



Motor Fuel Online Reporting System

*USER GUIDE FOR: BONDED IMPORTERS, EXPORTERS,
FUEL BLENDERS, MANUFACTURERS, MISCELLANEOUS,
MONTHLY TERMINAL OPERATORS, OCCASIONAL
IMPORTERS, SUPPLIERS, TANKWAGON IMPORTERS,
TRANSPORTERS*

SOUTH CAROLINA DEPARTMENT OF REVENUE | MOTOR FUEL

MARCH 2022

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INTRODUCTION

Effective July 11, 2012, the South Carolina Department of Revenue implemented the **Motor Fuel Online Reporting System** to provide the option to submit returns and remit fees electronically at no charge.

Please note that filing online requires electronic payment of the user fees required to be remitted. Credit and debit are the only accepted forms of payment. Paper checks cannot be accepted for payment of liabilities reported on electronically filed vouchers. The payment method is required to be selected at the time of registration.



The Motor Fuel Online Reporting System can be found at zytax.dor.sc.gov

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 are 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.

REGISTERING ON THE MOTOR FUEL ONLINE REPORTING SYSTEM

To register for electronic filing, complete the **Motor Fuel EDI Registration Application (D-155)** which is located at dor.sc.gov/forms. For help with the registration process, please contact:

Electronic Services

Help Desk (Columbia area) **803-896-1715**

E-mail Address xml@dor.sc.gov

Mailing Address

**South Carolina Department of Revenue
 EFT/EDI Help Desk
 Columbia, SC 29214-0016**

Help Desk (Toll Free) **1-800-476-0311**

Fax **803-896-1779**

FILING RETURNS

For help filing motor fuel returns on the Motor Fuel Online Reporting System, please contact:

Motor Fuel Section (Filing Assistance) 803-896-1990

E-mail Address motorfueltax@dor.sc.gov

SIGN IN

To sign into zytax.dor.sc.gov, you will need a user ID and password from SCDOR Electronic Services.

CHANGE PASSWORD

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

Current Password: *

New Password: *

Confirm New Password: *

CHANGE PROFILE

1. Enter *Current Password* (the new password that you choose) and click **Unlock Profile**
2. Select **Add New Record**
3. Select a security question from the list
4. Enter a security answer
5. Continue to add new records until 3 security questions have been added
6. Click **Update Profile**
7. Click the **Home** tab

Current Password

My Profile	Security Questions
Your site administrator has required you to complete at least 3 security questions.	
Add New Record	
Question	
No records to display.	
Add New Record	

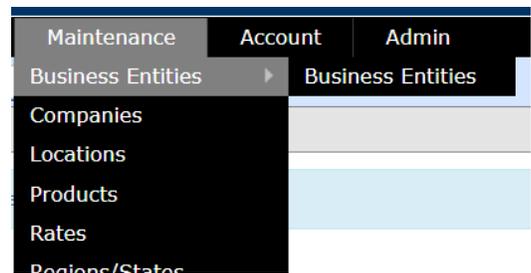
BUSINESS ENTITIES AND THE MASTER COMPANY DATA BASE

Many business entities are already set up in SCDOR'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.

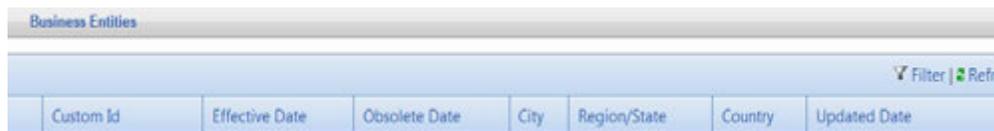
Only business entities for Master Company ID 0 may be viewed by all users. When a filer adds a business entity, the entity is not entered into the Master Company. Only the filer and SCDOR may view business entities entered by a filer.

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

1. Click on the **Maintenance** tab and select **Business Entities**, and select **Business Entities** again from the sliding menu.



2. Review the entity names to determine if the filer entities exist in the Master Company. You can use the **Filter** option to create a filter to make verification easier.



