



Amazon Tax Exemption Instructions

Sign in to your Amazon account by going to [Amazon.com](https://www.amazon.com) or using the Amazon app.

Instructions for Amazon.com:

1. Hover over **"Account & Lists"** in the top right-hand corner, then select **"Account"** from the dropdown menu that appears.
2. Select **"Customer Service"**.
3. In the search box, type **"tax exemption"** and then press **Enter**. This should open a new tab with your search results.
4. Click **"Tax exemption"** from the results.
5. Click **"Go to the Amazon Tax Exemption Wizard"**. This should open a new tab.
6. Select **"Florida"** as the state, then click **"Save and Continue"**.
7. Select **"Other"** as the business/organization, then click **"Save and Continue"**.
8. Click **"Choose File"**, then select the tax exemption document from your computer. Once added, check the box confirming your agreement with the **Amazon Tax Exemption Program Terms and Conditions**, then click **"Upload"**.
9. Check the email associated with your Amazon account for a confirmation from Amazon Customer Service. Amazon will notify you within 24 hours of your tax exemption approval.

Please save the tax exemption certificate to your computer **before** attempting step 8. You may also go directly to <https://tax-exemption.amazon.com/> and begin from step 6 if you're already signed in to your Amazon account.



Instructions for the Amazon app:

1. Tap the 3 horizontal lines in the bottom right corner of the screen.
2. Tap **"Account"**.
3. Scroll down to **"Customer Service"**, then tap on **"Contact Us"**.
4. In the search box, type **"tax exemption"** and then tap **Enter/return**.
5. Tap **"Tax exemption"** from the results.
6. Tap **"Go to the Amazon Tax Exemption Wizard"**. This should open a new tab.
7. Select **"Florida"** as the state, then tap **"Save and Continue"**.
8. Select **"Other"** as the business/organization, then tap **"Save and Continue"**.
9. Tap **"Choose File"**, then select the tax exemption document from your device. Once added, check the box confirming your agreement with the **Amazon Tax Exemption Program Terms and Conditions**, then click **"Upload"**.
10. Check the email associated with your Amazon account for a confirmation from Amazon Customer Service. Amazon will notify you within 24 hours of your tax exemption approval.

Please save the tax exemption certificate to your device **before** attempting step 9.