



INDIE EXPERTS

PUBLISHING & AUTHOR SERVICES

Account Set-up Instructions IngramSpark and Amazon

Your next step on your publishing journey is to upload your files to IngramSpark and Amazon for print and eBook distribution.

You will therefore need you to create accounts.

Creating an IngramSpark Account

<https://myaccount.ingramspark.com/Account/Signup>

Next Steps!

After logging in and agreeing to general terms of the site, you will be taken through four agreements.

Fear not! While the **Global POD** and **Global Ebook** agreement are required, it does not mean you are required to use those services. It simply means that you have those services on your account if you choose to use them later.

Global POD - Print-on-Demand (POD) services via our Lightning Source companies in the US, UK, AU, as well as the Global Connect and Espresso POD networks.

Global Ebook - Ebook distribution services to all of our Ebook Distribution Partners except Amazon Kindle and Apple.

Apple (Agency) Ebook (optional) - If you want to distribute your Ebooks to Apple's US and International iBooks and iTunes stores.

Do not fill in the Amazon Kindle section, the Amazon set up instructions are after these IngramSpark notes.



PLAN YOUR BOOK HOW IT WORKS PRICING RESOURCES BLOG		
Global POD Agreement	<input type="checkbox"/> I Accept	This agreement is required for the IngramSpark program. This agreement provides Print-on-Demand (POD) services via our Lightning Source companies in the US, UK, AU, as well as the Global Connect and Espresso POD networks. *See below for information on our Print Distribution Partners.
Global Ebook Agreement	<input type="checkbox"/> I Accept	This agreement is required for the IngramSpark program. This agreement provides Ebook distribution services to all of our Ebook Distribution Partners except Amazon Kindle and Apple (optional agreements below). *See below for information on our Ebook Distribution Partners.
Apple (Agency) Ebook Agreement	<input type="checkbox"/> I Accept	This agreement is optional. Check "I Accept" if you want to distribute your Ebooks to Apple's US and International iBooks and iTunes stores.
Amazon (Kindle) Ebook Addendum	<input type="checkbox"/> I Accept	This agreement is optional. Check "I Accept" if you want to distribute your Ebooks to Amazon Kindle. Note: If you have provided Ebooks to Amazon for the Kindle in the past 12 months we will not be

- Fill in Business Information -ABN
- Fill in the Security Details
- Sign the Agreements
- Go to Compensation
- Tick - I want to be paid in the currency of your country. ie Australia, UK, USA etc
- Fill in your financial institution details to be paid compensation in Your country.
- Add a payment method - Add a credit card (this is what will be charged when you order printed copies of the book)
- Go to Tax Information
- Tick Claim tax exemption as you are a business outside of the United States
- Tick Country where you are a tax resident
- Enter ABN Details (or what ever your comparative country tax file details are)

Dashboard	Account	Titles	Reports	Orders	Marketing	Help	Community
Account		Claim Tax Exemption					
Account Information		Please provide the tax registration/transaction number for your country.					
Credit / Debit Cards		* Principal Country of Residence: <input type="text" value="Australia"/>					
Publisher Compensation		* Company Identifying Number from Country of Residence: <input type="text" value="52552107021"/>					



What to fill in on your IngramSpark Tax forms - Note these examples are primarily for Australian set up.

Home
Titles
Reports
Orders
Marketing
Help

Tax Information

Entering tax information for: **Australia** (click to select another country)

* Australian Business Number:

Save

Claim US Tax Exemptions

Have completed tax documents?

Upload Tax Document

If you have any questions about claiming a tax exemption, please visit the "Sales Tax Information" page in our Help Center.

Enter ABN, click Save, Tick Claim Tax Exemptions

Dashboard Account Titles Reports Orders Marketing Help Community

Claim Tax Exemption

Based on the information you provided on the previous screen, you will need to review and sign the reseller form(s) listed below. Click on the link(s) to download and print the form(s). As stated previously, several states require drop ship sales tax forms regardless of whether or not you are registered there. These states include IL, NY, PA and VA and their forms are also being provided to you.

- Foreign Reseller Affidavit
- Illinois sales tax resale certificate
- Michigan sales tax resale certificate
- New York sales tax resale certificate
- PA Reseller Certificate
- Uniform Sales & Use Tax Certificate - Multijurisdiction
- Virginia sales tax resale certificate
- Colorado DR-0563 Sales Tax Exemption
- Form SSTGB

Please SIGN ALL THE FORM(S) where indicated and then scan and save as a PDF and upload back into your IngramSpark account as follows:

- Go to www.ingramspark.com and log into your account
- From your dashboard, click on "My Account" and then "Tax Information"
- Click "Upload Tax Document" and attach your document by picking the correct dropdown (RECOMMENDED)
- If you don't have the ability to scan your signed documents, fax them directly to 615-213-6517

Once you've uploaded or faxed your form(s), our finance department will review to determine if you meet the requirements for tax exemption. If approved, you will be notified that the tax exemption has been activated on your account. Until your forms have been reviewed and approved, any print orders you place are subject to sales tax. Any tax you've paid on orders prior to being approved cannot be refunded.

