

# AMAZON MARKETPLACE SELLER TAX REFUND REQUEST PROCESS

## Tax Refund on Third Party Orders

1. Go to “Your Orders” on Amazon.com.
  2. Locate the item that was charged tax and click the “Contact the Seller” button.
    - If the button is not there, call the ATEP support line at 1-888-280-9552.
  3. Enter the subject as “Tax Exemption Refund Request.”
  4. Include the order number and the amount charged.
  5. The seller is required to respond within 72 hours. The seller may ask for some additional information or they may simply issue the refund.
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