	0	07/23/2012		Passed
Monthly Terminal Operator			05/01/2012	05/31/2012	0	06/22/2012		Passed
Monthly Terminal Operator			04/01/2012	04/30/2012	0	05/22/2012		Passed
Monthly Terminal Operator			09/01/2011	09/30/2011	0	10/24/2011	09/30/2011	Passed
Monthly Terminal Operator			08/01/2011	08/31/2011	0	09/22/2011	08/31/2011	Passed

1350



STATE OF SOUTH CAROLINA  
DEPARTMENT OF REVENUE

**MOTOR FUEL TERMINAL OPERATOR  
MONTHLY RETURN**

Amendment 1 Current

**L-2098**  
(Rev. 10/05/11)  
4186

Mail to: South Carolina Department of Revenue, Motor Fuel, Columbia, SC 29214-0132.  
The Return is Due on the 22nd of the Next Month.

## File Amended Tax Return

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Monthly Terminal Operator session that was added.  
From context menu, select File Tax Return

Taxpayer Type	Terminal Code	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Annual Terminal Operator		1211400019	01/01/2012	12/31/2012	0	02/26/2013	04/23/2012	Passed
Monthly Terminal Operator		1216000001	10/01/2012	10/31/2012	0	11/22/2012	06/08/2012	Passed
Monthly Terminal Operator		1216000003	09/01/2012	09/30/2012	0	10/22/2012	06/08/2012	Passed
Monthly Terminal Operator			09/01/2012	09/30/2012	1	10/22/2012		Passed
Monthly Terminal Operator			07/01/2012	07/31/2012	0	08/22/2012	05/15/2012	Passed
Monthly Terminal Operator			07/01/2012	07/31/2012	1	08/22/2012		
Monthly Terminal Operator			06/01/2012	06/30/2012	0	07/23/2012	04/18/2012	Passed
Monthly Terminal Operator			06/01/2012	06/30/2012	0	07/23/2012		Passed
Monthly Terminal Operator			05/01/2012	05/31/2012	0	06/22/2012		Passed
Monthly Terminal Operator			04/01/2012	04/30/2012	0	05/22/2012		
Monthly Terminal Operator			09/01/2011	09/30/2011	0	10/24/2011	09/30/2011	Passed
Monthly Terminal Operator			08/01/2011	08/31/2011	0	09/22/2011	08/31/2011	Passed

Check the agree button  
Click on Submit

**File Tax Return**

Filing Status: Open  
 Tax Return: Monthly Terminal Oper  
 Terminal: [REDACTED]  
 Tax Session Date: 9/1/2012 - 9/30/2012  
 Filing Due Date: 10/22/2012  
 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: Monthly Terminal Oper  
 Terminal: [REDACTED]  
 Tax Session Date: 9/1/2012 - 9/30/2012  
 Filing Due Date: 10/22/2012  
 Return Status: NotStarted  
 Date Filed: 6/8/2012 11:55:48 AM  
 Return Tracking Number: 1216000003

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

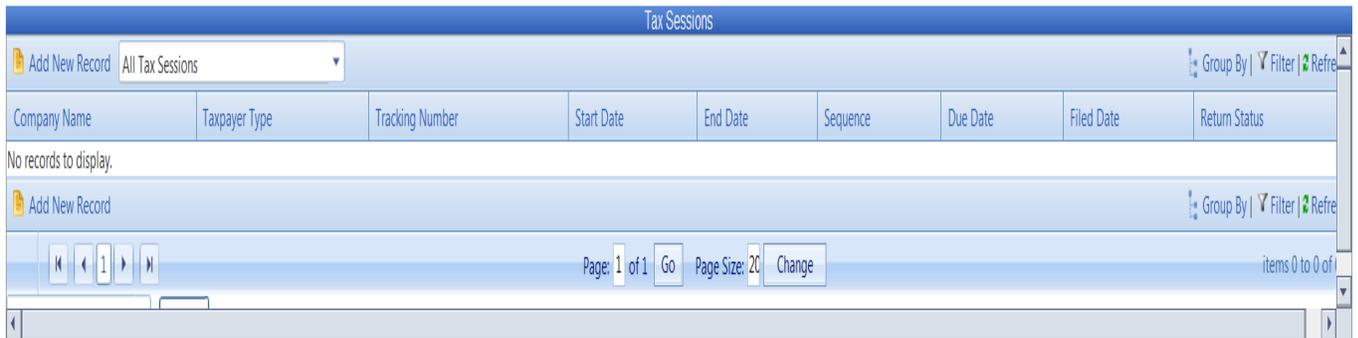
### Filing a Zero Return

Click on the Tax Filing tab

Select Tax Sessions from dropdown list



Click Add New Record



Select the Monthly Terminal Operator 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 with the following fields and values:

Country	United States
Jurisdiction	South Carolina
Taxpayer Type	Monthly Terminal Operatc
Terminal Code	Morga
Begin Period Date	10/1/2012
End Period Date	10/31/2012
Sequence	0
	Original session

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Close out the Record inserted menu

Country: United States  
Jurisdiction: South Carolina  
Taxpayer Type: Monthly Terminal Operatc  
Terminal Code: T57SC2  
Begin Period Date: 10/1/2012  
End Period Date: 10/31/2012  
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

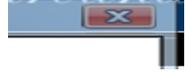
Country: United States  
Jurisdiction: South Carolina  
Taxpayer Type: Monthly Terminal Operatc  
Terminal Code: [REDACTED]  
Tracking Number: [REDACTED]  
Begin Period Date: 10/1/2012  
End Period Date: 10/31/2012  
Sequence: 0  
Original session: Original session  
Filled Date: Open  
Include Schedules:  Yes  No

Save & Regenerate  
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The system will then show record updated



Click the X button to close

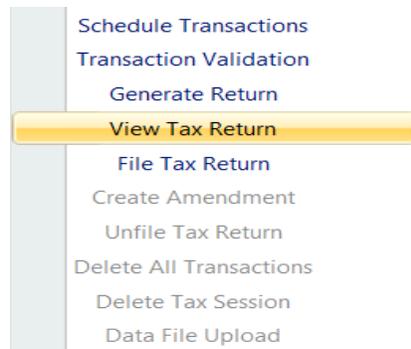


Click refresh several times

Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running

Until return status shows passed

Right click on the row for the Monthly Terminal Operator session that was added  
From context menu, select View Tax Return



Review return

Original

1350		STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE <b>MOTOR FUEL TERMINAL OPERATOR MONTHLY RETURN</b>	<b>L-2098</b> (Rev. 10/05/11) 4186
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Next, File Tax Return

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Terminal Operator session that was added

From context menu, select File Tax Return

Taxpayer Type	Terminal Code	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Annual Terminal Operator		1211400019	01/01/2012	12/31/2012	0	02/26/2013	04/23/2012	Passed
Monthly Terminal Operator		1216000001	10/01/2012	10/31/2012	0	11/22/2012	06/08/2012	Passed
Monthly Terminal Operator		1216000002	09/01/2012	09/30/2012	0	10/22/2012	06/08/2012	Passed
Monthly Terminal Operator			09/01/2012	09/30/2012	1	10/22/2012		Passed
Monthly Terminal Operator			07/01/2012	07/31/2012	0	08/22/2012	05/15/2012	Passed
Monthly Terminal Operator			07/01/2012	07/31/2012	1	08/22/2012		
Monthly Terminal Operator			06/01/2012	06/30/2012	0	07/23/2012	04/18/2012	Passed
Monthly Terminal Operator			06/01/2012	06/30/2012	0	07/23/2012		Passed
Monthly Terminal Operator			05/01/2012	05/31/2012	0	06/22/2012		Passed
Monthly Terminal Operator			04/01/2012	04/30/2012	0	05/22/2012		Passed
Monthly Terminal Operator			09/01/2011	09/30/2011	0	10/24/2011	09/30/2011	Passed
Monthly Terminal Operator			08/01/2011	08/31/2011	0	09/22/2011	08/31/2011	Passed

Check the agree button

Click on Submit

The screenshot shows a form titled 'File Tax Return'. It contains the following fields:
 

- Filing Status: Open
- Tax Return: Monthly Terminal Oper
- Terminal: [Redacted]
- Tax Session Date: 10/1/2012 - 10/31/2012
- Filing Due Date: 11/22/2012
- Return Status: Passed

 Below these fields is an 'Electronic Acknowledgement' section with the text: '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.' There is a checked box for 'I agree to the conditions of this submittal.' and a 'Submit' button at the bottom.

Tax Return Confirm and filed

The screenshot shows a form titled 'Tax Return Confirmation'. It contains the following fields:
 

- Tax Return: Filed
- Tax Return: Monthly Terminal Oper
- Terminal: [Redacted]
- Tax Session Date: 10/1/2012 - 10/31/2012
- Filing Due Date: 11/22/2012
- Return Status: NotStarted
- Date Filed: 6/8/2012 10:01:02 AM
- Return Tracking Number: 1216000001

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