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.

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

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 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**	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 on the Motor Fuel Online Reporting System, please contact:

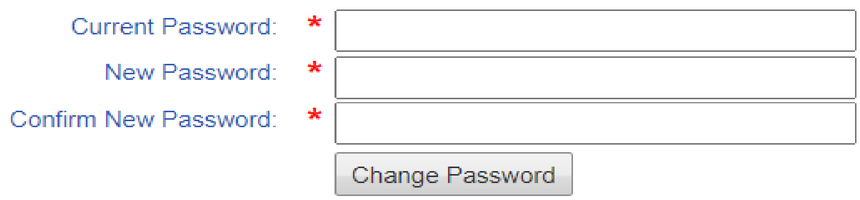
Motor Fuel Section (Filing Assistance) **803-896-1990**
E-mail Address motorfueltax@dor.sc.gov

SIGN IN

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

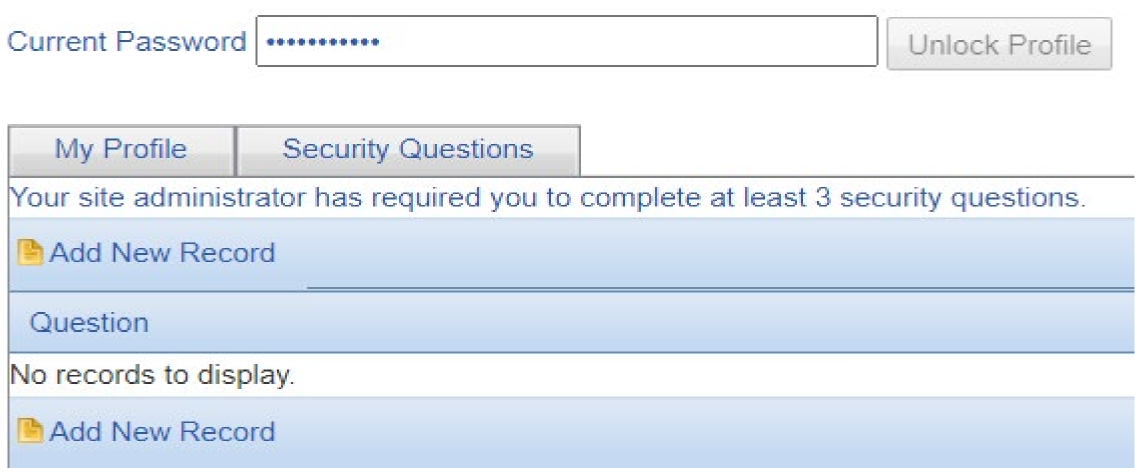
CHANGE PASSWORD

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



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



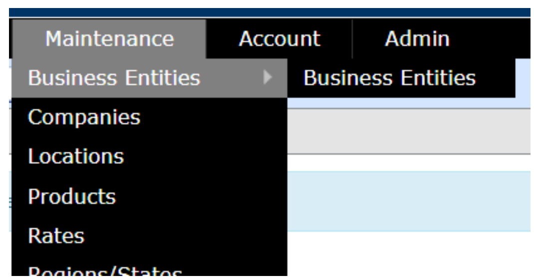
BUSINESS ENTITIES AND THE MASTER COMPANY DATA BASE

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.

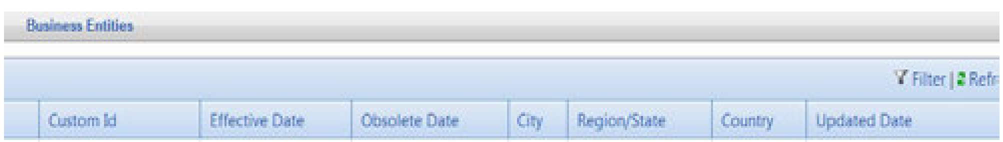
Only business entities for Master Company ID 0 may be viewed by all users. When a filer adds a business entity, the entity is not entered into the Master Company. Only the filer and SCDOR may view business entities entered by a filer.

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.



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

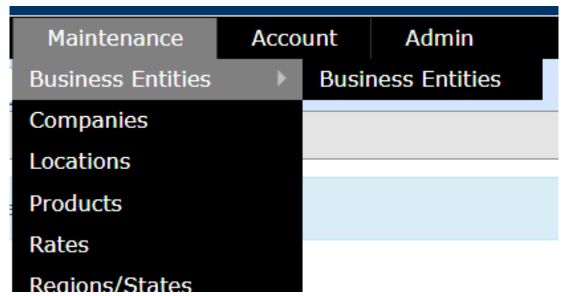
Only enter a business entity if it does not already exist for the required business type (buyer, seller, etc.) in the Master Company.

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

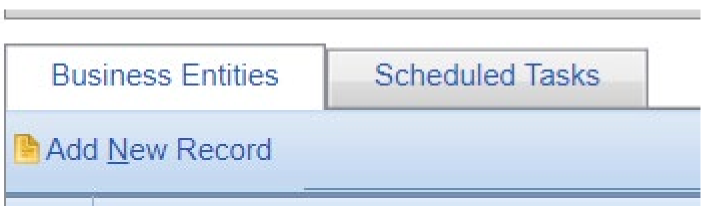
BUSINESS ENTITIES – ADD NEW RECORD

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.

