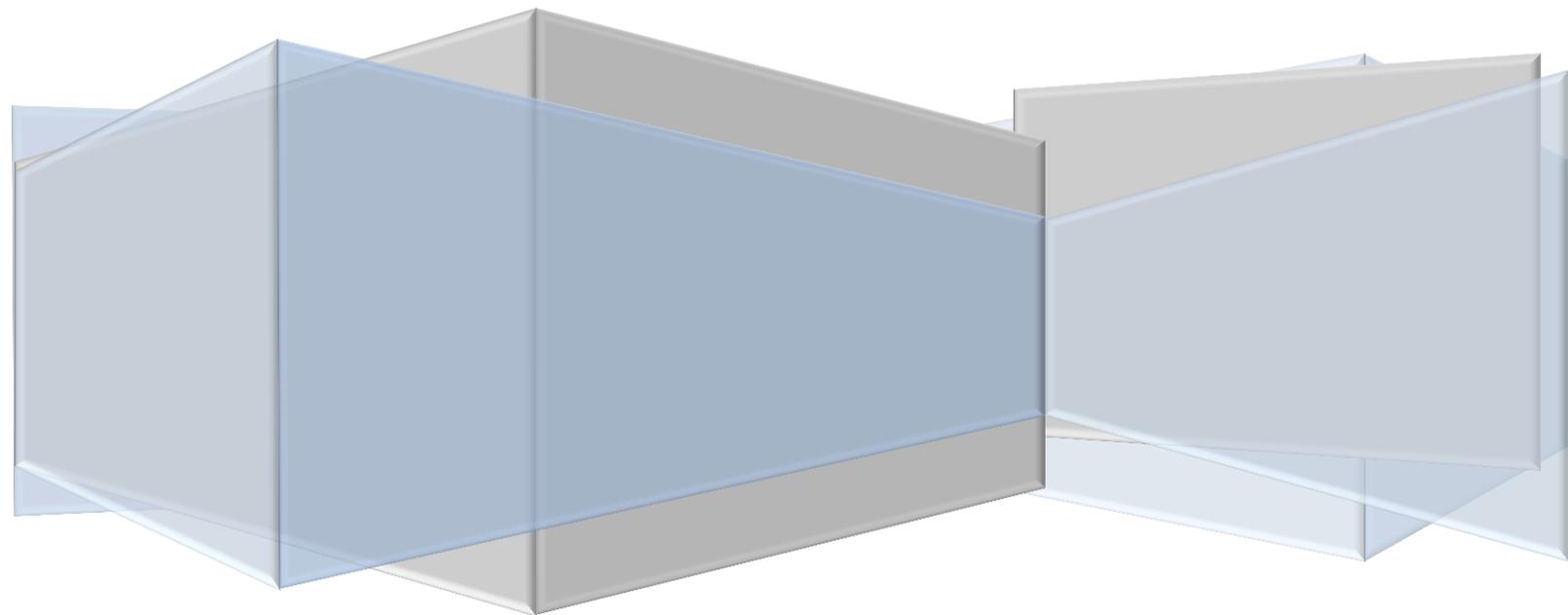


*South Carolina Department of Revenue*

**Motor Fuel Web-Based Reporting System**  
Occasional Importer



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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 Occasional Importer Returns at no charge.

The import payment voucher required for the payment of the motor fuel user fees is also available via the web for reporting and remit fees electronically at no charge. Please see the user guide for the import payment voucher on our website.

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 [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:

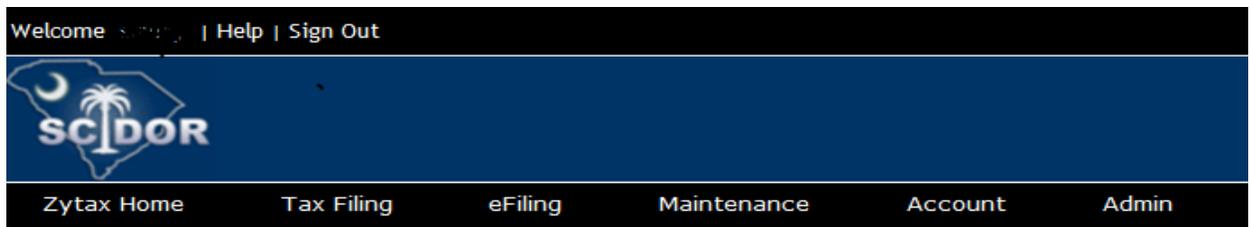
## Business Entities and the Master Company Data Base

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, there is a header "Business Entities" and a sub-header "Add New Record". Below this, there is a table with columns: "Custom Id", "Effective Date", "Obsolete Date", "City", "Region/State", "Country", and "Updated Date". To the right of the table, there is a "Filter" button and a "Refresh" button.