Remember, you can always click on "Help" on your dashboard or you can email us directly at ingramsparksupport@ingramcontent.com if you have questions. It is important to complete this task as quickly as possible.

The following are the only parts you need to fill in on each of the forms.

The rest should be pre-filled with your name, address and tax file number where that applies.

1. Foreign Reseller Affidavit



Fill in you are in the business of wholesaling, reselling or retailing of the following types of goods - Books

Sign the bottom of the page and date and fill in that you are the owner of the business.

2. Michigan Sales Tax Form

Section 1 - Type of Purchase - X in B. Blanket Certificate

Section 2 - x in 1. All items purchased

Section 3 - x in 10. Other

Section 4 - Type of business - 16 (other)

Add your State in-between your City and Postcode

Fill in Name in print and sign and date.

3. New York Resale Certificate

In Purchaser Information - I am engaged in the business of publishing and principally sell books.

Sign down the bottom and print name and date.

4. Pennsylvania Exemption Certificate

Sign your name and date only required

5. Uniform Sales & Use Tax Certificate

Description of Business - Publishing

General description of tangible property to be purchased from the seller: Books

Sign and Date at the bottom.

6. Commonwealth of Virginia

Fill in the date

The section Name of Dealer, fill in the Trading as if this applies to you.

Fill in State

Kind of Business engaged in by dealer - Books

Sign and fill in Title

7. Sales Exemption Certificate Multi-Jurisdiction

Fill in State



Qualifies as - x in Wholesaler

Sign, fill in title and date.

8. Illinois Department of Resale

Section 5

x The Purchaser is authorized to do business out-of-state and will resell and deliver only to purchasers located outside the state of Illinois.

Step 5 - Sign and date

9. Streamlined Sales and Use Tax Agreement

6. Sign, print name, fill in title and date.

- Once all the forms have been signed, **scan individually into separate files** then upload via the tab on the left side - Upload Tax Document
- All documents have a drop down selection, upload via their name.
- Once you have uploaded all those files, you should get an email from IngramSpark to confirm is all correct

1. A Book Description - We can use the back blurb of the book but we suggest you write a separate one for the listing on websites.

You may have heard it called a 'book description,' a 'product description,' a 'blurb,' or 'back cover copy.' There are a lot of names for it, but the point of it is to help readers discover your book.

One of the trickiest things about writing book descriptions is getting out of 'author' mode and getting into 'copywriter' mode. You have to stop thinking of the book description as just a synopsis for the book, and start thinking of it in terms of marketing and promotion.

The purpose of a book description is to improve the odds that a reader will purchase your book.

2. Your Author Description

Write the bio in third person, but take the opportunity to let it reflect your personality.

And by all means, keep it short.



3. The price point you want to sell your book at for both the ebook and the physical book?

Consider doing a discounted price on Amazon during pre-order or release fortnight and promote it heavily in your networks.

This encourages people to impulse buy and helps boost your rank and your visibility.

It's a good way to find readers when you're a new author.

Creating a Kindle Direct Publishing (KDP) Account

Do you already have an Amazon account?

Then sign into Kindle Direct Publishing (KDP) with your existing Amazon username and password - https://kdp.amazon.com/en_US/

You don't have an Amazon account?

Go to [KDP](#) and click "Sign up". Then click "Create your KDP account" and enter your name, email address, and a secure password - https://kdp.amazon.com/en_US/

Once you've created your account, you'll need to enter your

- Author payment
- Tax information.

Enter your

- First and last name OR the name of your publishing company
- Mailing address you want to use for tax reporting purposes and royalty payments

When setting up your account, you'll need to provide details for receiving royalty payments.

Available payment methods are

- Direct deposit | Wire transfer | Check

These are based on the location of your bank.



Payment by direct deposit

You'll be paid in full approximately 60 days after the end of every month for all your sales on **Amazon.com.au** regardless of the amount, and in our currency.

Please note - Some of our clients have had issues setting up their Australian Bank details in KDP, you may be asked for a routing number, try your BSB.

For sales on **Amazon.com** and other Amazon Marketplaces, you will be paid once **\$100 USD** threshold is reached - 60 days after the end of that month the threshold is achieved **via wire transfer or cheque.**

U.S. tax regulations require Amazon to collect information about your tax status under U.S. law with the online tax interview on your KDP Account page.

They must receive and validate your tax information before you can update existing books or publish new books in the Kindle store.

The tax interview guides you step-by-step through gathering all the information required to establish your tax identity.

Tax withholding and specific requirements vary depending on whether you're located in the U.S. or another country. Australia has a tax treaty with the US.

Next , click "Update" in your account information and fill in your tax information.

<https://www.youtube.com/watch?v=ROKD-baKXYw> (This is a link to the KDP university to show you how to do your tax interview).

Always consult your accountant as to whether you choose to complete this form as an individual or as a business/company.

Most of our authors in the past have ticked individual.

It's important to note that you need to complete your tax information BEFORE you can publish your first book. So don't skip this step.

Once your tax information is complete, click 'finished" and return to the main page.

Your Profile is complete!