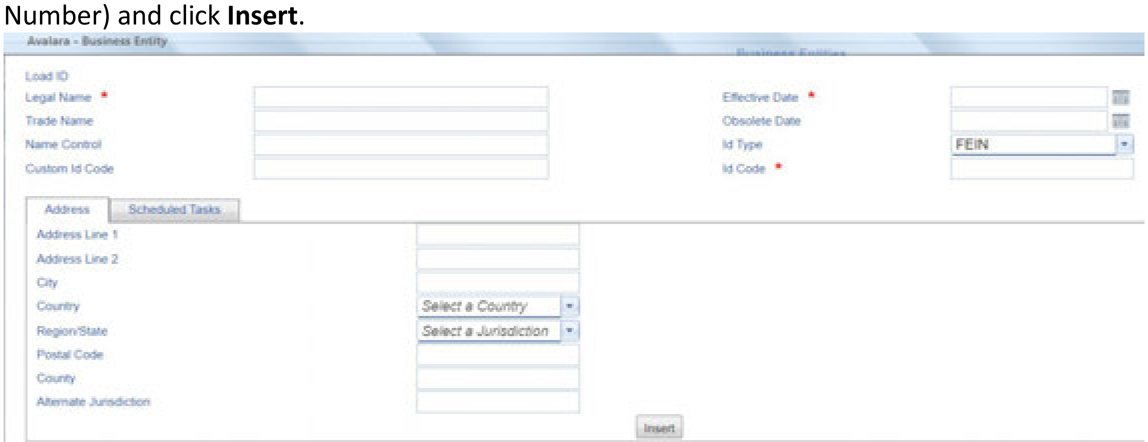
1. Click on the **Maintenance tab** and select **Business Entities**, and select **Business Entities** again from the sliding menu.



2. Click **Add New Record**



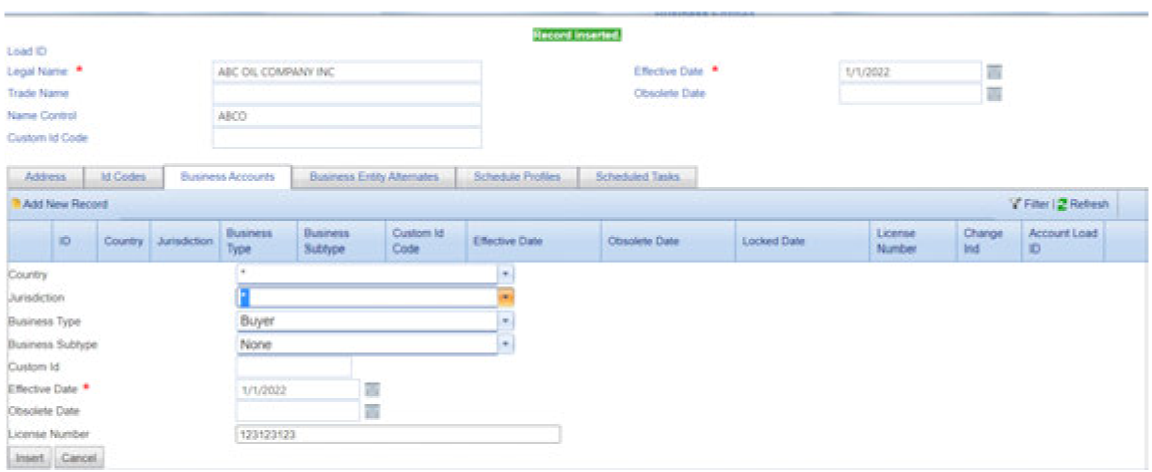
3. Create a new business entity by filling in appropriate fields: Company *Legal Nam*e, *Trade Name*, *Effective Date*, *ID Type* (click dropdown box to select type), and *Id Code* (FEIN or Social Security Number) and click **Insert**.



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.

5. 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.

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



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

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

	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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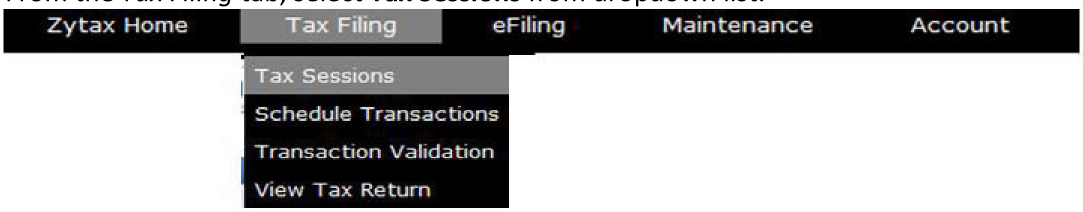
CREATING RETURN/TAX SESSION

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.