The screenshot shows a table titled "Business Entities" with a search bar and a "Filter" button. The table has the following columns: Custom Id, Effective Date, Obsolete Date, City, Region/State, Country, and Updated Date.

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



The screenshot shows the "Zytax - Business Entity" form with the "Business Accounts" tab selected. The form displays a table of business accounts with the following columns: ID, Country, Jurisdiction, Business Type, Business Subtype, Custom Id, Effective Date, Obsolete Date, Locked Date, License Number, and Change Ind. The table contains five rows of data:

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

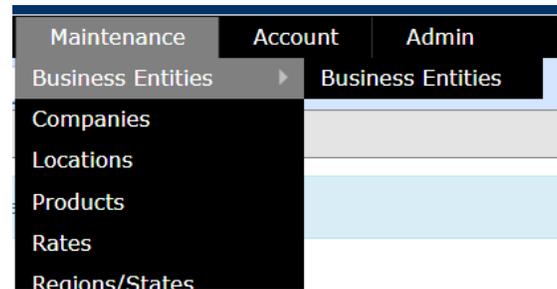
Only enter a business entity if it does not already exist for the required business type (buyer, seller, etc.) in the Master Company.

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

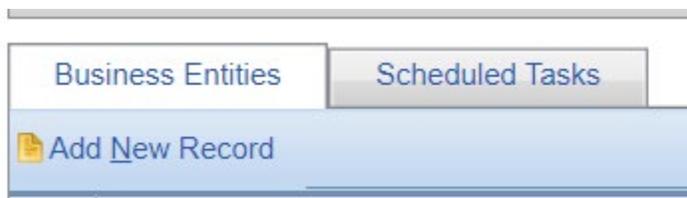
BUSINESS ENTITIES – ADD NEW RECORD

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

1. Click on the **Maintenance tab** and select **Business Entities**, and select **Business Entities** again from the sliding menu.



2. Click **Add New Record**



3. Create a new business entity by filling in appropriate fields: Company *Legal Name*, *Trade Name*, *Effective Date*, *ID Type* (click dropdown box to select type), and *Id Code* (FEIN or Social Security Number) and click **Insert**.

 A screenshot of the 'Business Entity' form. The form has several input fields: 'Legal Name', 'Trade Name', 'Name Control', 'Custom Id Code', 'Effective Date', 'Obsolete Date', 'Id Type' (a dropdown menu currently showing 'FEIN'), and 'Id Code'. Below these is an 'Address' section with fields for 'Address Line 1', 'Address Line 2', 'City', 'Country' (a dropdown menu showing 'Select a Country'), 'Region/State' (a dropdown menu showing 'Select a Jurisdiction'), 'Postal Code', and 'County'. There is also an 'Alternate Jurisdiction' field. An 'Insert' button is located at the bottom right of the form.

4. Determine if the entity will be entered as one or more of the following:
 - a. **Consignor** – Company/individual that hired filer as the carrier/transporter. (If the filer transports their own product, enter the filer company as a consignor.)
 - b. **Seller** – Terminal supplier that shows as the supplier on the terminal issued bill of lading.
 - c. **Buyer** – Company/individual to whom the product is delivered.

- Next, click *Business Accounts* tab and click **Add New Record**.
 The screen will automatically default to Business Type Buyer. If you need to change the Business Type, use the Business Type dropdown and select the business type that describes the business entity.

- When the correct business type is selected, click **insert**.

- To add multiple business account types, repeat steps 7-9 above.

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

Zytax - Business Entity *South Carolina Department of Revenue*

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

ID	Country	Jurisdiction	Business Type	Business Subtype	Custom Id	Effective Date	Obsolete Date	Locked Date	License Number	Change Ind	Account Load ID
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

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



2. Click **Add New Record**



3. Select the applicable option from the *Taxpayer Type* dropdown list. Enter the *Begin Period Date* for the return. Click outside the entry field and the *End Period Date* will be populated. Click the **Create Session** button.

