Thank you for choosing to use the Amazon Business for Education Marketplace.

Provided that you are an authorized buyer for a Tax Exempt Organization, you are now able to purchase tax free, for qualified items within the Amazon Business Marketplace. Please know that most, but not all items within the store are eligible, so please take note of the line item tax listing in your shopping cart before completing your purchase. For any issues, please contact the Amazon Business Customer Service Team at (866) 486-2360

NOTE: This process is only required for individual card holders, and only needs to be completed one time.

**Five Easy Steps to set up your Individual Method of Payment:**

1. Please login to your account and click ‘Your Account’ by hovering over the hyperlinked account name to the right of the search bar.

2. Under ‘Settings’ please click the ‘Amazon Tax Exemption Program’ hyperlink at the middle of the menu as noted in the image below:
3. Please click the Yellow ‘Add Exemption’ Button at the bottom of the screen

4. If your organization has provided you with a Tax Exempt Certificate please click the blue hyperlink notated as ‘EXIT THIS WIZARD’ at the bottom of the page and proceed to the next screen.

The link to RIT’s tax exempt certificate (which you will need to upload) is found at this link; https://www.rit.edu/fa/controller/travel/taxexempt.html (click on New York State, you will need to enter RIT DCE login to get certificate)

5. Click the yellow ‘Upload’ Button at the bottom of the screen and upload the form.
Congratulations! You have now completed the Amazon Tax Exempt Program for your Individual Method of Payment. It will take between 15-30 minutes, on average for Amazon to process your exemption, though times could be extended based upon volume.

Should you have any issues, or if you accidentally make a purchase with Tax included, please contact the Amazon Business Account Customer Service by Phone at (866) 486-2360.