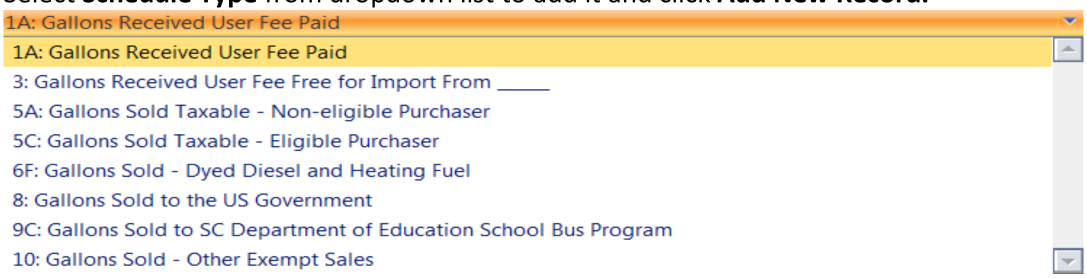
4. Close out the Record Inserted menu in the top right corner of the window.

SCHEDULE TRANSACTIONS

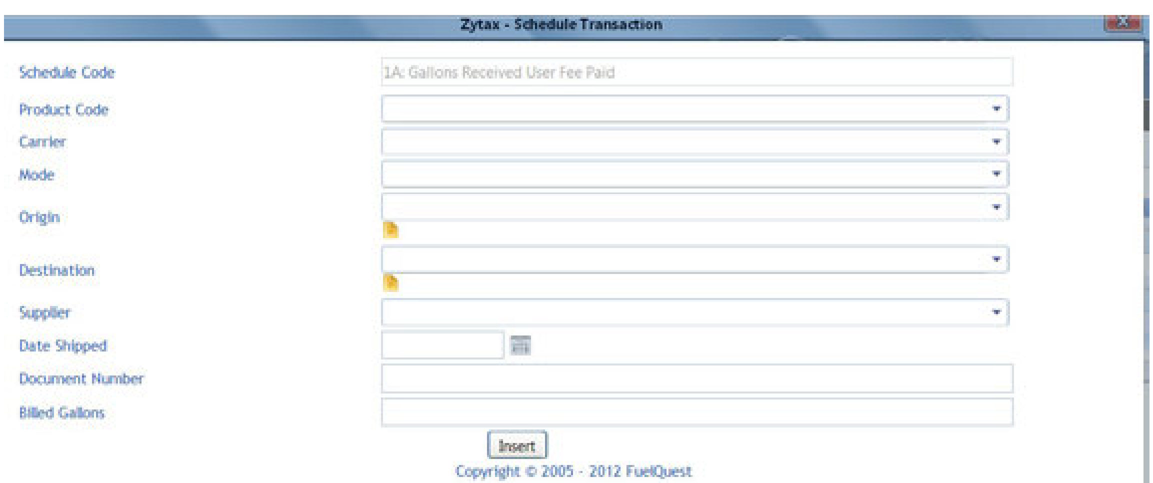
Reminder for Bonded Importers also licensed as Suppliers:
The maximum tare allowance is $2000.00. If the maximum tare allowance was calculated and deducted on the monthly suppliers return, all disbursements subject to the user fee will have to be entered in Schedule 5C to insure that the maximum tare allowance is not exceeded.

1. Right click on the row for session that was added and select **Schedule Transactions**.

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



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.*



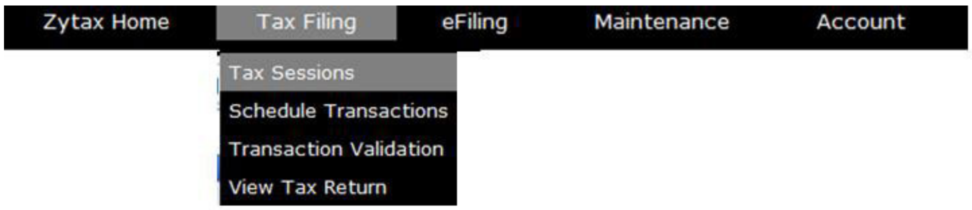
4. Click **Insert** to accept entry. Some data will remain from the previous transaction.

   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.

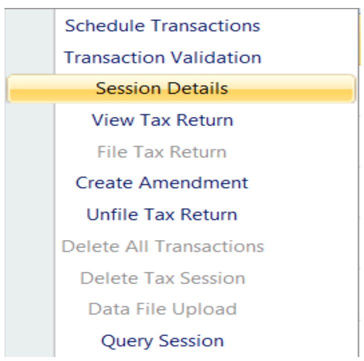
5. Once all information is inserted for the schedule type selected, click on the red **X** to close the window. If additional schedules are needed for another schedule type, repeat steps 2-4. Once all schedules have been added for each load, click the **X** button to close.