4. Close out the Record Inserted menu in the top right corner of the window.

SCHEDULE TRANSACTIONS

Reminder for Bonded Importers also licensed as Suppliers:

The maximum tare allowance is \$2000.00. If the maximum tare allowance was calculated and deducted on the monthly suppliers return, all disbursements subject to the user fee will have to be entered in Schedule 5C to insure that the maximum tare allowance is not exceeded.

1. Right click on the row for session that was added and 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		01/01/2012	12/31/2012	0	02/26/2013	0	Yes	
Exporter		08/01/2012	08/31/2012	0	09/24/2012	0	No	Passed
Bonded Importer		2012		0	09/24/2012	0	Yes	
Occasional Importer		2012		0	09/24/2012	0	No	Passed
Diversion Payment Voucher		2012		0	09/04/2012	0	No	Passed
Import Payment Voucher		2012		0	09/04/2012	0	No	Passed

2. Select **Schedule Type** from dropdown list to add it and click **Add New Record**.

1A: Gallons Received User Fee Paid

1A: Gallons Received User Fee Paid

3: Gallons Received User Fee Free for Import From _____

5A: Gallons Sold Taxable - Non-eligible Purchaser

5C: Gallons Sold Taxable - Eligible Purchaser

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

3. 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.

Zytax - Schedule Transaction

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

Insert

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4. Click **Insert** to accept entry. Some data will remain from the previous transaction.

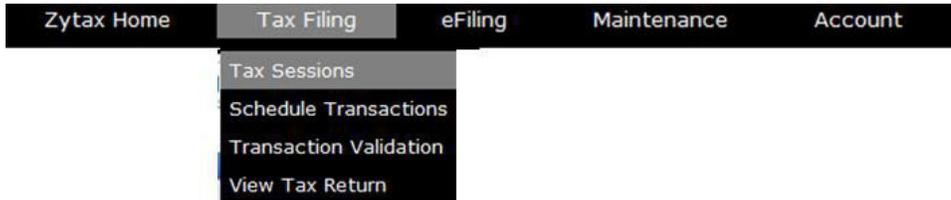
If the entity information needed for the schedule transaction does not appear in the drop down box, stop and enter the entity in Business Entities. Complete the steps for entering a business entity (page 6) and then return to the tax session and begin scheduling transactions again.

5. Once all information is inserted for the schedule type selected, click on the red **X** to close the window. If additional schedules are needed for another schedule type, repeat steps 2-4. Once all schedules have been added for each load, click the **X** button to close.

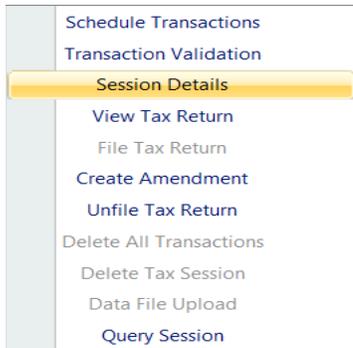


SESSION DETAILS

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



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



3. Check the *Include Schedules* box and click **Save & Regenerate**.

The image shows the 'Form Settings' tab in a software interface. The 'Include Schedules' checkbox is checked. Below the main settings, there is a 'Tax Session Options' section with the following fields: 'Prepared by' (dropdown menu with 'occimport' selected), 'Submission Type' (dropdown menu), 'Taxpayer Group' (dropdown menu), and 'Due Date' (text field with '1/24/2022'). At the bottom right of this section is a 'Save Options' button. Below the entire form area are two buttons: 'Save & Regenerate' and 'Refresh Page'.

- The system will then show “Return generation was made.” Close this menu in the top right corner of the window

Return generation request was made.

Country: USA	Jurisdiction: SC
Taxpayer Type: MISC	Terminal Code:
Start Period: 12/1/2021	Sequence: ORIGINAL

Form Settings | Form Manual Entry | History Log | Scheduled Tasks

- Click **Refresh** several times until return status shows changes from “Running” to “Passed.”

Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running

items 1 to 1 of 1.

