Amazon Sales Tax

Starting February 1, 2015, Amazon began charging sales tax on purchases made by Illinois customers. As a non-profit organization, ISU purchases are exempt from sales tax.

To obtain tax exempt status in Amazon, please click on the link below and follow the attached instructions. The tax exemption letter can be obtained by contacting the P-card Administrator.

As with any P-Card purchase, if taxes are charged, you are responsible for contacting the vendor for a credit back to your account

NOTE:

The University’s exemption letter and the University’s tax exemption number may be used only for authorized University business purposes. Personal or other unauthorized use of the tax exemption number or letter by any person may constitute a crime and may result in disciplinary or legal action.

Tax Exempt request

After requesting the ISU tax form from your P-Card Administrator, upload the document online either from the "Amazon Tax Exemption Program" link in Your Account (www.amazon.com/your-account) under the Settings section, or by using the following link:

https://tax-exemption.amazon.com/upload

Once Amazon receives your exemption certificate through the upload process from your account, your account for eligibility in the Tax Exemption Program will be reviewed.

Tax Credit Back

As with any P-Card purchase, if taxes are charged, you are responsible for contacting the vendor for a credit back to your account. For Amazon purchases, see the link below:

http://www.amazon.com/gp/help/customer/displayhtml?nodeId=201133370

If you have questions, please call (8-3373) or email (sifish@ilstu.edu).

Thanks
Sue Fish
P-card Administrator
Your Account

Orders
View & Modify Recent Orders

Order History
View Open Orders
View Your Digital Orders
Download Order Reports
View Your Kindle Orders
View Archived Orders

Amazon Wallet
Credit Cards & Gift Cards

Payment Methods
Manage Payment Options
Add a Credit or Debit Card
Amazon Credit Cards
Shop with Points
Amazon Coins

Settings
Password, Prime & E-mail

Account Settings
Change Account Settings
E-mail, password, name and mobile phone

Forgot Your Password?
1-Click Settings
Manage Prime Membership
Amazon Student Membership
Amazon Mom Membership
Manage ‘Shipment Updates via Text’

Amazon Tax Exemption Program
Manage Login with Amazon
Register for a Business Account
Get Started Button

What kind of tax exempt organization are you?

- 501C
- Charitable Organization
- Education Institution
- Hospital (Nonprofit or State)
- Library
- Nonprofit Religious Organization
- State/Local Government
- Other
- Agriculture Production
- Direct Pay Permit
- Federal Government
- Industrial Production/Manufacturing
- Nonprofit Organization
- Resale
- United Nations/Diplomat

Back
Save and Continue

Select Illinois and Continue

You will be adding or modifying the following certificates.

<table>
<thead>
<tr>
<th>States</th>
<th>Form Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>IL</td>
<td>Uniform Sales and Use Tax Certificate - Multi-jurisdiction</td>
<td>CREATE</td>
</tr>
</tbody>
</table>

Back
Continue
Then

Upload tax exemption document to your Amazon account here:

https://tax-exemption.amazon.com/upload

An email should be received from Amazon that they would review it in 24 hours.

A confirmation email from Amazon will be sent that all was successful.
Verification that all is working properly looks like this:
Welcome to the Amazon Tax Exemption Program

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 exempt purchases 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, you can use the ‘Contact Us’ link to get in touch with us for assistance.

Business Customers: Current Amazon Business Account customers must click here to either modify their current ATEP account, or sign up for ATEP. Click here to learn more about Amazon Business Accounts.

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>State</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>IL</td>
<td>Active</td>
<td>Amazon Services, Inc.</td>
<td>Education Institution</td>
<td>02/03/2015</td>
<td>01/31/2020</td>
<td>Download</td>
</tr>
<tr>
<td>IL</td>
<td>Active</td>
<td>Amazon.com LLC</td>
<td>Education Institution</td>
<td>02/03/2015</td>
<td>01/31/2020</td>
<td>Download</td>
</tr>
<tr>
<td>IL</td>
<td>Active</td>
<td>Warehouse Deals, Inc.</td>
<td>Education Institution</td>
<td>02/03/2015</td>
<td>01/31/2020</td>
<td>Download</td>
</tr>
<tr>
<td>IL</td>
<td>Active</td>
<td>Amazon &amp; Participating Sellers</td>
<td>Education Institution</td>
<td>02/02/2015</td>
<td>N/A</td>
<td>Download</td>
</tr>
<tr>
<td>IL</td>
<td>Active</td>
<td>Amazon Digital Services, Inc.</td>
<td>Education Institution</td>
<td>02/03/2015</td>
<td>01/31/2020</td>
<td>Download</td>
</tr>
</tbody>
</table>

Tax exempt request successfully completed.