SESSION DETAILS

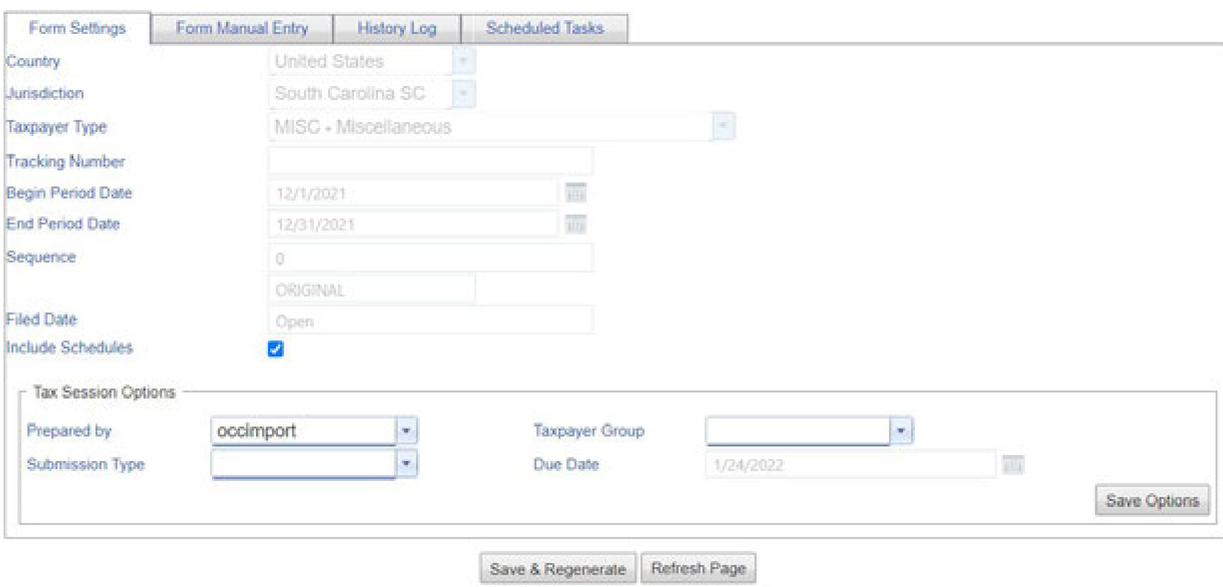
1. From the *Tax Filing* tab, select **Tax Sessions** from the dropdown list.



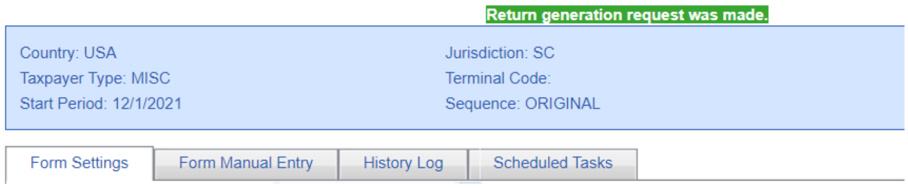
2. Right click on the row for session that was added and select **Session Details**.



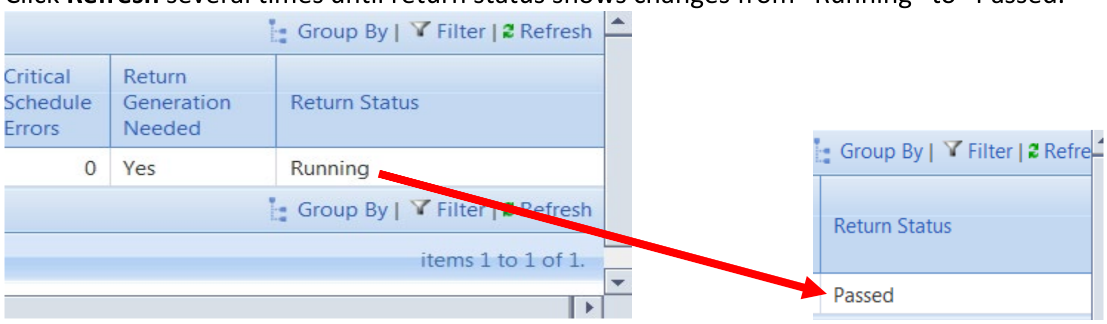
3. Check the *Include Schedules* box and click **Save & Regenerate.**



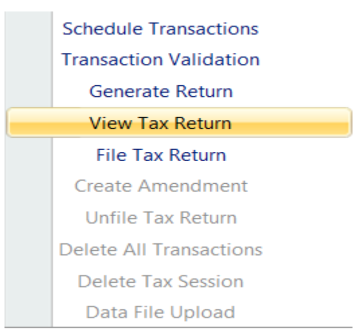
4. The system will then show "Return generation was made." Close this menu in the top right corner of the window