- 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:   
 Custom Id Code:   
 Id Type: FEIN  
 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.

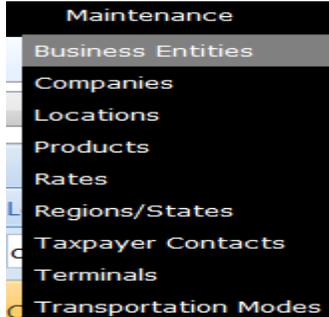
Please contact the Motor Fuel Section at 803-896-1990 for assistance or questions concerning business entities.

## 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

A screenshot of the 'Zytax - Business Entity' form. The form has several input fields: Legal Name, Trade Name, Name Control, Custom Id Code, Address (Address Line 1, Address Line 2, City, Country, Region/State, Postal Code, County, Alternate Jurisdiction), Effective Date, Obsolete Date, Id Type (dropdown menu), and Id Code. Red circles highlight the Legal Name, Trade Name, Effective Date, Id Type dropdown (showing 'FEIN'), and Id Code fields. An 'Insert' button is at the bottom center. Copyright © 2005 - 2012 FuelQuest.

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' window. The 'Business Accounts' tab is selected. The form contains the following fields:

- Legal Name: JJJ Bus Ent
- Trade Name: JJJ Bus Ent
- Name Control: JJJ
- Custom Id Code: [Empty]
- Effective Date: 6/1/2010
- Obsolete Date: [Empty]
- Id Type: FEIN
- Id Code: 123123123

Below the form, a message states 'Record inserted.' A table with the following columns is displayed: ID, Country, Jurisdiction, Business Type, Business Subtype, Custom Id, Effective Date, Obsolete Date, Locked Date, License Number, Change Ind. A single record is shown with ID 39527, Country United States, Jurisdiction \*, Business Type Buyer, Business Subtype None, Effective Date 06/01/2010, License Number 123123123, and Change Ind M.

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' window with the 'Business Accounts' tab selected. The form fields are the same as in the previous screenshot. The 'Business Type' dropdown menu is open, showing the following options: United States, \*, Buyer, and None. The 'Business Type' field is currently set to 'Buyer'. Below the form, a message states 'No records to display.'

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.

Buyer  
Carrier  
Consignor  
Position Holder  
Seller

Click on checkmark to insert



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

Zytax - Business Entity *South Carolina Department of*

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

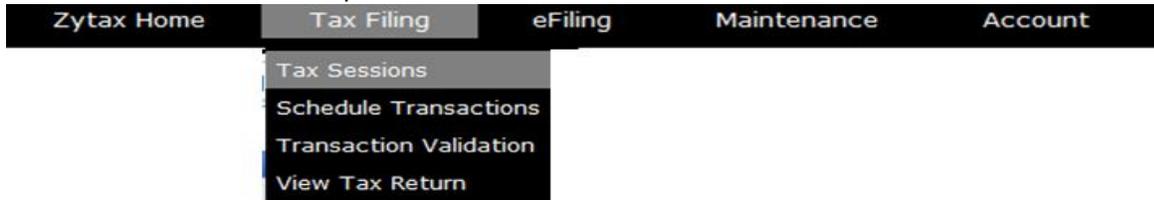
	ID	Country	Jurisdiction	Business Type	Business Subtype	Custom Id	Effective Date	Obsolete Date	Locked Date	License Number	Change Ind	
	12062	United States	*	Buyer	None		05/01/2011			290000000	M	✗
	12074	United States	*	Carrier	None		05/01/2011			290000000	M	✗
	12075	United States	*	Consignor	None		05/01/2011			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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## Creating Return/Tax Session

From the Tax Filing tab

Select Tax Sessions from dropdown list



Click Add New Record



Select Occasional Importer 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 "Create Session" form with the following fields and values:

- Country: United States
- Jurisdiction: South Carolina
- Taxpayer Type: Occasional Importer
- Terminal Code: Select a Terminal
- Begin Period Date: 8/1/2012
- End Period Date: 8/31/2012
- 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

The screenshot shows the same "Create Session" form as above, but with a red message "Record inserted." displayed at the top of the form area. The "Create Session" button and copyright notice are still visible at the bottom.

