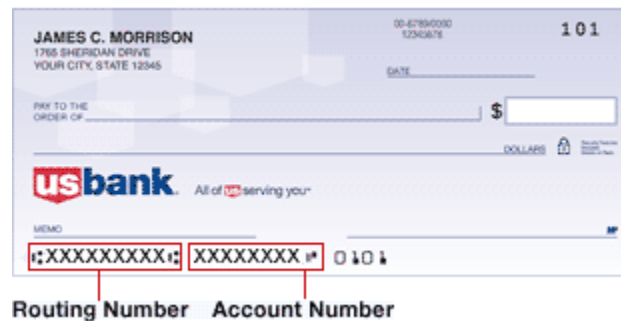


Kindle Direct Publishing (KDP) Assignment – Set Up Directions

Your account must be created by **2/26/19**. PLEASE email Prof. Marwick for help.

You will need:

- A bank account.
 - *If you do not have one, please email Professor Marwick immediately for alternate directions.*
 - Your routing number: 9-digit bank code, which appears on the bottom of your check as first set of numbers.
 - Your account number: on the bottom of your checks as a second set of numbers.
 - *If you do not know these numbers, you can log into your online bank account and find them there.*



- Your Social Security Number, ITIN, or EIN

NOTE: You almost certainly will not make any money from this assignment. However, you must complete this information accurately.

Steps: Please read carefully!

1. Go to https://kdp.amazon.com/en_US/
2. Sign in, either using your own Amazon account or creating a new KDP account. For this exercise, I recommend you create your *own Amazon account* that is not your parents' account. You will not have to buy anything or spend any money.
3. In the Author/Publisher information, fill in your name, address, and phone number (see screenshot on next page). This can be your home address or school address.
4. In the “Getting Paid” section, add your account number, routing number, and name of bank (Bank of America, Wells Fargo, BB&T, etc.). Click “Add”. *If you have a Japanese, Brazilian, or EU bank account, you can also fill in this info. Let me know if you have trouble.*

Author/Publisher Information

Please enter your address.

Country or Region

Full Name (What's this?)

Address Line 1 ! Please provide your value.

Address Line 2 Optional

City

State/Province/Region

Postal Code

Phone ! Please provide your value.

Screen 1: Author information

Getting Paid

Provide your bank information to receive electronic royalty payments. [Learn more.](#)

Tell us about your bank

Where is your bank?

Bank currency

Account holder name (What's this?)

Type of account Checking Savings

Account number (What's this?) ! Please provide Account number.

Routing number (What's this?)

Name of bank

Tax Information

Complete payment setup: Tax withholding

Before we can send you payments, we need to collect some tax info about your business. You will be redirected to our secure tax platform, and then returned here for confirmation.

Screen 2: "Getting Paid" and "Tax Information"

5. Click on “Complete Tax Information.” This will take you to another screen. The **Tax Interview** may look scary, but it is basic information that as you go into the working world you will be filling out many times.

Who will receive income from Amazon or its subsidiary? Individual

US Person? Choose “**US Person**” (citizen) or a “**Non-US Person**” (green card holder, exchange student, citizen of any other country except the US).

Federal tax classification: choose **Individual/sole proprietor**.

Name: your legal first and last name (no nicknames)

Address: your permanent address, probably your family’s house

Tax Identification: your Social Security number, ITIN, or EIN.

There is a slim chance you’ll be asked other questions. A complete guide to filling out this form can be found here:

https://kdp.amazon.com/tax-interview/help?nodeId=201447640&locale=en_US

Click “complete”

6. On the main screen, click “Save”

It can take several days for all this information to go through. Once it does, Amazon should send an email **to the email address the account has been registered with**. If you don’t get it, go back and check https://kdp.amazon.com/en_US/ again. If you have been verified, you should see green boxes added to the main page:

Getting Paid

Provide your bank information to receive electronic royalty payments. [Learn more.](#)



You've successfully added a bank account to receive payments.

Customer transactions made in all Marketplaces across Amazon will be paid to this account in **USD (\$)**.

Tax Information



Tax Interview Completed: January 2, 2019

Applicable withholding rate: **0.0%** [\(What's this?\)](#) ▾

Again, email Prof. Marwick if you have problems! amarwick@unc.edu