

Motor Fuel Web-Based Reporting System

USER GUIDE: ANNUAL FUEL VENDORS

SOUTH CAROLINA DEPARTMENT OF REVENUE | MOTOR FUEL



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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 returns and remit fees electronically at no charge.

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 dor.sc.gov/forms. For help with the registration process, please contact:

Electronic Services

 Help Desk (Columbia area)
 803-896-1715
 Help Desk (Toll Free)
 1-800-476-0311

 E-mail Address
 xml@dor.sc.gov
 Fax
 803-896-1779

Mailing Address South Carolina Department of Revenue

EFT/EDI Help Desk

Columbia, SC 29214-0016

FILING RETURNS

For help filing motor fuel returns via the web-based system, please contact:

Motor Fuel Section

Filing Assistance 803-896-1990 E-mail Address motorfueltax@dor.sc.gov



SIGN IN

To sign in, 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



CHANGE PROFILE

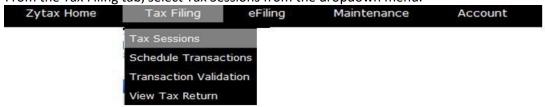
- 1. Enter current password (the new password that you choose)
- 2. Select a security question from the list
- 3. Enter security answer
- 4. Click Update Profile





CREATING RETURN/TAX SESSION

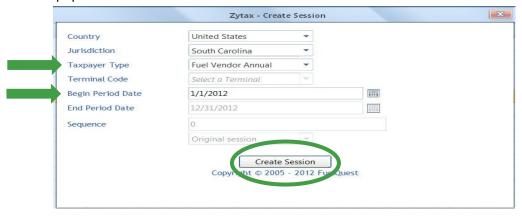
1. From the Tax Filing tab, select Tax Sessions from the dropdown menu.



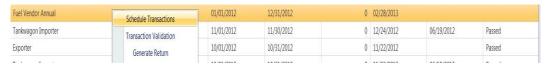
2. Click Add New Record.



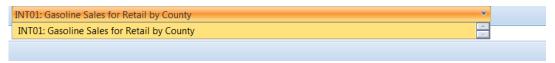
3. Select Fuel Vendor Annual from the Taxpayer Type dropdown list. Enter the Begin Period Covered Date for the return. Click outside the entry field and the End Period Date will be populated. Click the **Create Session** button.



- 4. Close out the Record Inserted menu.
- 5. Right click on the row for the Fuel Vendor Annual session that was added and select Schedule Transactions.



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





- 7. Enter all schedule information requested on the entry screen.
 - a. Product Code should be either 065 for gasoline or E## for gasohol.
 - b. For the date use 12/31/Year.
 - c. Choose the correct county using the drop down box.



- 8. Click **Insert** to accept entry. Some data will remain from the previous transaction.
- 9. Once all county gasoline and gasohol gallons have been entered, click the **X** button to close the window.



SESSION DETAILS

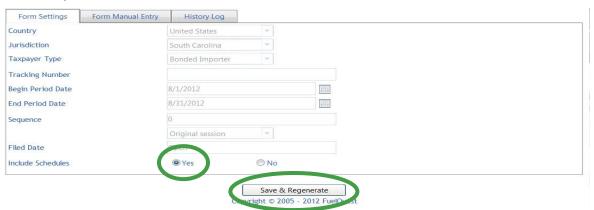
1. From the Tax Filing tab, select Tax Sessions from the dropdown menu.



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



3. Select Yes, which will include schedules.



- a. *If the gallons have increased or decreased by 20% from last year*, please enter a brief explanation. To add an explanation:
 - Click on the Form Manual Entry tab and enter explanation. Then click Save & Regenerate.



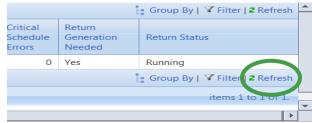
b. If no explanation is needed, click **Save & Regenerate**.



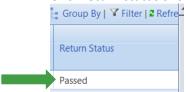
4. The system will then show "Record updated." Click on the **X** button to close.



5. Click Refresh several times.



Until return status shows "Passed."



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



7. Review return.



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

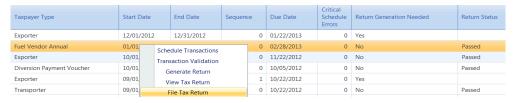


FILING A RETURN

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.



3. Check the agree button. Click on Submit.



- 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.