## Schedule Transactions

Right click on the row for the Occasional Importer 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	T5	01/01/2012	12/31/2012	0	02/26/2013	0	Yes		
Occasional Importer		08/01/2012	08/31/2012	0	09/24/2012	0	Yes		
Diversion Payment Voucher		Schedule Transactions		012	0	09/04/2012	0	No	Passed
Import Payment Voucher		Transaction Validation		012	0	09/04/2012	0	No	Passed
		Generate Return							

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

1A: Gallons Received User Fee Paid  
1A: Gallons Received User Fee Paid  
1C: Gallons Received User Fee Paid on Voucher  
3A: Gallons Imported User Fee Free By Tankwagon From \_\_\_\_\_  
5: Gallons Delivered Subject to User Fee  
6F: Gallons Sold - Dyed Diesel and Heating Fuel  
8: Gallons Sold to the US Government  
9C: Gallons Sold to SC Department of Education School Bus Program  
10: Gallons Sold - Other Exempt Sales

Enter all schedule information requested on the entry screen.

### Schedule 1A Special Note:

Schedule 1A is for user fee paid gallons purchased direct from terminal suppliers or bonded importers. This schedule will allow for the entry of the supplier or bonded importer name and the total gallons received. Entry by bill of lading is not required for this schedule.

Please note that at the time of office verification if the total gallons do not match the total reported by the supplier or bonded importer, additional information by bill of lading will be required to verify the tare allowance calculation.

Click Insert to accept entry.

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

Zytax - Schedule Transaction

Schedule Code	1A: Gallons Received User Fee Paid
Product Code	
Carrier	
Mode	
Origin	
Destination	
Supplier	
Date Shipped	
Document Number	
Billed Gallons	

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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.

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

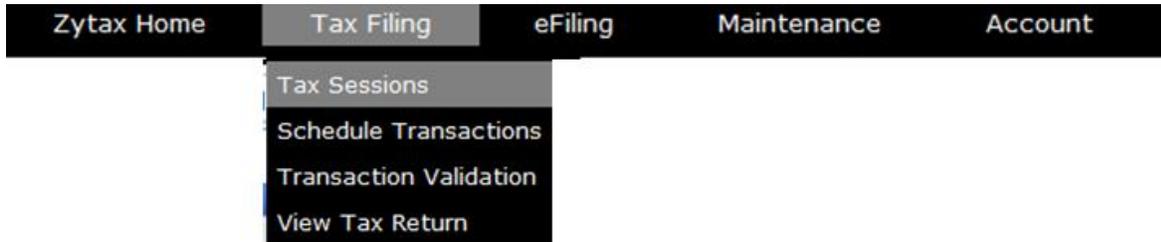
If additional schedules are needed for another schedule type, select schedule type from dropdown list. Next, click Add New Record and enter the information. Once all schedules have been added for each load, click on the closed button.

1A: Gallons Received User Fee Paid

- 1A: Gallons Received User Fee Paid
- 1C: Gallons Received User Fee Paid on Voucher
- 3A: Gallons Imported User Fee Free By Tankwagon From \_\_\_\_\_
- 5: Gallons Delivered Subject to User Fee
- 6F: Gallons Sold - Dyed Diesel and Heating Fuel
- 8: Gallons Sold to the US Government
- 9C: Gallons Sold to SC Department of Education School Bus Program
- 10: Gallons Sold - Other Exempt Sales

## Session Details

From the Tax Filing tab, select Tax Sessions



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



Select yes, which will include schedules  
Click Save & Regenerate

Form Settings	Form Manual Entry	History Log
Country	United States	
Jurisdiction	South Carolina	
Taxpayer Type	Occasional Importer	
Tracking Number	<input type="text"/>	
Begin Period Date	8/1/2012	<input type="button" value="Calendar"/>
End Period Date	8/31/2012	<input type="button" value="Calendar"/>
Sequence	0	
	Original session	
Filed Date	Open	
Include Schedules	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Save & Regenerate

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The system will then show record updated

## Session Details

Record updated.

