

## **Target Tax-Exempt Account**

Below are instructions for creating a Target.com tax-exempt account for your department. **If purchasing in-store, you will need to provide our proof of exemption(see below) and a valid ID inside the store to set up a tax-exempt account.**

1. If you do not already have one, create a Target.com user account for your department by accessing [Target.com](https://www.target.com) or downloading the Target app. This account cannot be used for personal purchases.
2. Email the following to [tax.exempt@target.com](mailto:tax.exempt@target.com). If you want to set up multiple users, submit all of the required information below for each individual user.
  - [Proof of exemption for the state\(s\) where the items will be shipped.](#)
  - Organization name – The University of Alabama
  - Name of the primary purchaser
  - Address
  - Phone number
  - The Target.com user account email for your department
  - Organization type – nonprofit organization
3. Once approved, you will be notified by email. All subsequent purchases made with the account and shipped to the documented exemption state(s) will be tax-free.