

Walmart.com Tax Exemption Application Procedure

Walmart.com has recently updated its tax-exempt application process. To ensure that your transactions are not subject to sales tax, please complete and submit the Walmart.com tax-exempt application at least five business days before making your purchase.

- Login to your account at [Walmart.com](https://www.walmart.com).
- Go to the bottom of the Home page. Under Customer Service, you will see Tax Exempt Program. Click on the link.
- Go to the bottom of the page and click the Tax Exempt Application button.
- Organization Name – University of North Carolina at Charlotte
- Organization Description – State University
- Organization’s Phone Number – Your phone number
- Street Address – 9201 University City Blvd.
- Apt, Suite, Building – Optional
- City – Charlotte
- County – Mecklenburg
- Zip Code – 28223
- Select North Carolina from the drop down menu
- Certificate Signer’s Name – B. Robyn Diehm
- Certificate Signer’s Title – Tax Manager
- Click Continue
- Purpose of Organization – Educational
- Click Continue
- Organization Type – Schools, Universities and Libraries
- Click Continue
- Choose all of the relevant categories
- Click Continue
- Organization State – North Carolina
- Click Continue
- Sales Tax License Number – 400019
- Expiration Date (our certificate does not expire) – Same date but 3 years in the future
- Upload the [North Carolina Sales and Use Tax Certificate](#) located on the Tax Office website.
- Click Continue
- Review the information that you provided
- Read the terms and conditions
- Check the “I agree with the Terms and Conditions” box if you agree with the terms and conditions
- Sign the form using your mouse
- Click Submit
- You should hear from Walmart.com by email within five business days.
- If you would like to check the status of your application, go to [Tax Exempt Program](#) page and click on the Tax Exempt Application button.
- If you have any additional problems or concerns, please contact Lisa Hall in the Tax Office at (704) 687-5742 or lhall57@uncc.edu.