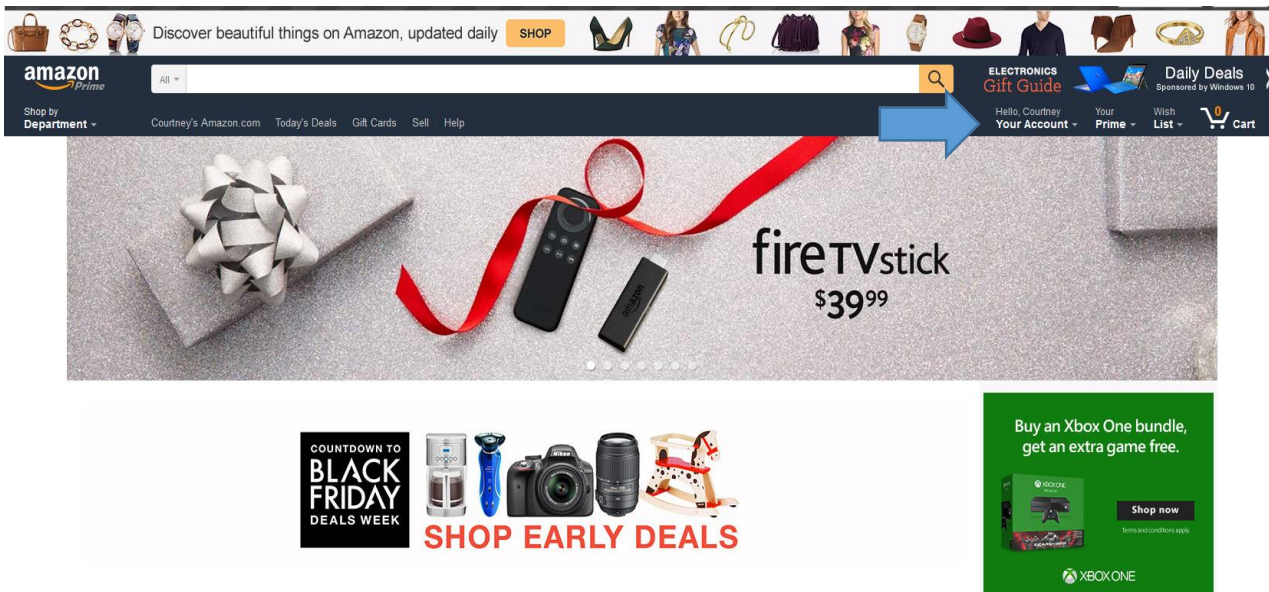
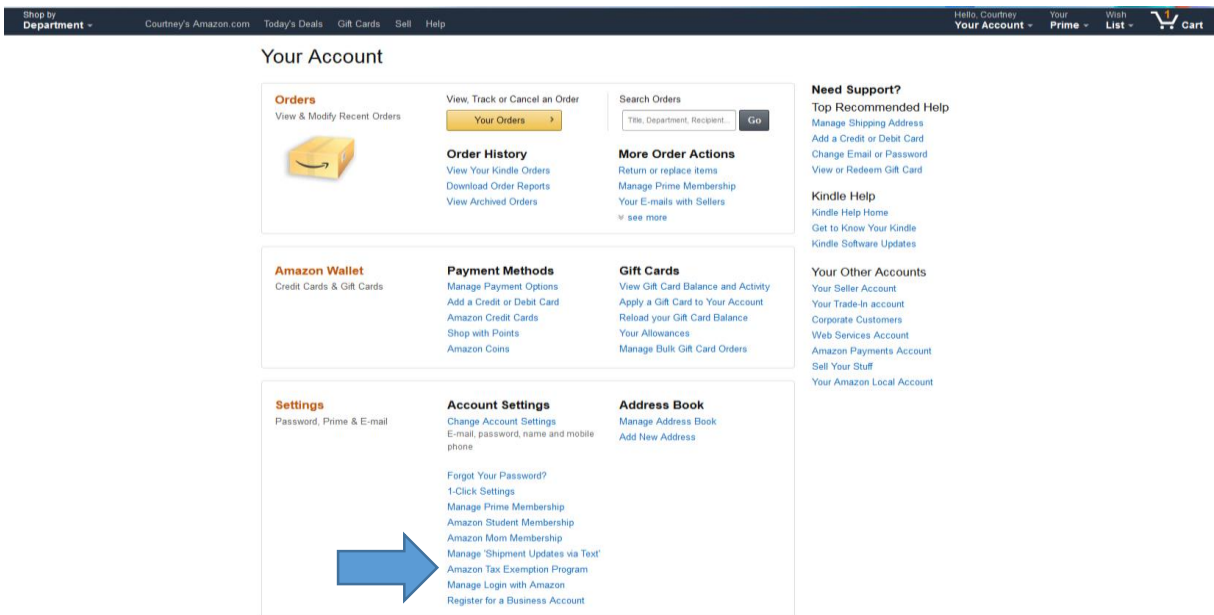


## How to Add the Tax Exemption Status to Your Amazon Account

1. Log on to your amazon.com account.
2. On the Amazon home screen, click "Your Account".



3. Under "Settings", click "Amazon Tax Exemption Program".



4. Click the "Get Started!" button on the Amazon Tax Exemption Program (ATEP) Enrollment page.



[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!](#)

5. Click on the box next to Massachusetts then click on the “Save and Continue” button.

amazon Individual Tax Exemption

States Type Organization Forms Review Sign Preview

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

Select All

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

To upload your exemption forms directly, [exit this wizard](#).