5. Click **Refresh** several times until return status shows changes from "Running" to "Passed."



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

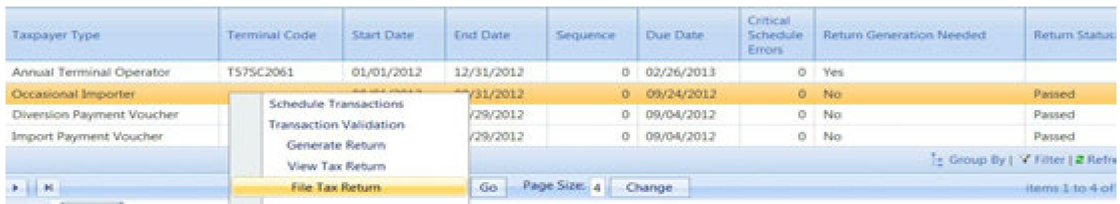


7. Review return.

FILE TAX RETURN

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

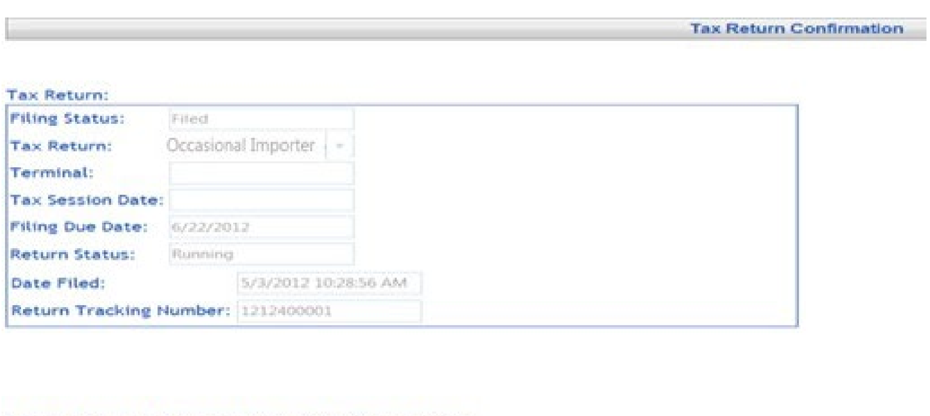
2. Right click on the row for the session that was added and select **File Tax Return**.



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

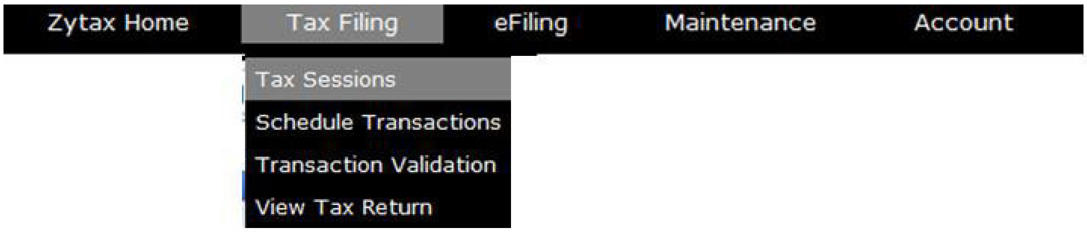
4. The payment screen will be determined by the payment type selected on the registration document. Enter the payment information requested.

5. Tax Return confirmed and filed.

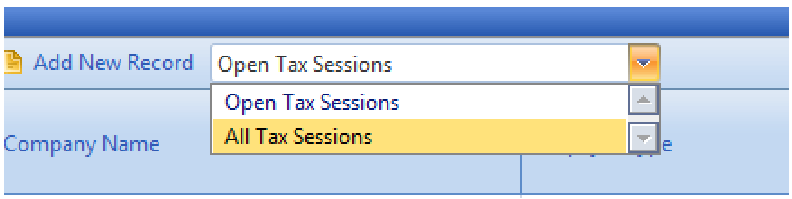


CREATING AMENDED RETURN

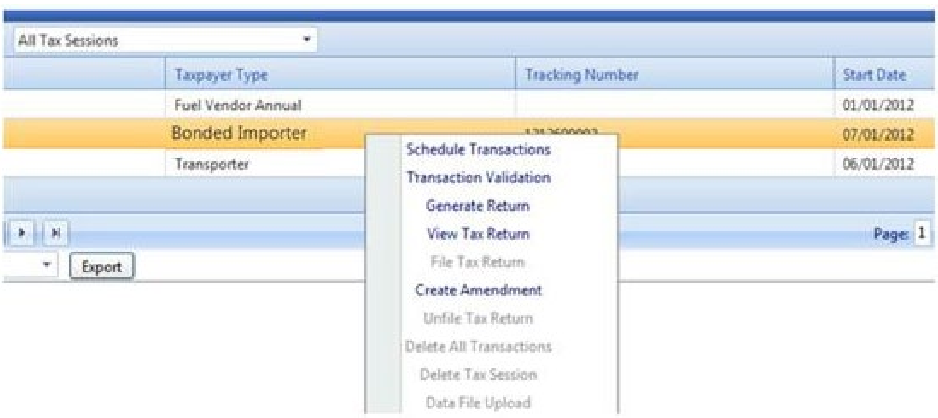
1. From the *Tax Filing tab*, select **Tax Sessions** from the dropdown list.



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



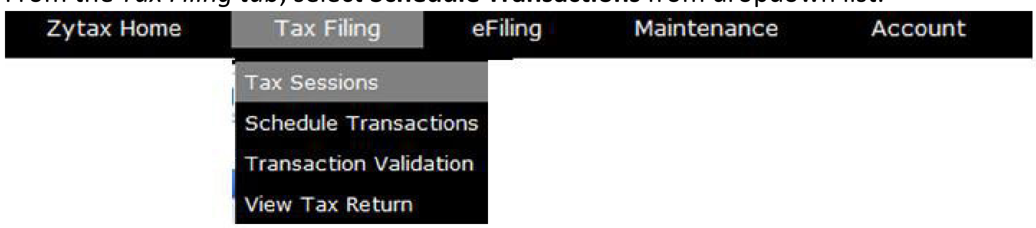
3. Select return session to be amended and click on the row to display the dropdown menu. Choose *Create Amendment*.



