

Please complete this form on your computer to reduce error. Hand written forms will not be accepted.

DATE RECEIVED

WELLNESS ADVOCATE NAME

WELLNESS ADVOCATE PHONE #

WELLNESS ADVOCATE #

EMAIL ADDRESS

STEP 1 YOUR PREFERENCES

- I authorise a new direct deposit account, and acknowledge a \$0.50 fee will be deducted per deposit.
- I want to update my previously authorised account information (check box and follow instructions for authorising a new account).
- I want to cancel my previously authorised direct deposit.
- Please direct deposit my current A/R balance with the next commission run.

STEP 2 CONFIRM ACCOUNT DETAILS

ACCOUNT NAME

FINANCIAL INSTITUTION BRANCH

FINANCIAL INSTITUTION

ACCOUNT NUMBER

BSB

NOTE: Please ensure you double check your account details. Wrong details submitted will take longer time to process (6-8 weeks).

STEP 3 CONFIRM ACCOUNT DETAILS

EMAIL INSTRUCTIONS: Please save PDF to your desktop before emailing. Open the completed PDF to check the form has been filled out.

EMAIL ADDRESS: directdeposit@doterra.com (Fastest and preferred method).

If you cannot access email please use one of the following methods:

MAIL: dōTERRA Australia, Level 1, 271 Wellington Road, Mulgrave, VIC 3170 Australia

STEP 4 AUTHORISATION STATEMENT

- I authorise dōTERRA and the bank listed above to deposit my commissions into my bank account unless I am cancelling a previously authorised direct deposit.
- If funds to which I am not entitled are deposited to my account, I authorise dōTERRA to direct the bank to return said funds to the company.
- I understand that it is my responsibility to ensure that my commissions are being deposited correctly into my account.
- I understand that my new direct deposit account will go through an authorisation process that may take 2-4 weeks to complete, and the funds will not be deposited until this authorisation process is complete.
- I understand that commission payments are processed on the 16th of every month (Australian time) and should show in my bank account within 4 business days.
- Fast Start bonuses are processed on Thursdays and should show in my bank account by Monday or Tuesday of the following week.
- If I have requested my AR balance be paid into my account this will be done with my next monthly commission run.

DATE

SIGNATURE

FOR OFFICE USE ONLY

- | | | |
|--------------------------------------------------------|---------------|-------------------|
| <input type="checkbox"/> Information has been entered | _____
DATE | _____
INITIALS |
| <input type="checkbox"/> Information has been verified | _____
DATE | _____
INITIALS |