Save and Continue

6. Under “What kind of tax exempt organization are you?” select “Education Institution”. Click on the “Save and Continue” button.

amazon Individual Tax Exemption

States Type Organization Forms Review Sign Preview

What kind of tax exempt organization are you?

<input type="radio"/> 501C	<input type="radio"/> Agriculture Production
<input type="radio"/> Digital Products/Software Exemption	<input type="radio"/> Direct Pay Permit
<input checked="" type="radio"/> Education Institution	<input type="radio"/> Federal Government
<input type="radio"/> Hospital (Nonprofit or State)	<input type="radio"/> Industrial Production/Manufacturing
<input type="radio"/> Library	<input type="radio"/> Native American
<input type="radio"/> Resale	<input type="radio"/> State/Local Government
<input type="radio"/> United Nations/Diplomat	

Back Save and Continue

7. Have both the Massachusetts Department of Revenue Form ST-2 - Certificate of Exemption and the Massachusetts Department of Revenue Form ST-5 - Sales Tax Exempt Purchaser Certificate forms saved on your computer. For each form, click “browse” to find and select the appropriate document. Once this is done for both forms, click the box next to “You must first agree to our Terms and Conditions before uploading your exemption certificate.” Finally, click the “Upload” box.

amazon Individual Tax Exemption

States Type Organization Forms Review Sign Preview

Based on the information you provided we cannot generate a blanket certificate for MA. Please use the browse button below for uploading your tax exemption documents.

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](mailto:auto-exempt@amazon.com) or upload them after converting them to pdf.

Upload Massachusetts Department of Revenue Form ST-2 - Certificate of Exemption

State(s): MA

Browse... No file selected.

Upload Massachusetts Department of Revenue Form ST-5 - Sales Tax Exempt Purchaser Certificate

State(s): MA

Browse... No file selected.

You must first agree to our [Terms and Conditions](#) before uploading your exemption certificate.

Upload

Terms | Help

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8. You should then receive a confirmation message that your documents have been uploaded (see below). Amazon will review your documentation within 24 hours. Confirmation of the tax exempt status will be emailed to the email address you have associated with your Amazon account.

9. Once you have been approved for the tax exemption, moving forward you should receive a message that the tax exemption has been applied when you go to checkout.

**1 Shipping address** Courtney Hudson  
5 Walbridge Street #12  
Boston, MA 02134  
Or pick up from an Amazon Locker - 4 locations near this address

**2 Payment method** MasterCard ending in 6153  
Billing address: Courtney Hudson, Boston University, 25 Buick ... Change  
Add a gift card or promotion code  
Enter Code Apply

**3 Review items and shipping**

**Important message**  
Tax Exemption has been applied to your order. By placing this order you acknowledge that you are providing your tax exemption certificate to the below sellers.

Want to save time on your next order and go directly to this step when checking out?  
 Check this box to save your delivery and billing preferences.

**Get a \$1 credit for digital books, music, movies and TV shows**  
Choose FREE No-Rush Shipping and receive a \$1 credit towards your next purchase or rental of select Amazon Instant Video, digital music, or eBooks when this order ships.

**Guaranteed delivery date: Nov. 19, 2015** if you order in the next 7 hours and 57 minutes (Details)  
Items shipped from Amazon.com

**MAGIC: Five Keys to Unlock the Power of Employee Engagement** by Tracy Maylett  
\$17.90   
Sold by: Amazon.com LLC  
Quantity: 1 Change  
Add a gift receipt and see other gift options  
Tax Exemption Applied. Remove

**Choose your Prime delivery option:**  
 \$3.99 One-Day Shipping — get it tomorrow, Nov. 18  
 FREE Two-Day Shipping — get it Thursday, Nov. 19  
 FREE Standard Shipping — get it Monday, Nov. 23  
 FREE No-Rush Shipping — get it Tuesday, Nov. 24  
 Get a \$1 credit for eBooks, digital music and videos. Details

**Place your order**  
By placing your order, you agree to Amazon.com's privacy notice and conditions of use.

**Order Summary**

Items:	\$17.90
Shipping & handling:	\$0.00
Total before tax:	\$17.90
Estimated tax to be collected:	\$0.00
<b>Order total:</b>	<b>\$17.90</b>

How are shipping costs calculated?  
Prime shipping benefits have been applied to your order.