4. Next, click **Create Amendment**.

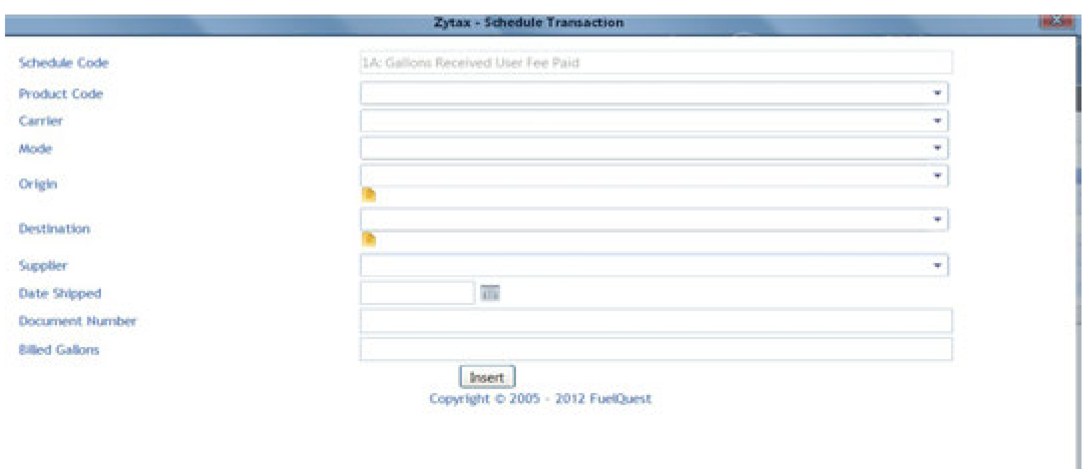
5. Record inserted.

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

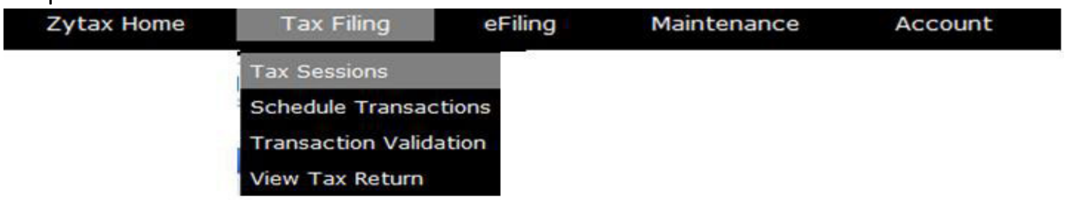


7. Select schedule type from dropdown list to add it, and then click **Add New Record.**

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

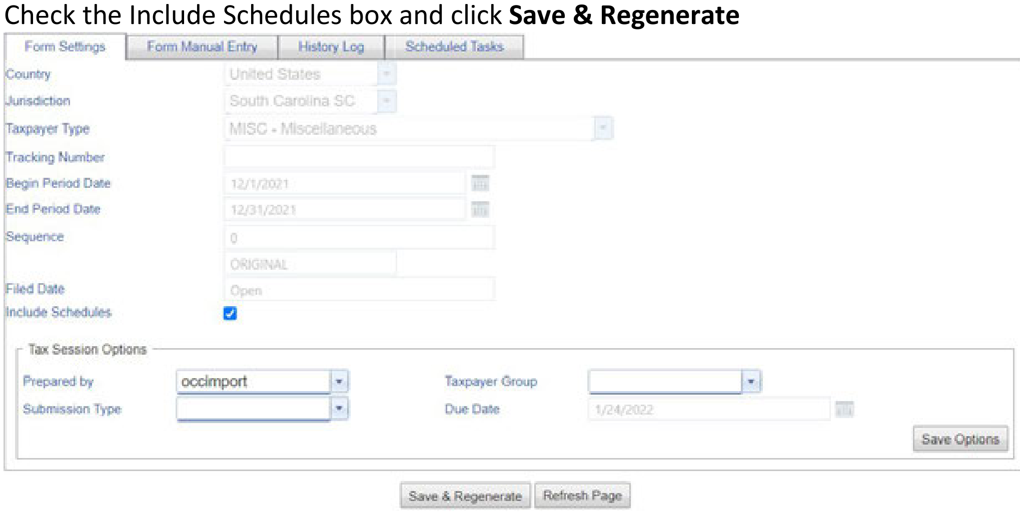


9. Once all amended information is inserted for that schedule type, close the menu in the top right corner of the window. If additional schedules are needed for another schedule type, repeat steps 7 and 8. Once all schedules have been added for each load, close the menu in the top right corner of the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