Click the X button to close



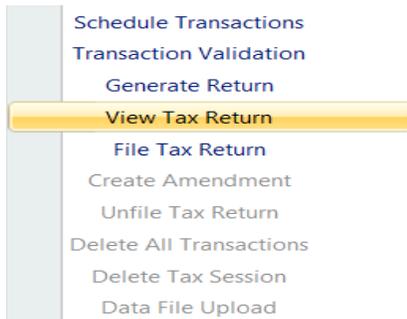
Click refresh several times

Group By   Filter   Refresh		
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

Group By   Filter   Refresh	
Return Status	
Passed	

Right click on the row for the Occasional Importer session that was added From context menu, select View Tax Return



Review return

		Original	
1350		<b>L-2107</b> (Rev. 9/7/11) 4195	
STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE <b>MOTOR FUEL OCCASIONAL IMPORTERS MONTHLY RETURN</b>			
Mail to: South Carolina Department of Revenue, Motor Fuel, Columbia, SC 29214-0132			

## File Tax Return

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Occasional Importer 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
Annual Terminal Operator	T57SC2061	01/01/2012	12/31/2012	0	02/26/2013	0	Yes	
Occasional Importer		08/01/2012	08/31/2012	0	09/24/2012	0	No	Passed
Diversion Payment Voucher			/29/2012	0	09/04/2012	0	No	Passed
Import Payment Voucher			/29/2012	0	09/04/2012	0	No	Passed

Group By | Filter | Refresh

Go Page Size: 4 Change items 1 to 4 of

Check the agree button  
Click on Submit

**File Tax Return**

Filing Status: Open  
 Tax Return: Occasional Importer  
 Terminal:  
 Tax Session Date: 8/1/2012 - 8/31/2012  
 Filing Due Date: 9/24/2012  
 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.

## Payment Information

The payment screen will be determined by the payment type selected on the registration document.  
Enter the payment information requested.

## Tax Return Confirm and filed

**Tax Return Confirmation**

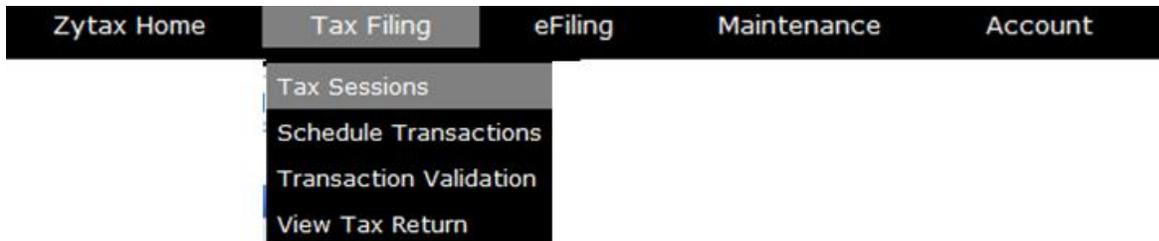
Tax Return:

Filing Status: Filed  
 Tax Return: Occasional Importer  
 Terminal:  
 Tax Session Date:  
 Filing Due Date: 6/22/2012  
 Return Status: Running  
 Date Filed: 5/3/2012 10:28:56 AM  
 Return Tracking Number: 1212400001

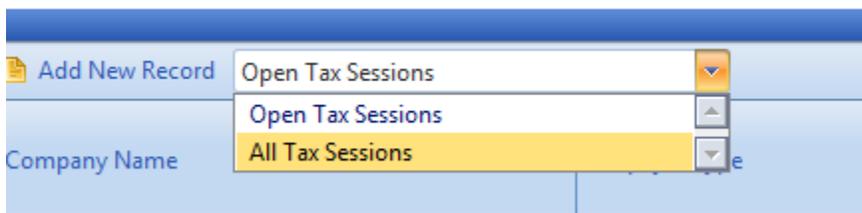
\* Please note the tracking number(s) for your records.

