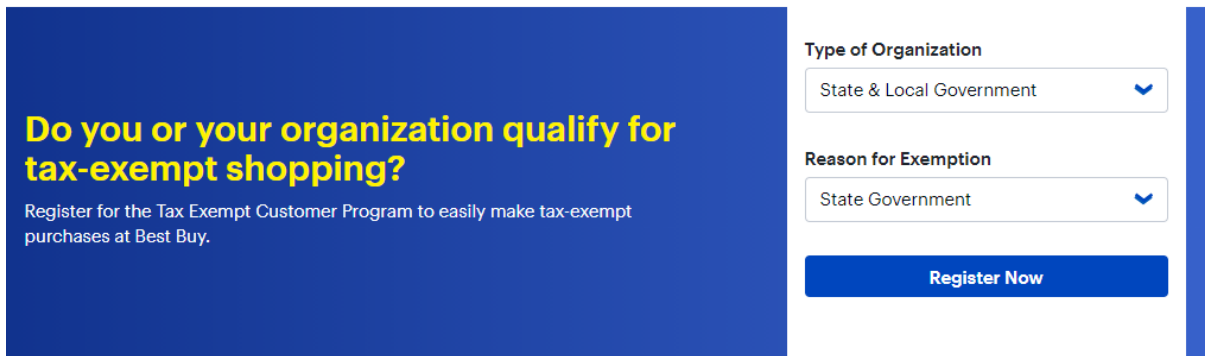


## **Best Buy Tax Exempt Customer Program**

Below are instructions for registering for the Best Buy Tax Exempt Customer Program. If you have any questions or need additional assistance, contact Amanda Robinson in the Tax Office at 8-4817 or [anrobinson1@ua.edu](mailto:anrobinson1@ua.edu).

- If you do not already have one, create a Best Buy Business account for your department by accessing [BestBuy.com](https://www.bestbuy.com). This account cannot be used for personal purchases.
- Log into your Best Buy account
- Click the drop down next to your account name in the top menu
- Click on “Account”
- Click on “Account Settings” in the top menu
- Under “Your Info”, click on “Tax Exempt Customer Program”
- Choose the “Type of Organization” (State & Local Government) and the “Reason for Exemption” (State Government), then hit “Register Now”

### Tax Exempt Customer Program



The screenshot shows a registration form for the Best Buy Tax Exempt Customer Program. On the left, a blue box contains the text: "Do you or your organization qualify for tax-exempt shopping? Register for the Tax Exempt Customer Program to easily make tax-exempt purchases at Best Buy." On the right, there are two dropdown menus: "Type of Organization" with "State & Local Government" selected, and "Reason for Exemption" with "State Government" selected. Below these is a blue "Register Now" button.

### Here's how it works

Fill out the online registration form. You'll need to provide info about your organization and include your tax exemption certificates.

**Be sure you have:**

- 1. A BestBuy.com account**  
If you're registering as a business and you don't already have a Best Buy Business account, you'll need to create one.
- 2. Tax exemption certificate in one of these formats: PDF, JPG, PNG or TIFF**  
For each state where you'll make purchases, or where you'll have orders shipped.

It may take up to 3 business days for your status to be approved. Once you're approved, you can make tax-exempt purchases immediately.



#### Need help?

[See frequently asked questions >](#)

- Verify your info, then click “Next”

- Under Select certificate type, select “Single State”, then select “AL-Alabama”
- Upload UA’s tax exemption form

### Upload your tax exemption certificate.

**Tips:**

- Be sure all the required fields on your certificate are complete.
- The organization name on your certificate must match the organization name on your BestBuy.com business or personal account.
- Certificates should be in PDF, JPG, PNG or TIFF format.
- You can upload up to 3 files.
- Combined file size limit is 4.5 MB.

**Remaining upload size: 4.5MB**

+ Drag and Drop your files, or [browse](#).

By submitting this form, you acknowledge that the information entered is correct and you agree to the [terms and conditions](#). Registration is subject to review and approval.

Register Now

Return to previous screen

- The exemption form is available on the Tax Office website <http://taxoffice.ua.edu/sales-tax/>. The second paragraph has a link to the PDF “sales tax exemption form”. Open the link and save the PDF tax exemption form (2 pages) to your computer.

## Sales Tax Exemption

For purchases using University funds within the State of Alabama (or orders that will be shipped into Alabama), the University is exempt from sales taxes under state law as a public school. To be exempt from sales tax, the purchase must be made directly by the University (p-card, purchase order, invoice/UA payment). See [Sales Tax on UA Purchases \(Chart A\)](#) for more information. The sales tax exemption does not apply to purchases made by individuals, student organizations, or foundations. See [Sales/Use Tax on Foundation Purchases \(Charts C, L, N, & T\)](#) for more information.

To provide proof of sales tax exemption to vendors, we provide a copy of the University’s [sales tax exemption form](#), which includes our **state sales tax registration #6300 00080**. The University is not required to have a certificate of exemption, Form STE-1, issued by the Alabama Department of Revenue. As an Alabama public university, we are a governmental entity and thereby exempt from this requirement. See [Alabama Department of Revenue Notice to Sellers to Exempt Entities](#) for further verification.

- Now that UA’s tax exemption form is saved to your computer, use the browse button to locate the saved sales tax exemption form.
- Once you locate the sales tax exemption form on your computer, select the form, and click open. You should now see the form underneath the browse box.

- Select “Register Now”
- On the next screen, you will be provided with a Tax Exempt Customer Account Number that you can use at Best Buy and BestBuy.com to make tax-exempt purchases.
- If you receive an email from Best Buy invalidating your tax exempt status, forward it to [TaxExemptCustomer@bestbuy.com](mailto:TaxExemptCustomer@bestbuy.com) to resolve. You should attach UA’s tax exemption form and state “As an Alabama public university, we are considered a governmental entity and are not required to obtain an exemption certificate.”