

AMAZON TAX EXEMPTION PROGRAM (ATEP)

In order to prevent being charged the Virginia sales tax, please follow the instructions below to enroll in the Amazon Tax Exempt Program (ATEP), which has to be accomplished at an account level.

INSTRUCTIONS:

Enroll in the Amazon Tax Exemption Program (ATEP)


1. Go to Amazon Tax Exemption Program in Your Account.
2. Select Virginia as the jurisdiction where you want to provide an exemption, then hit "exit this wizard."

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

<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 checked="" 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 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](#). ←

3. You will be asked to upload your documents. To find your tax exemption certificates, click Browse..., and then click Upload (see image below).
 - a. Important: The file size of your document must not exceed 4MB. We accept .pdf, .jpg, .gif, .png, .doc and .docx file formats. Please make sure you've not exceeded the file size and are using the correct file type.

 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

No file selected.

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

[Go back](#)

- The Customer Service team will review your documentation within three business days. If additional information or documentation is needed in order to process your exemption documents, the Customer Service team will contact you by e-mail.
- When you have completed the process you will see a message "You've successfully uploaded your tax exemption information."

NOTE:

- If it's been 3 business days and your ATEP enrollment status isn't activated, please contact Customer Service at auto-exempt@amazon.com and they will be glad to assist you.
- Amazon.com will not issue a new Tax Exempt ID number to you.

RESOURCES:

- UMW Tax Exempt Certificate: <http://adminfinance.umw.edu/procurement/files/2012/08/Sales-Tax-Exempt-Form-2012.pdf>
- Amazon Tax Exemption Program (ATEP) Website: http://www.amazon.com/gp/help/customer/display.html/ref=hp_left_sib?ie=UTF8&nodeId=201133370