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 (cskaide@ilstu.edu).

Thanks,
Caitlin Kaiden
P-card Administrator

Q/Purchasing/P-Card/ISUAmazonTaxExemptionCompWebSite
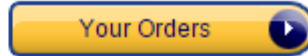4/6/16

Your Account

Orders
View & Modify Recent Orders

View, Modify, Track or Cancel an Order

Your 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
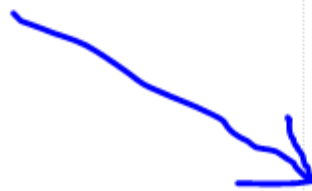Add a Credit or Debit Card
Amazon Credit Cards
Shop with Points
Amazon Coins

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.

States	Form Name	Status
IL	Uniform Sales and Use Tax Certificate - Multijurisdiction	CREATE

[Back]   [Continue]

Please tell us about your organization:

Organization Name *

Organization Description *

Address Line 1 *

Address Line 2

City *

State * | Illinois ↓ |

Country * United States

Zip/Postal Code *

Certificate Signer's Name *

Certificate Signer's Title *

[Back]   [Save and Continue]

Please provide additional information required to generate the exemption forms:

✓ Uniform Sales and Use Tax Certificate - Multijurisdiction

View sample form

I'm engaged as a registered (choose one):

○ Wholesaler
○ Retailer
○ Manufacturer
● Other

Describe (generally) the property you will be purchasing with your sales and use tax exemption:

Education - Supplies

Enter your Illinois State Exemption Number:

[Back]   [Save and Continue]

Tax Exemption Summary

States (edit)

Exemption States	IL

Type (edit)

Exemption Type	Education Institution

Organization (edit)

Organization Name	
Organization Description	
Address Line 1	
Address Line 2	
City	
State	IL
Country	United States
Zip/Postal Code	
Certificate Signer's Name	
Certificate Signer's Title	

Forms (edit)

Uniform Sales and Use Tax Certificate - Multijurisdiction (edit)

I'm engaged as a registered	Other
Description of Property to be Purchased	
Illinois Registration Number	

Back   Continue

You're almost done!

Please preview your exemption certificates below. When finished, click "Activate Certificates".

States	Exemption Form	Exemption Certificate
IL	Uniform Sales and Use Tax Certificate - Multijurisdiction	Preview

☑ You must first agree to our Terms and Conditions before continuing through the exemption certificate generation wizard.

Back   Activate Certificates

✓ You have successfully submitted your tax exemption certificate(s)!

Please allow 15 minutes for new tax exemption certificates submitted via the Amazon Tax Exemption Tool to take effect. Certificates uploaded may take up to 24 hours. Click here to view the current status of your tax exemption(s).

Then

Upload tax exemption document to your Amazon account here:

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

ⓘ   Please use the form 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 | Tax Exempti... 01 15).pdf

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

Upload   Go back

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:

Your Account

Orders
View & Modify Recent Orders

View, Modify, Track or Cancel an Order

> Your 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

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 Di 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 exe 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 th 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 Busir Accounts.

[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 exer certificates created using the Amazon Tax Exemption tool, please allow 15 minutes for your tax exemption to become active.

State	Exemption Status	Seller	Exemption Type	Effective Date	Expiration Date	Available Actions
IL	Active	Amazon Services, Inc.	Education Institution	02/03/2015	01/31/2020	Download	Expire
IL	Active	Amazon.com LLC	Education Institution	02/03/2015	01/31/2020	Download	Expire
IL	Active	Warehouse Deals, Inc	Education Institution	02/03/2015	01/31/2020	Download	Expire
IL	Active	Amazon & Participating Sellers	Education Institution	02/02/2015	N/A	Download	Expire
IL	Active	Amazon Digital Services, Inc.	Education Institution	02/03/2015	01/31/2020	Download	Expire

Tax exempt request successfully completed.