

Motor Fuel Web-Based Reporting System

USER GUIDE: DIVERSION PAYMENT VOUCHER AND IMPORT PAYMENT VOUCHER

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 VOUCHER/TAX SESSION

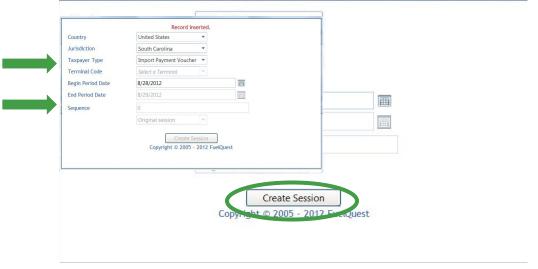
1. From the Tax Filing tab, select Tax Sessions from the dropdown menu.



2. Click Add New Record.



- 3. Select the appropriate voucher from the Taxpayer Type dropdown list.
- 4. Enter the Begin Period Date.
 - a. Import Payment Vouchers: Organize the import transactions by manifest/invoice date. Use the manifest/invoice date as the "Begin Period Covered." Only one session per day can be created. You will need to have all gallons imported entered for that manifest/invoice date before you close the session.
 - b. *Diversion Payment Vouchers*: Organize the diversion transactions by bill of lading date. Use the bill of lading date as the "Begin Period Covered." Only one session per day can be created. You will need to have all diverted bills of lading entered for that bill of lading date before you close the session.
- 5. Click outside the entry field and the End Period Date will be populated. Click the **Create Session** button.



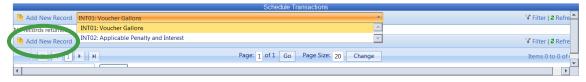
6. Close out the Record Inserted menu.



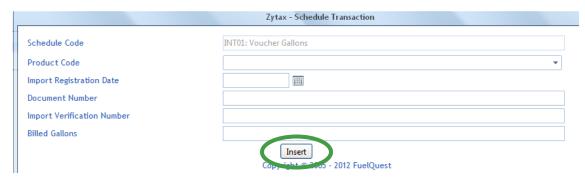
7. Right click on the row for the voucher session you just added and select Schedule Transactions.



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



9. Enter all the voucher information requested on the entry screen for all import transactions with the same manifest/invoice date or all diversion transactions with the same bill of lading date.



10. Click **Insert** to accept entry. Some data will remain from the previous transaction. Once all information is inserted for the vouchers, click on the red **X** to close the window.



SESSION DETAILS

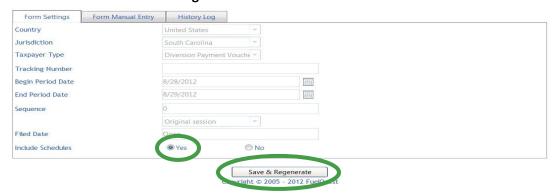
1. From the Tax Filing tab, select Tax Sessions from the dropdown menu.



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



3. Select Yes and click Save & Regenerate.

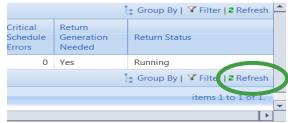


4. The system will then show record updated. Click the **X** button to close the window.





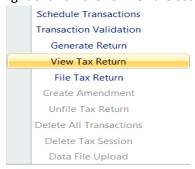
5. Click **Refresh** several times.



Until the status shows "Passed."



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



7. Review Voucher.



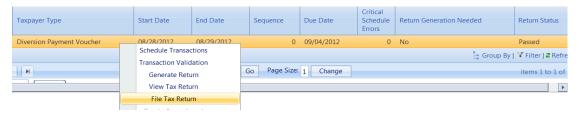


FILE VOUCHER

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. The payment screen will be determined by the payment type selected on the registration document. Enter the payment information requested.
- 5. Voucher confirmed and filed.