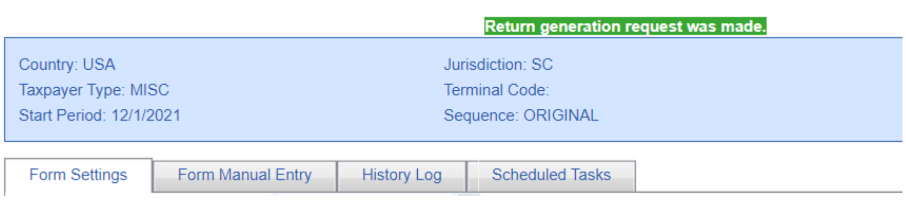


10. Right click on the row for the session that was added and select **Session Details**.

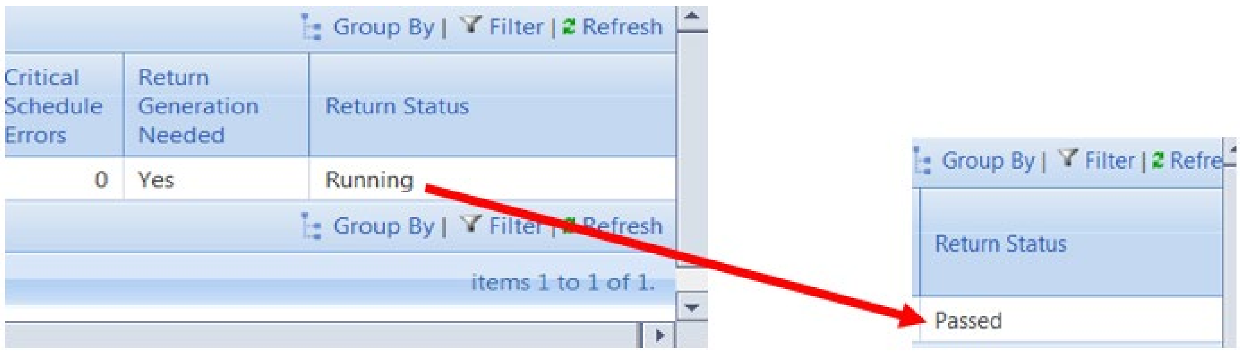
11. Check the Include Schedules box and click **Save & Regenerate**



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



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

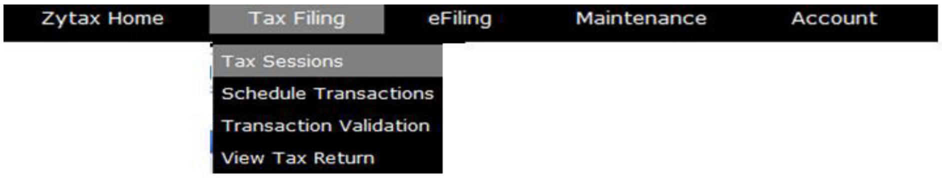


14. Right click on the row for the session that was added and select **View Tax Return**.

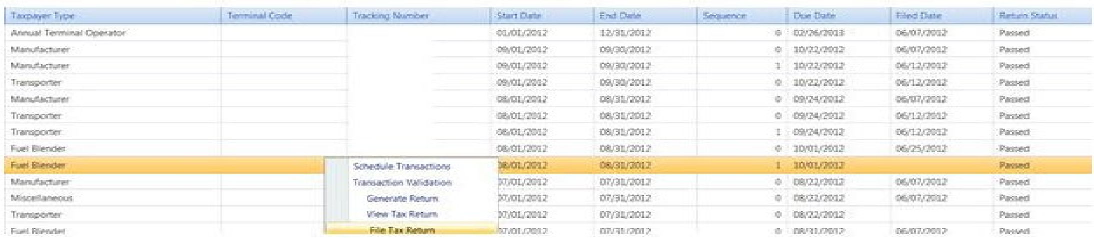
15. Review amended return.

FILE AMENDED TAX RETURN

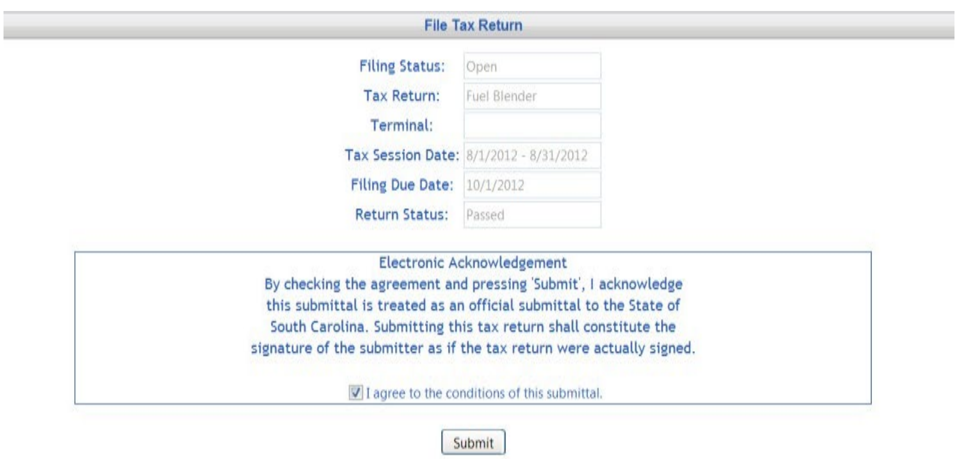
1. From the *Tax Filing tab*, select **Tax Sessions** from the dropdown menu.



