

P-card and Corporate Card purchases with vendor Amazon

For purchases that must be made through Amazon.com, purchasers should be aware that Amazon.com will begin collecting sales tax for purchases made in Massachusetts on November 1, 2013.

Harvard University's tax exempt status is applicable for University business purchases only.

Please refer to the steps outlined below to change your account's status to 'tax exempt'.

1. Your Amazon.com account should **only be used for University business purchases**.
2. The payment method should be a University method (PCard)
3. Purchasers should upload the required tax exempt certificates (see details below) to their University business Amazon.com account to register the account's purchases as tax exempt. <https://www.amazon.com/gp/taxExemption>

Below are links to the ST-2 and ST-5 Sales Tax Exemption Certificates. These forms can also be found on the [Physics website](#).

Part 1 of the ST-5 certificate must be completed and signed by the Amazon.com account owner, then both the ST-2 and ST-5 must be scanned and uploaded to Amazon.com.

Important: Please note that once the certificates are uploaded to the account, they apply to all purchases on that account; therefore no personal purchases can be made on the account. The account owner is responsible for all purchases on their account.

Only Amazon.com LLC and Amazon Digital Services, Inc. accept the tax exemption. Sales tax may still be charged on items ordered from other sellers that list products for sale on Amazon.com.

Links:

ST-2: http://www.procurement.harvard.edu/secure/pdf/tax_forms/certificate_st_2.pdf

ST-5: http://www.procurement.harvard.edu/secure/pdf/tax_forms/certificate_st_5.pdf