

Wellesley 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 Wellesley College must set up their Wellesley 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 Wellesley 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 Wellesley business and another for personal purchases.

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

1. Log in to [Amazon.com](https://www.amazon.com) using your Wellesley College Amazon account.
2. Click on "Accounts & Lists" on the upper right hand portion of the home page.
3. Click "Your Account", under "Your Account".
4. Under "Ordering and Shopping Preferences" click on "Amazon Tax Exemption Program".
5. You will be asked to upload the Wellesley College [ST-2](#) and [ST-5](#). Both can be found on the [Wellesley College Purchasing website](#), under "Forms".
6. After you complete this process you will see a message that says "You've successfully uploaded your tax exemption information".