Smith College Amazon Accounts Tax Exempt Information

As of 10/31/13, Amazon started charging sales tax in Massachusetts. Cardholders who order from Amazon on behalf of Smith College must set up their Smith College Amazon account with tax exempt status. Please note that it can take up to 3 business days to establish the tax exempt status with Amazon.

Please follow the instructions below for setting up your Smith Amazon account as tax exempt. Since an individual may not use the College’s tax exempt certificate and status to avoid paying taxes on personal items, we ask you that you hold one Amazon account for Smith business and another for personal purchases.

The following instructions are to assist in setting up your Smith College Amazon account with tax exempt status:

1. Log in to Amazon.com
2. Click on “Your Account” on the upper right hand portion of the home page, hover your mouse over Your Account and click on the first option which is called Your Account.
3. Under “Settings”, under “Account Setting”, click on “Amazon Tax Exemption Program”.
4. You will be asked to upload the Smith College ST-2 and ST-5. Both the ST-2 and ST-5 can be found at http://www.smith.edu/purchasing/policies.php
5. After you complete this process you will see a message that says “You’ve successfully uploaded your tax exemption information”.