

kdp jumpstart

Account Set-Up (U.S. Publishers)

Version 1.0*

(*Please make sure you're using the latest version)

What you'll need to set up your account

I'm done!

- Name, address, and phone number
- Banking information
 - Bank name
 - Account and routing number
- Tax Identification Number (TIN)

Create your KDP account

I'm done!

1. Go to kdp.amazon.com.
2. If you already have an Amazon account, click **Sign in** and use the login and password you use to shop on Amazon. If you don't have an Amazon account, click **Sign up**. On the next page, click **Create your KDP account** and follow the instructions.
3. When signing in for the first time, you'll need to accept the KDP Terms & Conditions. We recommend reading them. If you don't have time now, save or print a copy and read them later.



Note: Until you finish setting up your account, you'll see an alert at the top of your Bookshelf that reminds you to complete the "Author/Publisher Information," "Payment & Banking," and "Tax Information" sections.

Enter your author/publisher information

I'm done!

Once you start filling out the account information, you'll need to complete the "Author/Publisher Information" and "Payment & Banking" sections before you can save the information you enter. If you leave the page before you finish these sections, you will have to enter this information again.

To begin entering your information, click the **(Your Name)'s Account** link at the top of the page. Then go to the "Author/Publisher Information" section

1. Enter your name. If you're an individual/sole proprietor, enter your personal name; if you're a business, enter your business's name.



Note: Don't enter a pen name here. This matters because your payments and tax forms will be issued using the same name. If you want to use a pen name for your book, you can enter this when you enter your book details.

2. Choose the United States as your country of residence from the dropdown menu.
3. Enter your mailing address.
4. Enter your phone number, including the area code.

Enter your payment and banking information

I'm done!

We need this information so we can pay you royalties when customers buy your book.

1. Go to the "Payment & Banking" section on the **My Account** page.
2. In the "Tell us about your bank" section, choose the U.S. from the dropdown menu.
3. Enter the account holder name.
4. Enter the account and routing number. You can find these numbers on your checks.
5. Enter the name of your bank.
6. Click **Add** and then **Save** at the bottom of the page.

Complete the tax interview

I'm done!

Amazon requires all publishers to provide valid taxpayer identity information to comply with U.S. tax regulations. Completing the interview establishes the proper tax classification and residency status. It also ensures that Amazon has the information necessary to treat the account correctly for withholding and reporting purposes.

1. Go to the My Account page, scroll down to the “Tax Information” section, and click the **Complete Tax Information** button.
2. Indicate whether you’re an individual or a business.
3. Indicate that you’re a U.S. person for tax purposes.
4. Enter your name as it’s shown on your income tax return. Don’t enter a pen name here.
5. Enter your address. This is your principle place of residence—where you spend most of your time. It’s usually the same address associated with your bank account.
6. Enter your Tax Identification Number (TIN). For most people, this is their Social Security Number (SSN).
7. Indicate whether you consent to providing an electronic signature for your tax form.
 - If you choose “Yes,” the completed interview is submitted online.
 - If you choose “No,” you’ll need to print a copy and mail it to KDP.
8. After you click **Submit**, choose how you’d like to receive your tax forms.
9. After you choose, click **Exit Interview**.

Now you’re done setting up your account and can begin setting up your book.