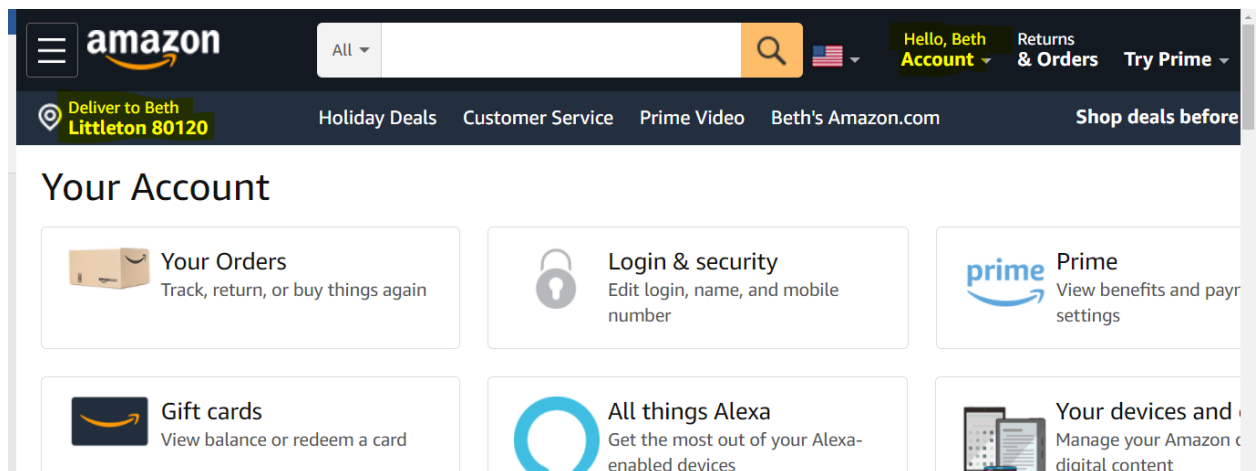# How to Create a Tax Free Amazon Account

Please note, purchases of computers and other sensitive expenditures are not allowed. Please contact Chris Pappas, Beth Ahmad, Robyn Ronen or CEAE Finance for guidance on what is and is not allowable.
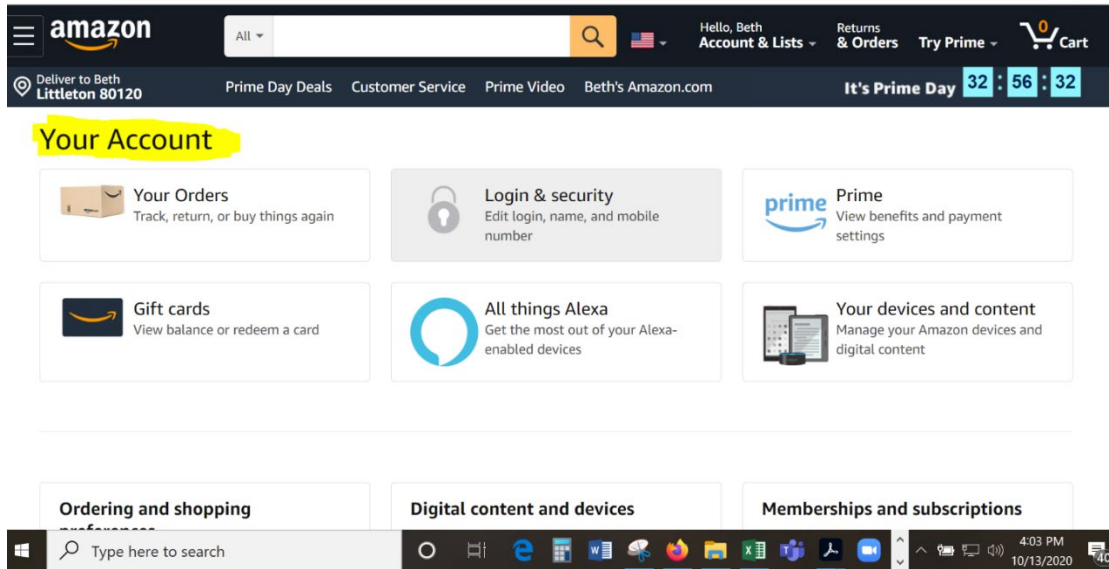
Wherever possible, it is recommended that Faculty and Staff make purchases tax-free. One common way to avoid paying tax penalties is to create a tax-free Amazon account.
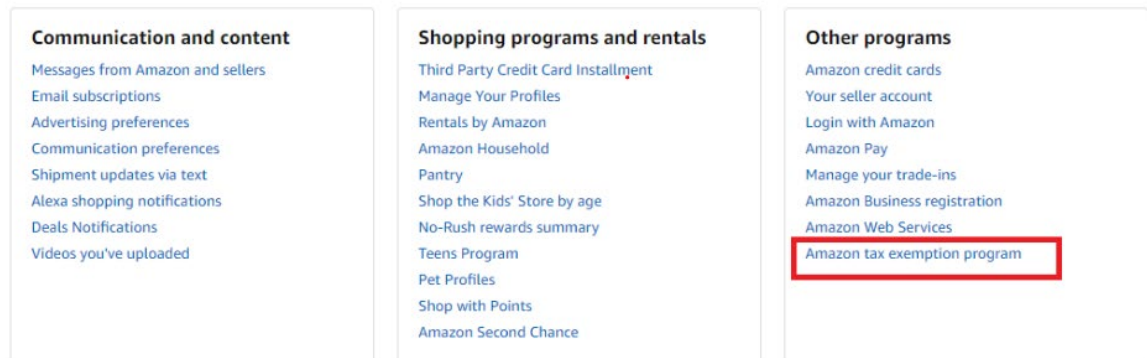
The steps to do so are below:

1. Login to Amazon:

2. Navigate to Account Settings:

3. Search for the Amazon tax exemption program bottom near the bottom:

4. Click inside Amazon Tax Exemption Program, and then edit tax exemption requirements within the account. Within fifteen minutes of changing the status, the account should update. It is a good idea to attach the CU Boulder Tax Exemption certification to your account, as well.

Now you the account is able to buy goods tax free from Amazon.com!