

Amazon Tax Exempt Program (ATEP) Sign Up Instructions

- Go to <https://www.amazon.com/gp/taxExemption>
- It'll ask you to sign in or create a new account. **Always** create a new account
- Fill in the required information and click create account.
- On the next screen, click "Get Started!"
- The next screen will ask you to select your state. Choose: **Florida**
 - Then click save & continue
- The following screen will ask what kind of tax exempt organization we are.
 - Choose: Educational Institution
 - Then click save & continue
- On the next screen you will upload the Tax exempt card
 - Card can be found in **Forms** section of the PCard website (www.usf.edu/PCard)
 - Then click Upload
- Once successfully submitted you will see this message:



You've successfully uploaded the following tax exemption certificates:

Upload Florida Consumer's Certificate of Exemption Form DR-14

Our Customer Service team will review your documentation within 24 hours. If we need additional information to process your documentation, our Customer Service team will contact you by e-mail.

- You will receive an email asking you to add your address to the account. To do this:
 - Go to "Your Account"
 - Under Settings, Choose Address Book
 - Add New Address
 - Add the USF PCard Billing Address
 - University of South Florida
4202 E Fowler Ave SVC 1073
Tampa, FL 33620-9998
 - Save Address
 - Reply to the email you received, letting them know that you added an address.
 - You will receive an email back, in a couple of hours letting you know you have been granted tax exempt status on Amazon.com