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**INFORMATION FOR YOUR CLEAN INDOOR AIR ACT EXCEPTION RENEWAL IS DUE. FAILURE TO SUBMIT THE ATTACHED APPLICATION BY THE SPECIFIED DUE DATE WILL RESULT IN THE IMMEDIATE REVOCATION OF YOUR EXCEPTION TO PERMIT SMOKING.**

**Please Note: You must submit the Renewal Application even if you are currently using the CIAA feature on e-Tides to report to the Department of Revenue.**

**Instructions to complete the Renewal Application:**

1. Provide your establishment’s:
   1. Business Name (legal name of corporation)
   2. Trade Name (if applicable)
   3. Exception ID (found on your current Exception Certificate)
   4. Sales and Use Tax ID - used for reporting to the Pennsylvania Department of Revenue

***Note: If the Renewal Application is being completed by someone on your behalf, please complete the top portion before giving them the form.***

1. Provide Actual Sales Information for the previous 12 months as filed with the Pennsylvania Department of Revenue (please see the back of the Renewal Form for additional details specific to your business).
2. Provide responses to the Business Operations questions. If yes to any questions, please provide explanation(s). Failure to complete this information in its entirety will result in the application being returned.
3. Sign the Affidavit section to affirm that correct information has been submitted. Contact information should be for the individual completing the form in case there are questions during the review process.
4. Return the completed Renewal Application by mail, fax, or e-mail BY THE DUE DATE. See the application for address information.

**Failure to furnish the required information in its entirely result in the revocation of your smoking exception.**