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

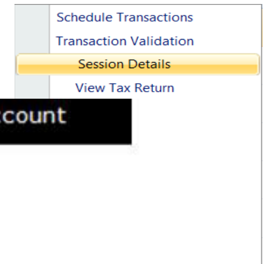


3. Check the ***I agree to the conditions of this submittal*** box, and then click **Submit**.

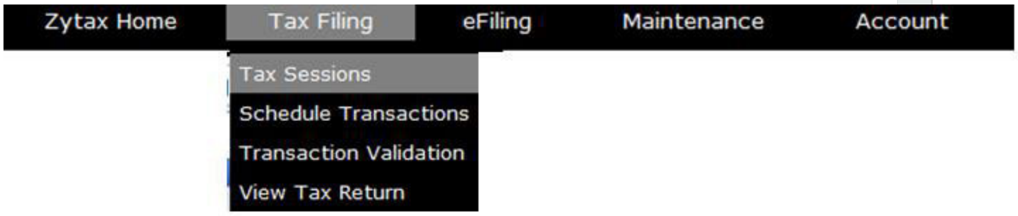


4. Tax Return confirmed and filed.

FILING A ZERO RETURN



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



menu.

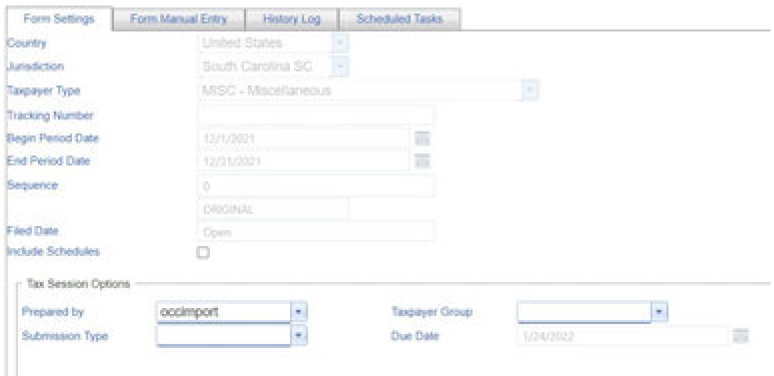
2. Click **Add New Record**.

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

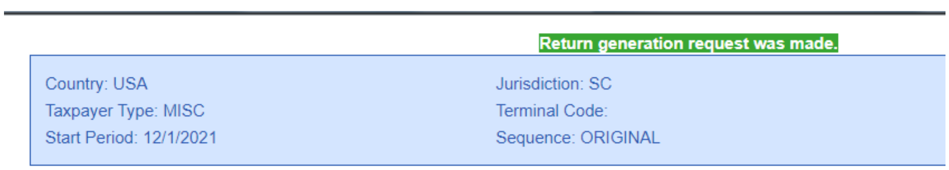
4. Close out the Record Inserted menu.

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**.

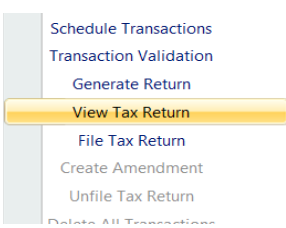


7. The system will then show "Return generation request was made." Close the menu in the top right corner of the window.



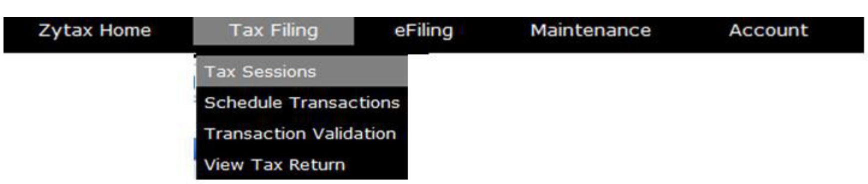
8. Click refresh several times until return status shows "Passed."

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

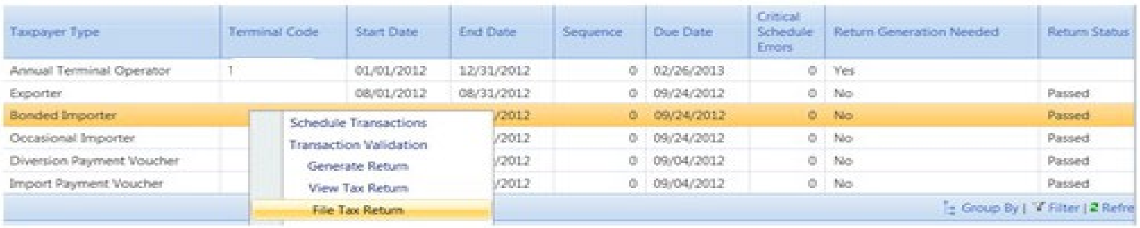


10. Review return.

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



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



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

14. Tax Return confirmed and filed.