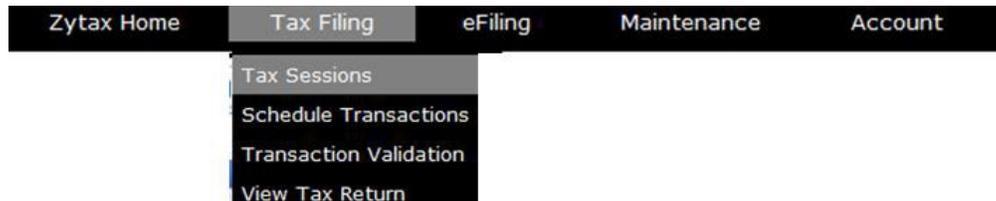
- Right click on the row for the session that was added and select **View Tax Return**.

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

- Review return.

FILE TAX RETURN

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



2. Right click on the row for the session that was added and 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	T575C2061	01/01/2012	12/31/2012	0	02/26/2013	0	Yes	
Occasional Importer		01/01/2012	09/31/2012	0	09/24/2012	0	No	Passed
Diversion Payment Voucher		01/29/2012	01/29/2012	0	09/04/2012	0	No	Passed
Import Payment Voucher		01/29/2012	01/29/2012	0	09/04/2012	0	No	Passed

3. Check the *I agree to the conditions of this submittal* box, and then click **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.

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

5. Tax Return confirmed 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

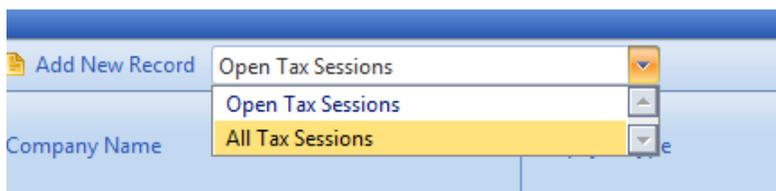
* Please note the tracking number(s) for your records.

CREATING AMENDED RETURN

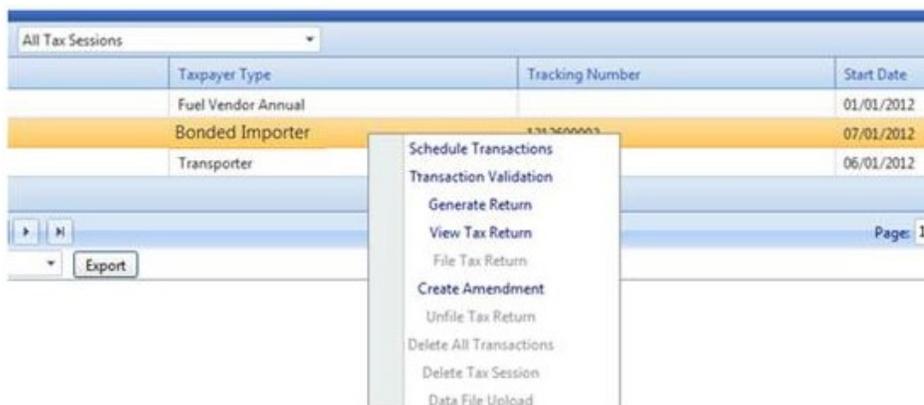
1. From the *Tax Filing* tab, select **Tax Sessions** from the dropdown list.



2. Change selection from "Open Tax Sessions" to "All Tax Sessions."



3. Select return session to be amended and click on the row to display the dropdown menu. Choose *Create Amendment*.



4. 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
Sequence	0
Filed Date	8/31/2011

5. Record inserted.

Record inserted.

Company	77
Country	USA
Jurisdiction	SC
Taxpayer Type	
Begin Period Date	8/1/2011
End Period Date	8/31/2011
	Amended session
Sequence	1
Filed Date	8/31/2011

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



7. Select schedule type from dropdown list to add it, and then click **Add New Record**.

1A: Gallons Received User Fee Paid

1A: Gallons Received User Fee Paid

3: Gallons Received User Fee Free for Import From _____

5A: Gallons Sold Taxable - Non-eligible Purchaser

5C: Gallons Sold Taxable - Eligible Purchaser

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

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

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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- Once all amended information is inserted for that schedule type, close the menu in the top right corner of the window. If additional schedules are needed for another schedule type, repeat steps 7 and 8. Once all schedules have been added for each load, close the menu in the top right corner of the window. From the *Tax Filing* tab, select **Tax Sessions** from the dropdown menu.



