

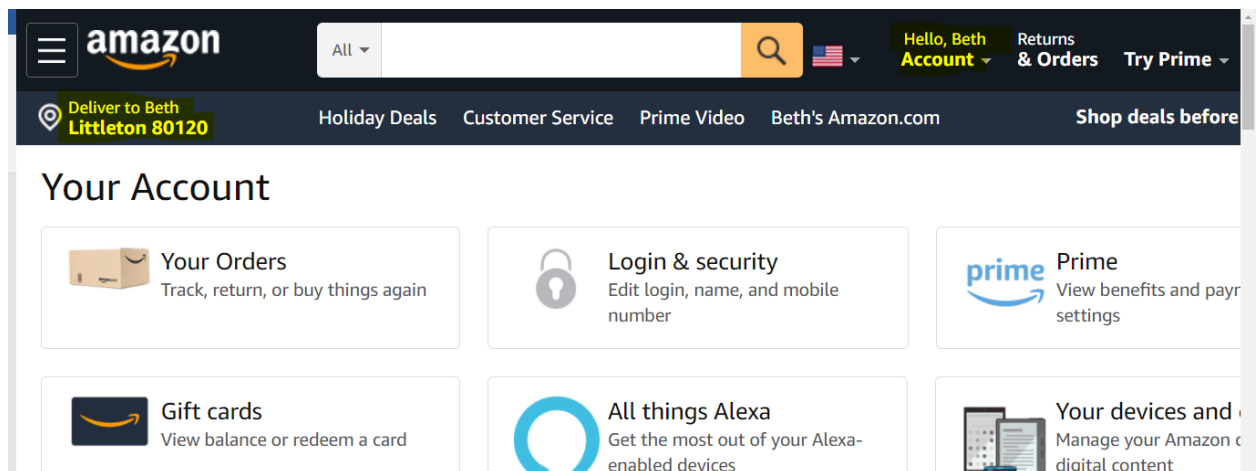
How to Create a Tax Free Amazon Account

***Please note, purchases of computers and other sensitive expenditures are not allowed. Please contact CEAE finance for guidance.

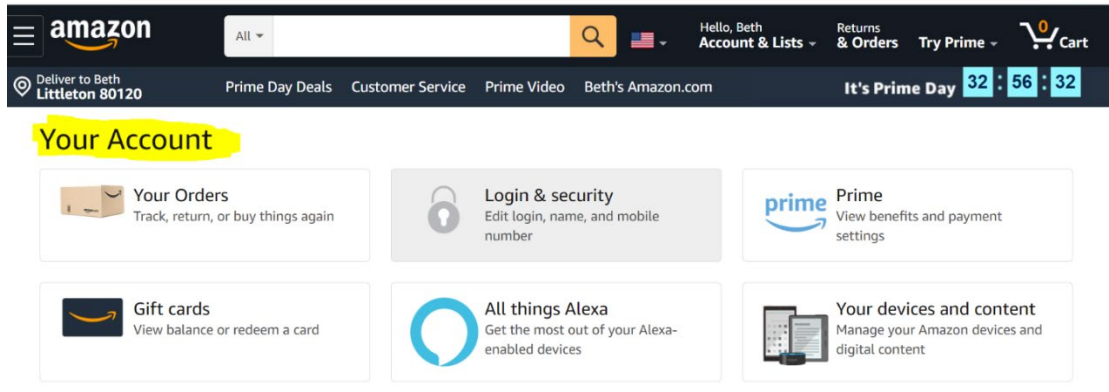
Wherever possible, it is recommended that Faculty and Staff make purchases tax-free. One common way to avoid paying tax penalties is to create a tax-free Amazon account.

The steps to do so are below:

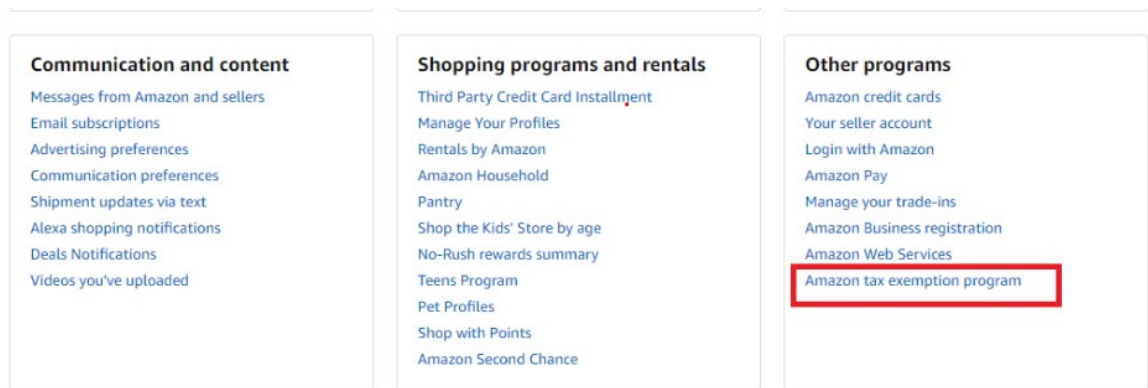
1. Login to Amazon:



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.

Please provide additional information required to generate the exemption forms:

Colorado Department of Revenue DR 1367 - Affidavit Of Sales Paid by Government Credit Card

View sample form

Select your Driver's License State:

Enter the last four digits or letters of your Driver's License Number:

Enter your 10-digit US agency phone number (e.x. XXX-XXX-XXXX):

Do you have a Colorado Tax Identification Number or a Federal Employer Identification Number?

Colorado Tax Identification Number
 Federal Employer Identification Number

Enter your Colorado Tax Identification Number. The Colorado Tax ID Number must be 8 or 12 digits (Do not include hyphens, letters, prefixes, or suffixes):

Select all that apply:

The agency exemption number is printed on the card.

The card is a State/Central Travel Card. The State card has the State seal and the words "Tax Exempt" on it.

The card is a Purchasing Card. The federal version has a picture of the U.S. Capitol. The state card has "Commercial" or "Purchasing" printed on it.

The card is a Fleet Card and has a picture of cars.

The card has an eight digit exemption number below the cardholders name.

The card is an Integrated Card (w/picture of the U.S. flag) or a Travel Card (w/picture of an airplane) AND the sixth digit of the card is 0, 6, 7, 8 or 9.

The card is a Department of the Interior Mastercard issued by Bank of America w/account beginning 5568-16.

The card is not Bureau of Land Management or National Park Service (Department of the Interior).

The card is State Department issued with the name/photo of the bearer and an image of an animal native to North America on the card.