Effective January 1, 2014, Amazon.com began charging tax on all purchases made in Tennessee. As you know ETSU is tax exempt. The following guidelines should be followed when placing orders with Amazon.com to avoid being charged tax. Any time tax is charged, the cardholder is responsible for obtaining credit.

Each department must now have an account set-up in the department’s name. If you previously used a personal account to order products for the department, you can no longer do this. The name on the account must begin with ETSU followed with the department’s name. An ETSU email address must also be used. If you do not already have a department account with Amazon.com, one must be created before placing an order.

* Log onto Amazon.com.
* Choose “New Customer” under “Sign in”.
* Complete the Registration information.
	+ NOTE: **You must make the name on the account: ETSU/your department name**. For example, ETSU/Geosciences. If you already have an account in the department’s name, add the ETSU at the beginning of the department’s name.
	+ An ETSU email address must be used.
	+ ETSU in the account name and an ETSU email address is important to ensure that Amazon.com will allow tax exempt status to an account.
* After completing the registration, click “Create account”.
* Go to “Your Account”.
* Choose “Settings”, then “Amazon Tax Exemption Program”.
* Follow the step by step instruction for setting up the tax exempt.
* You will not need to upload the ETSU tax exempt certificate, but you will need the tax exemption number: 100073243.

If an order gets charged tax, call 866-486-2360 (Amazon.com tax department) to get credit for the tax. The tax exempt status **does not** apply to third party sellers on Amazon.com in which the vendor sells and ships their own product. You will need to contact these vendors directly to not be charged tax.

**Important Reminders for any Procard purchase:**

* Never place personal purchases on your Procard.
* Never, under any circumstances, have ETSU orders shipped to a home address.
* Always get a credit for tax charged to a purchase. Document all credits in the Procard records.