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

Taxpayer Description	Terminal Code	Tracking Number	Start D
Monthly Terminal Operator		802	08/01/21
Monthly Terminal Operator		807	08/01/21
Monthly Terminal Operator		808	08/01/21
Monthly Terminal Operator		802	08/01/21
Monthly Terminal Operator		803	08/01/21
Monthly Terminal Operator		808	08/01/21
Monthly Terminal Operator		808	08/01/21

- Check the Include Schedules box and click **Save & Regenerate**

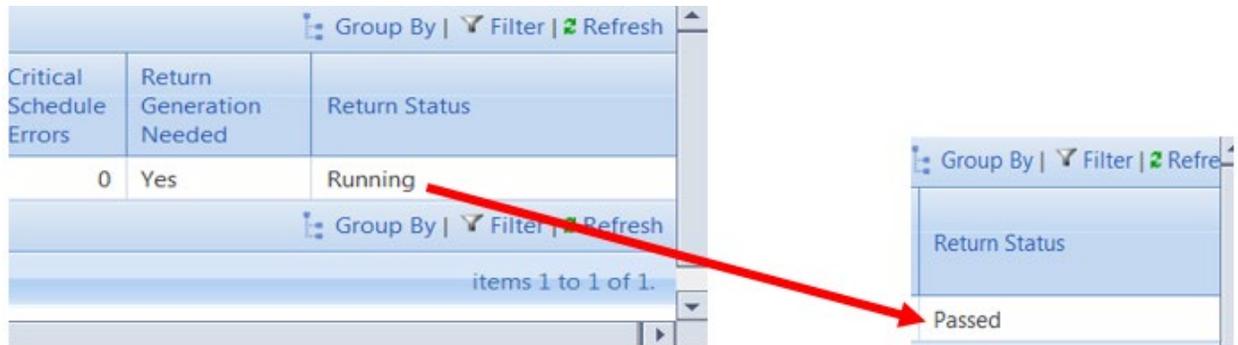
- The system will then show "Return generation request was made." Close the menu in the top right corner of the window.

Return generation request was made.

Country: USA	Jurisdiction: SC
Taxpayer Type: MISC	Terminal Code:
Start Period: 12/1/2021	Sequence: ORIGINAL

Form Settings | Form Manual Entry | History Log | Scheduled Tasks

13. Click **Refresh** several times until return status shows “Passed.”



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

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	
Exporter		08/01/2012	08/31/2012	0	09/24/2012	0	No	Passed
Bonded Importer			/2012	0	09/24/2012	0	No	Passed
Occasional Importer			/2012	0	09/24/2012	0	No	Passed
Diversion Payment Voucher			/2012	0	09/04/2012	0	No	Passed
Import Payment Voucher			/2012	0	09/04/2012	0	No	Passed

A context menu is open over the 'Bonded Importer' row, showing options: Schedule Transactions, Transaction Validation, Generate Return, **View Tax Return**, File Tax Return, Create Amendment, Update Tax Return, Delete All Transactions, Delete Tax Sessions, and Data File Upload.

