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](http://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!”

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 status 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](http://www.amazon.com) 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.
• 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 https://www.uah.edu/business-services/business-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.

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
Browse...

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

Upload Go back

• 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”.

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
W:\ TAX EXEMPT FORM 2018 Browse...

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

Upload Go back
- Allow 24 – 48 hours 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.

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.

<table>
<thead>
<tr>
<th>Jurisdiction(s)</th>
<th>Exemption Status</th>
<th>Seller</th>
<th>Exemption Type</th>
<th>Effective Date</th>
<th>Expiration Date</th>
<th>Available Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL</td>
<td>Active</td>
<td>Amazon Digital Services LLC</td>
<td>Education Institution</td>
<td>10/28/2016</td>
<td>N/A</td>
<td>Download</td>
</tr>
<tr>
<td>AL</td>
<td>Active</td>
<td>Amazon Services, Inc.</td>
<td>Education Institution</td>
<td>10/28/2016</td>
<td>N/A</td>
<td>Download</td>
</tr>
<tr>
<td>AL</td>
<td>Active</td>
<td>AmazonFresh LLC</td>
<td>Education Institution</td>
<td>10/28/2016</td>
<td>N/A</td>
<td>Download</td>
</tr>
<tr>
<td>AL</td>
<td>Active</td>
<td>Warehouse Deals, Inc</td>
<td>Education Institution</td>
<td>10/28/2016</td>
<td>N/A</td>
<td>Download</td>
</tr>
<tr>
<td>AL</td>
<td>Active</td>
<td>Amazon.com LLC</td>
<td>Education Institution</td>
<td>10/28/2016</td>
<td>N/A</td>
<td>Download</td>
</tr>
</tbody>
</table>

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.