### Creating Amended Return

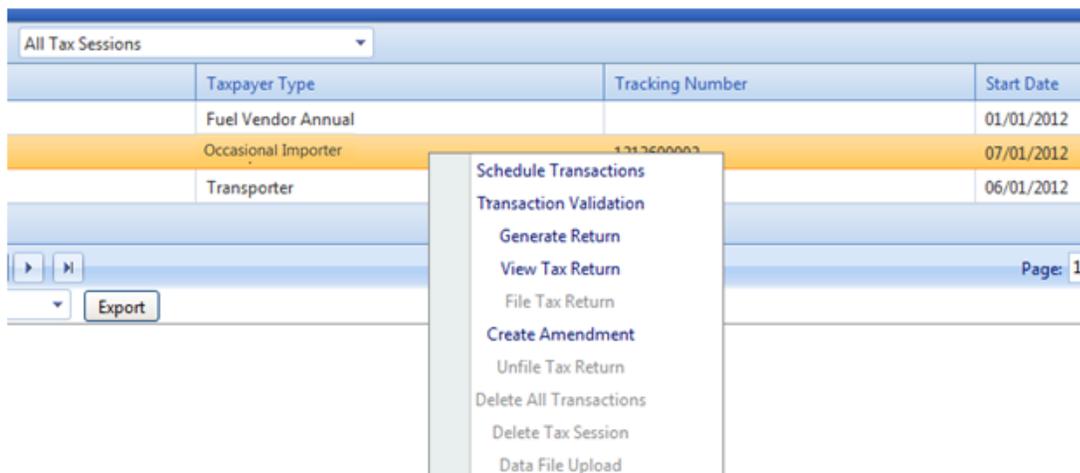
From the Tax Filing tab, select Tax Sessions from dropdown list



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



Next, click Create Amendment

Company	77
Country	USA
Jurisdiction	SC
Taxpayer Type	1
Begin Period Date	8/1/2011
End Period Date	8/31/2011
	Amended session <input type="button" value="v"/>
Sequence	0
Filed Date	8/31/2011

Record inserted

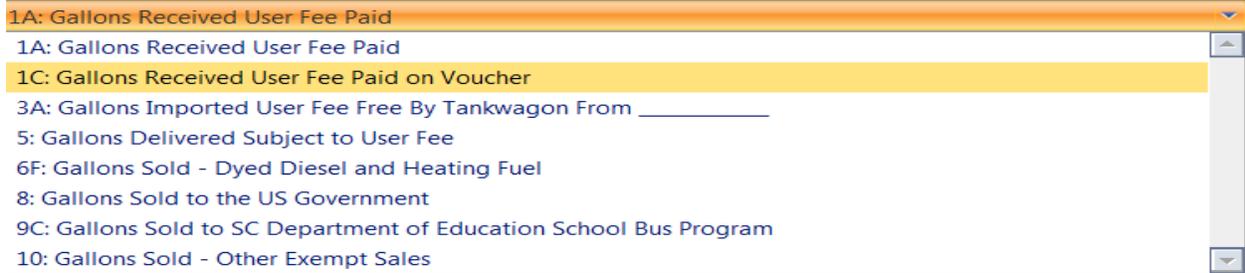
**Record inserted.**

Company	77
Country	USA
Jurisdiction	SC
Taxpayer Type	1
Begin Period Date	8/1/2011
End Period Date	8/31/2011
	Amended session <input type="button" value="v"/>
Sequence	1
Filed Date	8/31/2011

