Introduction:

Amazon purchases have become increasingly common on our University Purchasing Cards, and previously were done through personal accounts, or in some cases, a department's Prime Membership account. The new procedures for Amazon purchasing are for cardholders and/or departments to set up Amazon Business accounts in order to properly claim sales tax exemption along with other business benefits.

Initial Set-up:

- No cost to set up. Create a free account here.
- Accounts can be created for individual cardholders or by department.
    - A designated department representative can add individual cardholders to the department's account.
- New accounts can be created or existing accounts can be moved over to a Business account.
    - Existing Prime Memberships should not be renewed and should be converted to a Business account once expired (may need to call to avoid automatic renewal).
- Open the account under the University's name and department's or individual's name, using a University address and ferris.edu email address.
- Upload Michigan Sales Tax Certificate to account.
    - The Amazon Tax Exemption Tool will guide you through the process of enrolling in the program. You can use this tool to update your status and edit or upload certificates.

Benefits of the Business Account:

- Free Shipping for orders of $49 or more.
- Business pricing on select items.
- Sales tax exempt for eligible Amazon purchases.
    - The Amazon Tax Exemption Program (ATEP) allows Amazon Business customers to apply tax exemption status to eligible purchases from Amazon.com LLC, Amazon Digital Services LLC, Warehouse Deals LLC, Amazon Services LLC or other participating sellers.

Note: Business accounts should not be used for personal purchases, and FSU Purchasing Cards should not be associated with any Amazon accounts used for personal purchases.

Resources:

- For more information, see FAQ for Amazon Business accounts.
- Our office is also available for help in setting up the accounts.