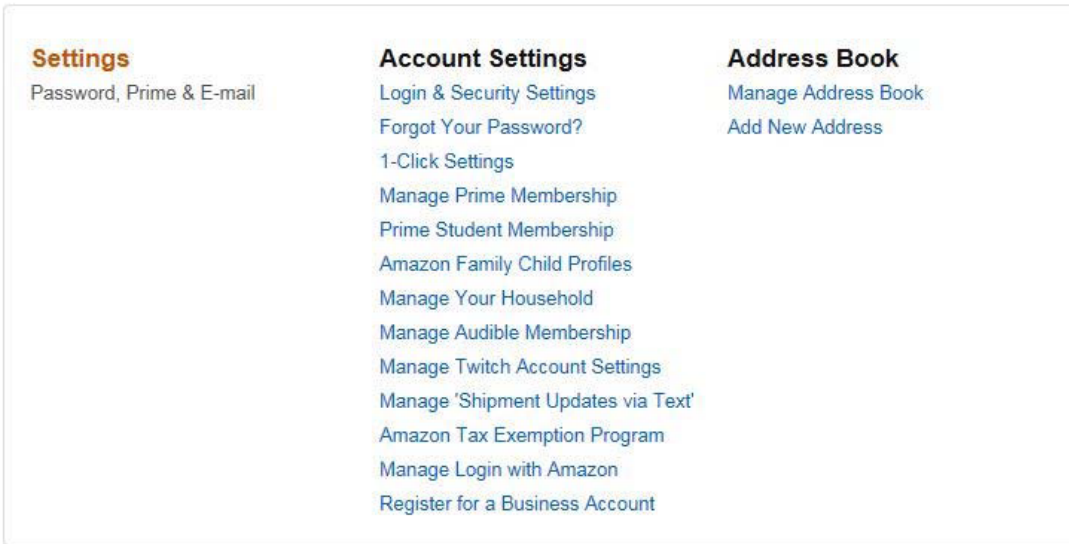# Amazon Tax Exemption Program

Below are instructions for enrolling your Amazon account into the Amazon Tax Exemption Program. If you have any questions or need additional assistance, please contact The Procurement Card Team at pcard@uah.edu.

- Go to www.amazon.com

- Log into your Amazon account

- Click on "Your Account" on the top menu

- Scroll down to the middle of the page, under "Account Settings" click on "Amazon Tax Exemption Program"

- Once you have reached the Amazon Tax Exemption Program (ATEP) Enrollment page, click on "Get Started!"

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!

(1)

- The next screen shows a list of states. Below the list of states you will see "To upload your exemption forms directly, **exit this wizard**." Select "**exit this wizard**."

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

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

- The next screen allows you to upload UAH's tax exemption form. The form is available on Procurement's website http://www.uah.edu/business-services/faculty-staff/procurement-services/forms . The second paragraph has a link to the PDF "sales tax exemption form". Open the link and save the PDF tax exemption form to your computer.

- Now that UAH's tax exemption form is saved to your computer, select the browse button to locate the saved sales tax exemption form.

- Once you locate the sales tax exemption form on your computer, select the form, and click open.

- Once the sales tax exemption form has been selected, you should see the location of the form in the browse box.

- Check the box to agree to the Terms and Conditions.

- Select "Upload".

- <u>Allow 24 – 48 hours</u> for your tax exemption certificates to be active.

- You will receive an email notification from Amazon once the tax exemption is active.

- Once the Amazon account is enrolled in the Amazon Tax Exemption Program (ATEP), the tax exemption will apply to **ALL** qualifying purchases made using the registered Amazon account. Please make sure you do NOT use the same Amazon account to make personal and business purchases, even if you select a different shipping address and/or payment method.

Edit Your Tax Exemptions

The listing below shows the current status of your tax exemptions. If you have recently uploaded an exemption certificate, please allow 24 hours for Amazon to process your documentation. For exemption certificates created using the Amazon Tax Exemption tool, please allow 15 minutes for your tax exemption to become active.

Jurisdiction(s)	Exemption Status	Seller	Exemption Type	Effective Date	Expiration Date	Available Actions
AL	Active	Amazon Digital Services LLC	Education Institution	10/26/2016	N/A	Download | Expire
AL	Active	Amazon Services, Inc.	Education Institution	10/26/2016	N/A	Download | Expire
AL	Active	AmazonFresh LLC	Education Institution	10/26/2016	N/A	Download | Expire
AL	Active	Warehouse Deals, Inc	Education Institution	10/26/2016	N/A	Download | Expire
AL	Active	Amazon.com LLC	Education Institution	10/26/2016	N/A	Download | Expire
AL	Active	Amazon Pickup Points, Inc	Education Institution	10/26/2016	N/A	Download | Expire

More about Tax Exemption Status:
- If the status is "Active", your account has a current tax exemption certificate on file and future purchases will be tax exempt in the states where a valid exemption certificate exists
- If the status is "Expired", your account had an exemption certificate on file in the past, but that exemption has expired. All future orders will be subject to sales tax. To update your exemptions, please use our Amazon Tax Exemption Tool.
- If the status is "Pending", we are in the process of activating your tax exemption. Please allow 15 minutes for activation.