

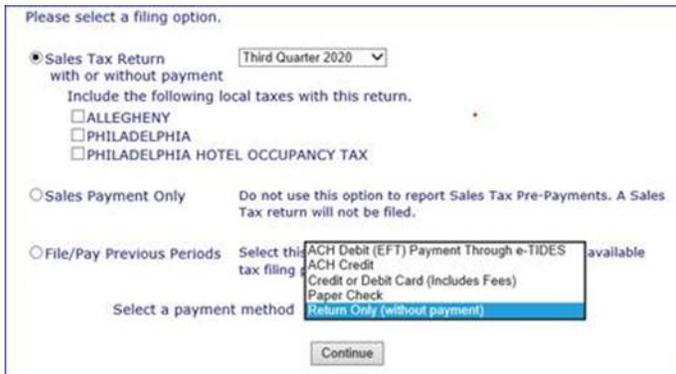
Dear Sir or Madam

In 2020, the Division of Tobacco Prevention and Control included these [instructions](#) with all Clean Indoor Air Act (CIAA) renewal mailings that were sent to establishments with CIAA smoking exceptions. **If you did not complete the process as instructed, or, if you received a CIAA smoking exception renewal denial letter due to not correctly entering your sales information into e-TIDES and need to complete an amendment as part of the appeal process**, please see the directions below on how to complete an amendment to the e-TIDES information you have previously submitted.

To complete an amendment of your e-TIDES filing in relation to your Clean Indoor Air Act (CIAA) smoking exception, please follow the steps below.

1. Log into your e-TIDES account at <https://www.etides.state.pa.us/ESignature/Account/LogOn>
2. Visit the address below and follow the instructions that will guide you on what to click <https://www.etides.state.pa.us/Instructions/AmendedReturn.htm>

**NOTE:** If you need to ONLY add the CIAA information on the amended return, you should select 'Return Only' as the payment method. You must provide the original figures on the Sales, Use, and Hotel Occupancy return.



If you need to amend Sales, Use and Hotel Occupancy Tax figures for a tax period that you previously reported CIAA information on, you may have to adjust the CIAA portion accordingly. You also have the ability to add CIAA information when amending figures on a Sales, Use and Hotel Occupancy Tax return.

3. After following the instructions from the above link, the **screenshots on reverse page** will show you the images you will see while completing the process. **Please remember to check the box shown at the bottom of the first screenshot.**

Please contact the Division of Tobacco Prevention and Control if you have any questions.

Thank you.

## Amended return with CIAA selected

Date	Date	Date	Date	
6/1/2018	4/30/2018	7/20/2018	4/28/2020	Amended

**Sales, Use, and Hotel Occupancy Tax (PA-3)**

**Amended Return**

	Pennsylvania (6%)
*1 Total Gross Sales, Rentals, Services	787067.00
*2 Net Taxable Sales	899070.00
3 Total Amount of Tax Due	53944.20
4 Discount	0.00
<i>The timely filing discount cannot be applied.</i>	
5 Net Tax Due	53944.20
*6 Use Tax Due	0.00
*7 E 911 Fee Due	0.00
8 E 911 Discount	0.00
9 E 911 Net Fee Due	0.00
10 Total Tax and Fee Due	53944.20
*11 Credit	0.00
<i>No credit entered for payments.</i>	
12 Amount Due	53944.20
13 Previous e-TIDES Payments	\$ 9488.01
14 Other Payments	\$ 0.00
<i>For education purposes only.</i>	
15 Penalty & Interest	\$ 0.00
<i>Penalty and interest calculated.</i>	
Total Payment Due	\$ 49455.99

Credits  
 TPPR Credit  Other Credits Calculate

Complete the Clean Indoor Air Act exemption schedule?

**Note regarding timely filing discount:** When filing an amended return, if the original return was timely, the discount will be applied in the backend system. The same holds true if you are decreasing your tax figures.

When filing an amended return and you are increasing your tax figures, the timely filing discount will not apply in the backend system, unless the amended return is filed timely (on or before the due date).

## Amended return and CIAA information on Submit screen

**\*IMPORTANT! PLEASE VERIFY YOUR TRANSACTION.**

If you need to make a correction to your return or payment, click on the 'Edit' button. If you verified that your return or payment information is correct, and you want to electronically transmit the data, click the 'Submit' button. Please note that you will be unable to make any changes to this transaction after you click the 'Submit' button.

	Pennsylvania (6%)
1 Total Gross Sales, Rentals, Services	100000.00
2 Net Taxable Sales	100000.00
3 Total Amount of Tax Due	6000.00
4 Discount	0.00
<i>Discount Not Applied.</i>	
5 Net Tax Due	6000.00
6 Use Tax Due	0.00
7 E 911 Fee Due	0.00
8 E 911 Discount	0.00
9 E 911 Net Fee Due	0.00
10 Total Tax and Fee Due	6000.00
11 Credit	0.00
<i>No Credits Applied.</i>	
12 Amount Due	6000.00
13 Previous e-TIDES Payments	\$6000.00
14 Other Payments	\$0.00
15 Penalty & Interest	\$0.00
Total Payment Due	\$6.00

**Business Type: Drinking Establishment (Type 2 Bar/Restaurant)**

Sales Information	Amount
1 Total Gross Sales (taxable & non-taxable) within permitted smoking area	100000.00
2 Total Food Sales within permitted smoking area	17000.00
3 Total On-Premises Consumption Food Sales within permitted smoking area	10000.00

Payment Method: Return Only (without payment)

## View Filing History link

Filed By	Transaction ID	Return Status	Original/Amended
	1320090000000732	Complete	Amended

**Sales, Use, and Hotel Occupancy Tax (PA-3)**

	Pennsylvania (6%)
1 Total Gross Sales, Rentals, Services	7870997.00
2 Net Taxable Sales	899070.00
3 Total Amount of Tax Due	53944.20
4 Discount	0.00
<i>Discount Not Applied.</i>	
5 Net Tax Due	53944.20
6 Use Tax Due	0.00
7 E 911 Fee Due	0.00
8 E 911 Discount	0.00
9 E 911 Net Fee Due	0.00
10 Total Tax and Fee Due	53944.20
11 Credit	0.00
<i>No Credits Applied.</i>	
12 Amount Due	53944.20
Total Payment Due	\$53944.20

**Business Type: Drinking Establishment (Type 1 Bar)**

Sales Information	Amount
1 Total Gross Sales (taxable & non-taxable)	78996.00
2 Total Food Sales	7867.00
3 Total On-Premises Consumption Food Sales	789.00