



REMOVING SALES TAX FROM AN AMAZON ORDER

<u>Overview</u>

A sales tax exemption certificate is provided to Amazon to prevent institutions from being charged sales tax when purchasing items. However, it is possible a third party seller within the Amazon punch out may charge sales tax on items.

In the event sales tax is charged to one or more items, users must take action to remove sales tax. Review orders before submitting to see if sales tax was charged to the order as seen below:

Review your order

<i>i</i> This order requires approx	val.				
 important message If tax exemption is applied to this seller you purchase from when applied to this seller you purchase from when applied to the seller you purchase from when ap	order, you acknowledge your tax exem plicable. Payment method Change Pay by Invoice	Promotional Codes:	Submit order for app By placing your order, you a Amazon Business Accounts Conditions. Order Summary Items (4): Shipping & handling: Total before tax: Estimated tax to be collected:*	Submit order for approval By placing your order, you agree to the Amazon Business Accounts Terms & Conditions. Order Summary Items (4): \$238.85 Shipping & handling: \$0.00 Total before tax: \$238.85 Estimated tax to be collected:* \$4.45	
ADDRESS UNIVERSITY SYSTEM OF GEORGIA 1050 MURPHY AVE SW ATLANTA, GA 30310-3344 United States Phone: 4047564866 Ship to multiple addresses			Order total: How are shipping costs calculated? Prime shipping benefits have been order. (Why aren't all my items eligit	\$243.30 applied to your ble?)	

Note: The Important Message box appears when there are items in the order that will be charged sales tax.





Procedure

If after reviewing an order from a third party seller and sales tax appears, users have two options to remove the sales tax:

Option 1. Remove Sales Tax before Submitting an Order

Requesters may elect to remove the item for the third party seller from their cart and instead purchase the item directly from Amazon, if available. Then, review the order to verify no sales tax is charged and proceed through checkout as usual.

Note: Occasionally, the item may only be offered by a third party seller. In these instances, proceed through checkout to payment and follow Option 2: Remove Sales Tax after Submitting an Order.

Option 2. Remove Sales Tax after Submitting an Order

The Requester submits a Tax Exemption Refund Request for items charged sales tax through the Amazon punch out. Complete the refund request no later than 30 days after Amazon receives the Purchase Order from the institution.

To submit a tax exemption refund to the third party seller, follow the steps below:

Step	Action
1.	Navigate to the Amazon punch out.
2.	Click "Your Orders."
3.	Find the item(s) charged sales tax. Click on the "Contact the Seller" button.
4.	Enter subject as "Tax Exemption Refund Request."
5.	In the body of the message include the order number and amount charged.

If the Requester is unable to initiate the refund request, the Requester should contact someone within the institution's Purchasing or Accounts Payable department to inform them of the item charged sales tax.

The seller is required to respond within 72 hours. The seller may ask for some additional information, but if not they should issue the refund. If there are any issues contacting the seller or other questions about the order, contact Amazon's tax team at 888-281-3847 or tax-exempt@amazon.com.