15. Review amended return.

FILE AMENDED TAX RETURN

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



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

Taxpayer Type	Terminal Code	Tracking Number	Start Date	End Date	Sequence	Dist Date	Filed Date	Return Status
Annual Terminal Operator			01/01/2012	12/31/2012		0	02/26/2012	Passed
Manufacturer			09/01/2012	09/30/2012		0	10/22/2012	Passed
Manufacturer			09/01/2012	09/30/2012		1	10/22/2012	Passed
Transporter			09/01/2012	09/30/2012		0	10/22/2012	Passed
Manufacturer			08/01/2012	08/31/2012		0	09/24/2012	Passed
Transporter			08/01/2012	08/31/2012		0	09/24/2012	Passed
Transporter			08/01/2012	08/31/2012		1	09/24/2012	Passed
Fuel Blender			08/01/2012	08/31/2012		0	10/01/2012	Passed
Fuel Blender			08/01/2012	08/31/2012		1	10/01/2012	Passed
Manufacturer		Schedule Transactions	07/01/2012	07/31/2012		0	08/22/2012	Passed
Miscellaneous		Transaction Validation	07/01/2012	07/31/2012		0	08/22/2012	Passed
Transporter		Generate Return	07/01/2012	07/31/2012		0	08/22/2012	Passed
Transporter		View Tax Return	07/01/2012	07/31/2012		0	08/22/2012	Passed
Fuel Blender		File Tax Return	07/01/2012	07/31/2012		0	08/01/2012	Passed

3. Check the *I agree to the conditions of this submittal* box, and then click **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.

4. Tax Return confirmed and filed.

Tax Return Confirmation

Tax Return:

Filing Status:

Tax Return:

Terminal:

Tax Session Date:

Filing Due Date:

Return Status:

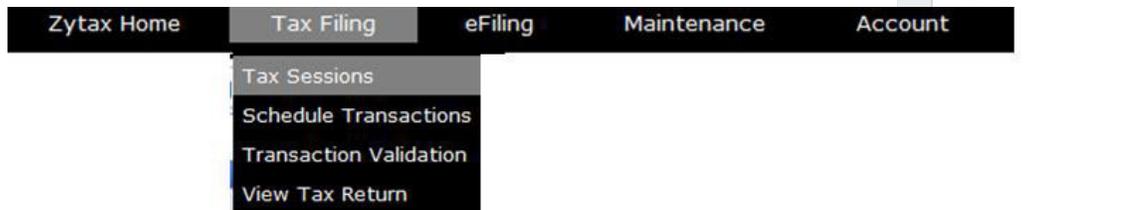
Date Filed:

Return Tracking Number:

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

FILING A ZERO RETURN

1. Click on the *Tax Filing* tab and select **Tax Sessions** from the dropdown



menu.

2. Click **Add New Record**.



3. Select the appropriate option from Taxpayer Type dropdown list and enter the *Begin Period Date* for the return. Click **Create Session**.

4. Close out the Record Inserted menu.

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

6. Leave the *Include Schedules* box unchecked. Click **Save & Regenerate**.

7. The system will then show “Return generation request was made.” Close the menu in the top right corner of the window.

Return generation request was made.

Country: USA	Jurisdiction: SC
Taxpayer Type: MISC	Terminal Code:
Start Period: 12/1/2021	Sequence: ORIGINAL

8. Click refresh several times until return status shows “Passed.”

Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running

items 1 to 1 of 1.

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

- Schedule Transactions
- Transaction Validation
- Generate Return
- View Tax Return
- File Tax Return
- Create Amendment
- Unfile Tax Return
- Delete All Transactions

10. Review return.

11. Next, file tax return. From the *Tax Filing tab*, select **Tax Sessions**

Zytax Home
Tax Filing
eFiling
Maintenance
Account

- Tax Sessions
- Schedule Transactions
- Transaction Validation
- View Tax Return

12. Right click on the row for the session that was added and 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	1	01/01/2012	12/31/2012	0	02/26/2013	0	Yes	
Exporter		08/01/2012	08/31/2012	0	09/24/2012	0	No	Passed
Bonded Importer			/2012	0	09/24/2012	0	No	Passed
Occasional Importer			/2012	0	09/24/2012	0	No	Passed
Diversion Payment Voucher			/2012	0	09/04/2012	0	No	Passed
Import Payment Voucher			/2012	0	09/04/2012	0	No	Passed

Group By | Filter | Refresh

13. Check the *I agree to the conditions of this submittal* box, and then click **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.

14. Tax Return confirmed 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.