CREATING AMENDED RETURN

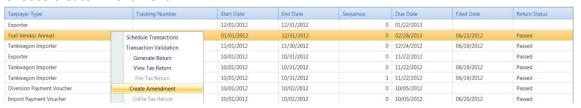
1. From the Tax Filing tab, select Tax Sessions from the dropdown menu.



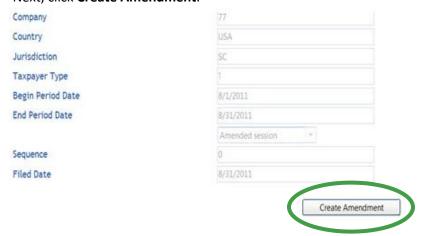
2. Change selection from "Open Tax Sessions" to "All Tax Sessions."



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

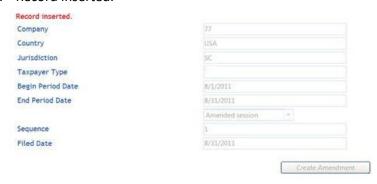


4. Next, click Create Amendment.

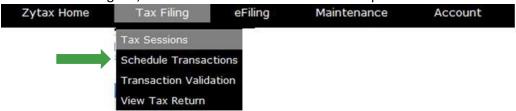




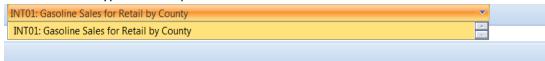
5. Record inserted.



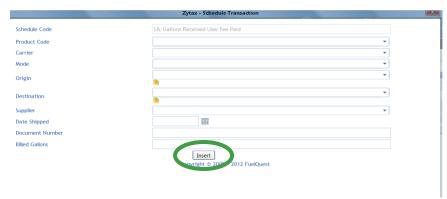
6. From the Tax Filing tab, select Schedule Transactions from dropdown list.



7. Select schedule type from dropdown list to add.



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



9. Once all amended information is inserted for that schedule type, click on the **X** button to close.



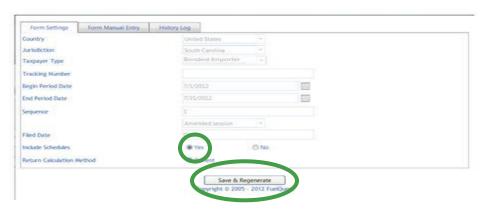
10. From the Tax Filing tab, select Tax Sessions from the dropdown menu.



11. Right click on the row for the session that was added and select Generate Return.



12. Select Yes, which will include schedules. Click Save & Regenerate.



13. The system will then show "Record updated." Click the X button to close.

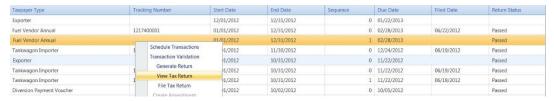




14. Click Refresh several times until return status shows "Passed."



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



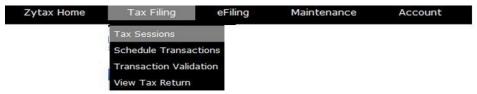
16. Review amended return.



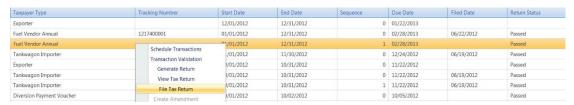


FILE AMENDED TAX RETURN

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.



3. Check the agree button and click on Submit.



4. Tax Return confirmed and filed.





FILING A ZERO RETURN

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



2. Click Add New Record.



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



4. Close out the Record inserted menu.

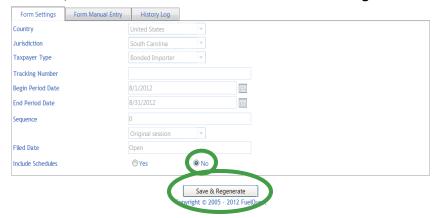




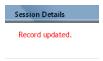
5. Right click on the period covered and select Session Details from dropdown list.



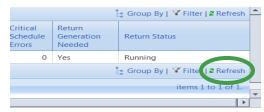
6. Select **No**, which will not include schedules. Click **Save & Regenerate**.



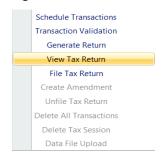
7. The system will then show "Record updated." Click the **X** button to close.



8. Click **Refresh** several times until return status shows "Passed."



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





10. Review return.



11. Next, file tax return. From the Tax Filing tab, select Tax Sessions from the dropdown menu.



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



13. Check the agree button click on Submit.



14. Tax Return confirmed and filed.

