Amazon Business Account Instruction:

All online accounts for official USM business should be opened with your USM credentials and shipped to a USM address. Under no circumstances should a personal online account or personal shipping address be used for USM purchases.

When creating your business account with Amazon, there are two options to load the exemption.

To load tax exemption onto the account:
1) Take a PDF of your Letter of Exemption or SSUTA (Streamlined Sales Tax Agreement) and email it to tax-exempt@amazon.com, include the email address and account name that you would like it loaded on to.

2)*In the dropdown on your home page select "Your Account"
*Scroll to the third section, down, "Settings"
*In the middle column, select Amazon Sales Tax Exemption program
*Follow instructions on the wizard to complete the upload.

Please note: Exemptions can take up to 24 hours to become active on the account.

This will exempt most all purchases of items Sold and Shipped by Amazon.com. Items sold and or shipped by third party sellers may or may not be exempt.

Please bear in mind that 95% of sellers on Amazon participate in our tax exemption program. Only 5% do not. If you are still seeing tax on your order, here is how you can tell where the tax is coming from: On the final checkout page in your cart you will see a line down below that says "why am I being charged tax?" Clicking on that will show you where the tax is being charged.

You have 2 options...

1. You can see if you can find it offered by a seller that won't charge you tax (preferred option for most businesses as it creates less paperwork).

2. Or you can place the order and ask the seller if they will refund the tax if you provide documentation. If they refuse, we can request the tax be refunded after the order.

Should an Item sold by AMAZON bill tax in error, call 888-280-9552, and request a refund of the sales tax back to you, and email documentation that the refund is in process.