amazonbusiness

Tax Exempt Program Process

Thank you for choosing to use the Amazon Business for Education Marketplace.

Provided that you are an authorized buyer for a Tax Exempt Organization, you are now able to set up tax free purchasing for qualified items within the Amazon Business Marketplace. Please know that most, but not all items within the store are eligible, so please take note of the line item tax listing in your shopping cart before completing your purchase. For any issues, please contact the Amazon Business Customer Service Team at **(866) 486-2360** or email or email them at tax-exempt@amazon.com

NOTE: This process is only required for individual card holders.

Five Easy Steps to set up your Tax Exempt Purchasing

1. **Please login to your account and click 'Your Account' by hovering over the hyperlinked account name to the right of the search bar.**

2. **Under the 'Settings' Section halfway down the page, please click the 'Amazon Tax Exemption Program' link**

3. **Please click the Yellow 'Get Started' Button**

Your Account › Amazon Tax Exemption Program

Amazon Tax Exemption Program (ATEP) Enrollment

Many organizations qualify to make sales tax exempt purchases based on state law. The Amazon Tax Exemption Program supports sales tax exempt purchases from Amazon.com LLC, Amazon Digital Services, Inc., Warehouse Deals, Inc. or Amazon Services LLC. Please contact your tax advisor to determine if your purchases qualify for sales tax exemption. Learn about eligibility

The Amazon Tax Exemption Tool will guide you through the process of enrolling in our program. At the start of the process you will be asked to select the states in which you qualify for sales tax exemption and the type of exemption for your organization. From there, you'll be prompted to answer questions or upload documents specific to the sales tax exemption for which you qualify. If you need help with the process, use the Contact Us link to get in touch with us for assistance.

Please allow 15 minutes for tax exemption certificates created via the Amazon Tax Exemption Tool to be active. Certificates uploaded may take up to 24 hours.

Note: Amazon Business Account Customers
If you are a registered Amazon Business customer, click here to enroll in ATEP or modify your existing ATEP account.

Registering for an Amazon Business account is *optional*. You are *not required* to register for a business account to enroll in ATEP.

Get Started!

4. **If your organization has provided you with a Tax Exempt Certificate please click the blue hyperlink notated as ‘EXIT THIS WIZARD’ at the bottom of the page and proceed to the next screen.**

Please select one or more jurisdictions where you want to provide an exemption or resale certificate:

Select All

☐ Alabama	☐ Illinois	☐ Missouri	☐ South Dakota
☐ Alaska	☐ Indiana	☐ Nebraska	☐ Tennessee
☐ Arizona	☐ Iowa	☐ Nevada	☐ Texas
☐ Arkansas	☐ Kansas	☐ New Jersey	☐ Utah
☐ California	☐ Kentucky	☐ New York	☐ Vermont
☐ Colorado	☐ Louisiana	☐ North Carolina	☐ Virginia
☐ Connecticut	☐ Maine	☐ North Dakota	☐ Washington
☐ D.C.	☐ Maryland	☐ Ohio	☐ West Virginia
☐ Florida	☐ Massachusetts	☐ Oklahoma	☐ Wisconsin
☐ Georgia	☐ Michigan	☐ Pennsylvania	☐ Wyoming
☐ Hawaii	☐ Minnesota	☐ Rhode Island	
☐ Idaho	☐ Mississippi	☐ South Carolina	

To upload your exemption forms directly, exit this wizard.

Save and Continue

5. **Click the yellow ‘Upload’ Button at the bottom of the screen and upload the form.**

Individual Tax Exemption

States   Type   Organization   Forms   Review   Sign   Preview

ⓘ   Please use the browse button below for uploading your tax exemption documents. Please ensure all required fields are completed on certificate.

Upload your certificate from your computer. Files must be less than 4MB ▾ in size. We accept pdf, jpg, gif, png file formats. Please email word documents to auto-exempt@amazon.com or upload them after converting them to pdf.

Exemption Form

Choose File   No file chosen

☐ You must first agree to our Terms and Conditions before uploading your exemption certificate.

Upload   Go back

Congratulations! You have now completed the Amazon Tax Exempt Program for your Individual Method of Payment. It will take between 15-30 minutes, on average for Amazon to process your exemption, though times could be extended based upon the volume of requests that Amazon Business receives at any given time.

Should you have any issues, or if you accidentally make a purchase with Tax included, please contact the Amazon Business Account Customer Service Team by Phone at **(866) 486-2360 or** if needed, you can also request sales tax refunds by emailing tax-exempt@amazon.com