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

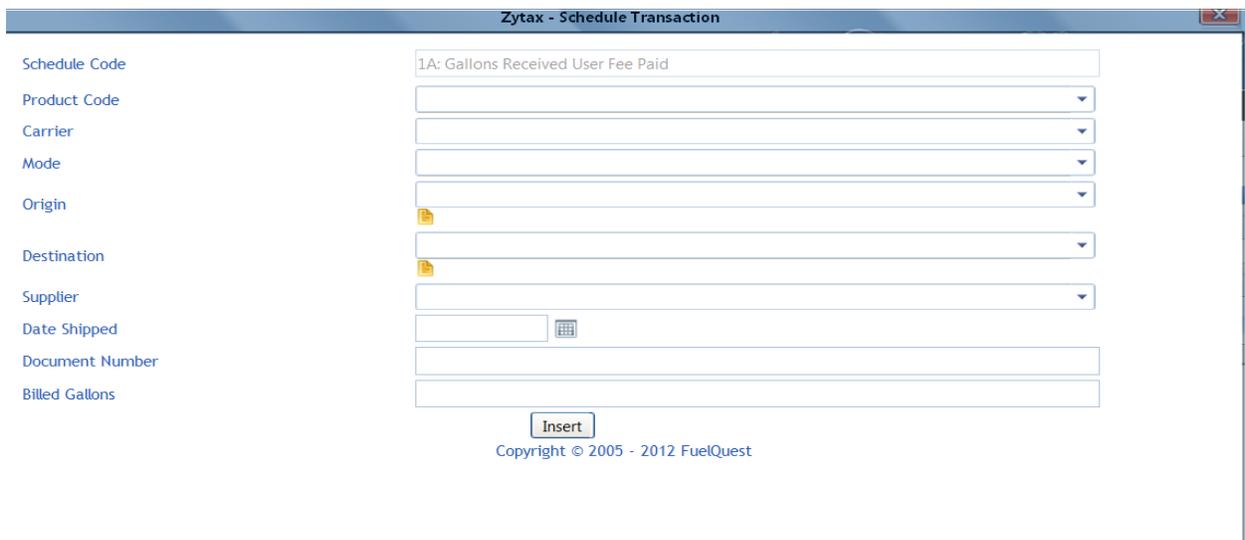


Select schedule type from dropdown list to add.  
Next, click Add New Record

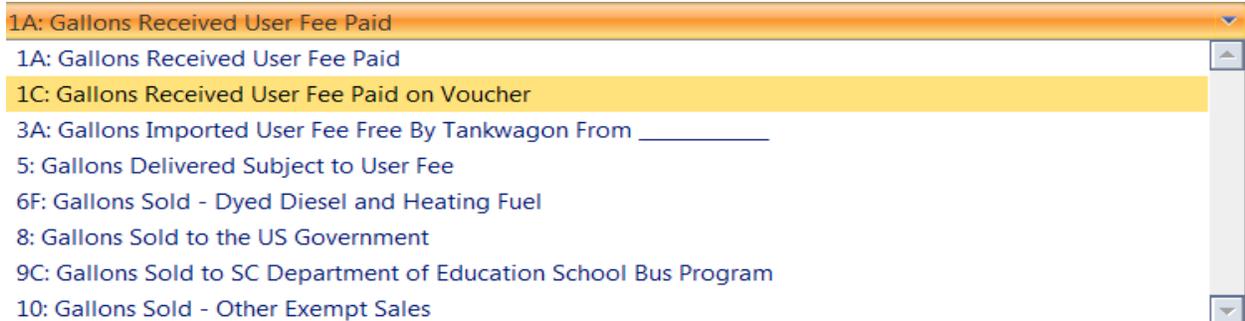


Enter amended information  
Click Insert

A schedule must be added for each load and each product type.



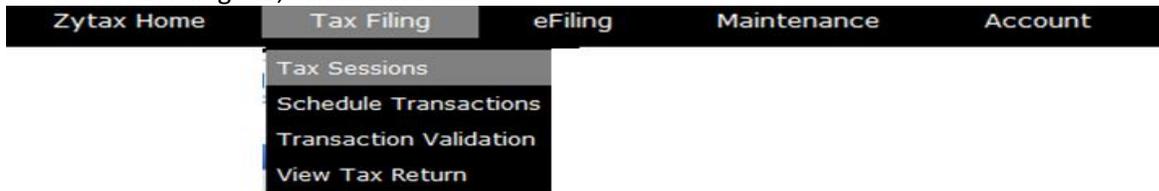
Once all amended information is inserted for that schedule type, click on the closed button.  
If additional schedules are needed for another schedule type, select schedule from dropdown list to add.  
Next, click Add New Record



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 Occasional Importer session that was added  
From context menu, select Session Details

Taxpayer Type	Terminal Code	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
Annual Terminal Operator		01/01/2012	12/31/2012	0	02/26/2013	0	Yes	
Occasional Importer		08/01/2012	08/31/2012	0	09/24/2012	0	Yes	
Diversion Payment Voucher				0	09/04/2012	0	No	Passed
Import Payment Voucher				0	09/04/2012	0	No	Passed

A context menu is open over the Occasional Importer row, listing the following options: Schedule Transactions, Transaction Validation, Session Details (highlighted), View Tax Return, File Tax Return, Create Amendment, Unfile Tax Return, and Delete All Transactions. At the bottom right of the table, there are controls for Group By, Filter, and Refresh.

