How to request tax-exempt status with Amazon for T & E Card purchases

Send an email to tax-exempt@amazon.com from the email associated with the account from where the order was placed.

- Email should include the statement "This purchase was for a tax-exempt organization"
- Attach Tax Exemption Certificate
- Order #
- Email address used to place order
- Purchaser's name
- Purchasing Organization: University of Virginia

Once the tax-exempt group at Amazon receives the email, they will send a confirmation. If the item has already shipped, they will send a separate email with the credit if needed.