Select yes, which will include schedules  
Click Save & Regenerate

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

- Country: United States
- Jurisdiction: South Carolina
- Taxpayer Type: Occasional Importer
- Tracking Number: (empty)
- Begin Period Date: 7/1/2012
- End Period Date: 7/31/2012
- Sequence: 1
- Amended session: (dropdown menu)
- Filed Date: Open
- Include Schedules:  Yes  No
- Return Calculation Method:  Current

At the bottom of the form is a 'Save & Regenerate' button. Below the button, the text 'Copyright © 2005 - 2012 FuelQuest' is displayed.

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

Right click on the row for the Occasional Importer session that was added  
From context menu, select View Tax Return

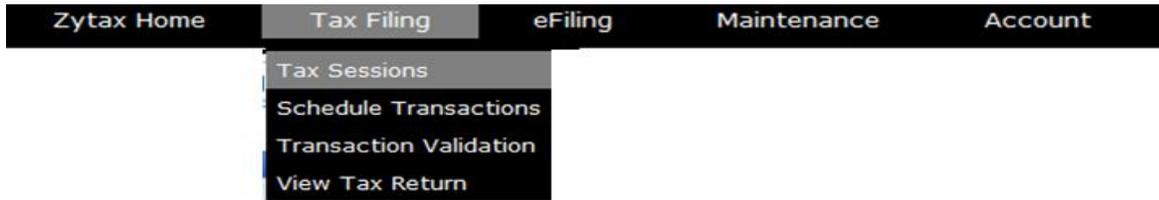
Taxpayer Type	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Transporter		10/01/2012	10/31/2012	0	11/22/2012	06/07/2012	Passed
Transporter		10/01/2012	10/31/2012	1	11/22/2012		
Transporter		09/01/2012	09/30/2012	0	10/22/2012	06/07/2012	Passed
Transporter		09/01/2012	09/30/2012	1	10/22/2012		
Transporter			08/31/2012	0	09/24/2012		Passed
Transporter			07/31/2012	0	08/22/2012	05/04/2012	Passed
Occasional Importer			07/31/2012	1	08/22/2012		Passed
Transporter			06/30/2012	0	07/23/2012	02/15/2012	Passed
Transporter			06/30/2012	1	07/23/2012		
Transporter			05/31/2012	0	06/22/2012	05/03/2012	Passed
Transporter			05/31/2012	1	06/22/2012		Passed
Transporter			09/30/2011	0	10/24/2011	09/30/2011	Passed
Transporter			08/31/2011	0	09/22/2011	08/31/2011	Passed
Transporter			08/31/2011	1	09/22/2011		

Review amended return

1350		Amendment 1 Current	
	STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE	L-2107 (Rev. 9/7/11) 4195	
MOTOR FUEL OCCASIONAL IMPORTERS MONTHLY RETURN			
Mail to: South Carolina Department of Revenue, Motor Fuel, Columbia, SC 29214-0132			

## File Amended Tax Return

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Occasional Importer 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
Annual Terminal Operator	T57SC2061	01/01/2012	12/31/2012	0	02/26/2013	0	Yes	
Occasional Importer		08/01/2012	09/31/2012	0	09/24/2012	0	No	Passed
Diversion Payment Voucher			02/29/2012	0	09/04/2012	0	No	Passed
Import Payment Voucher			02/29/2012	0	09/04/2012	0	No	Passed

Group By | Filter | Refresh

Page Size: 4 Change

items 1 to 4 of

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.

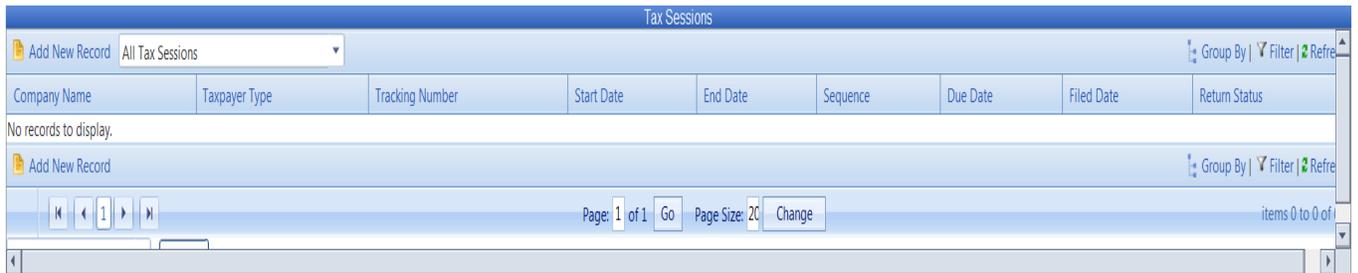
## Filing a Zero Return

Click on the Tax Filing tab

Select Tax Sessions from dropdown list



Click Add New Record



Select the Occasional Importer from Taxpayer Type dropdown list

Enter the begin period covered date for the return

Click create session

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

- Country: United States
- Jurisdiction: South Carolina
- Taxpayer Type: Occasional Importer
- Terminal Code: Select a Terminal
- Begin Period Date: 8/1/2012
- End Period Date: 8/31/2012
- 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

The screenshot shows a web application window titled "Zytax - Create Session". At the top, a red message reads "Record inserted.". Below this, there are several form fields: "Country" (United States), "Jurisdiction" (South Carolina), "Taxpayer Type" (Occasional Importer), "Terminal Code" (Select a Terminal), "Begin Period Date" (8/1/2012), "End Period Date" (8/31/2012), and "Sequence" (0). A dropdown menu for "Original session" is set to "Original session". A "Create Session" button is located at the bottom center. The footer text reads "Copyright © 2005 - 2012 FuelQuest".

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

The screenshot shows a context menu with the following items: "Schedule Transactions", "Transaction Validation", "Session Details" (highlighted in yellow), "View Tax Return", "File Tax Return", "Create Amendment", "Unfile Tax Return", "Delete All Transactions", "Delete Tax Session", "Data File Upload", and "Query Session".

Select no, which will not include schedules  
Click Save & Regenerate

The screenshot shows the "Form Manual Entry" tab of the "Zytax - Create Session" window. The "Include Schedules" option is set to "No". The "Save & Regenerate" button is visible at the bottom. The footer text reads "Copyright © 2005 - 2012 FuelQuest".

The system will then show record updated

The screenshot shows a blue button labeled "Session Details". Below it, a red message reads "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 Occasional Importer session that was added  
From context menu, 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

Original	
1350	STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE
	<b>MOTOR FUEL OCCASIONAL IMPORTERS MONTHLY RETURN</b>
	<b>L-2107</b> (Rev. 9/7/11) 4195
Mail to: South Carolina Department of Revenue, Motor Fuel, Columbia, SC 29214-0132	

Next, File Tax Return

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Occasional Importer 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
Annual Terminal Operator	T57SC2061	01/01/2012	12/31/2012	0	02/26/2013	0	Yes	
Occasional Importer		08/01/2012	08/31/2012	0	09/24/2012	0	No	Passed
Diversion Payment Voucher			/29/2012	0	09/04/2012	0	No	Passed
Import Payment Voucher			/29/2012	0	09/04/2012	0	No	Passed

Group By | Filter | Refresh

Page Size: 4

items 1 to 4 of

Check the agree button

Click on Submit

**File Tax Return**

Filing Status: Open  
Tax Return: Occasional Importer  
Terminal:  
Tax Session Date: 8/1/2012 - 8/31/2012  
Filing Due Date: 9/24/2012  
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: Occasional Importer  
Terminal:  
Tax Session Date:  
Filing Due Date: 6/22/2012  
Return Status: Running  
Date Filed: 5/3/2012 10:28:56 AM  
Return Tracking Number: 1212400001

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