

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.
- 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.

PLEASE NOTE: All commission payments less than \$12.00 can only be deposited into your AR.

### STEP 2 CONFIRM ACCOUNT DETAILS

\_\_\_\_\_  
ACCOUNT NAME

\_\_\_\_\_  
FINANCIAL INSTITUTION BRANCH

\_\_\_\_\_  
FINANCIAL INSTITUTION

\_\_\_\_\_  
ACCOUNT NUMBER

\_\_\_\_\_  
BSB

PLEASE 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](mailto:directdeposit@doterra.com) (Fastest and preferred method).

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

**MAIL:** dōTERRA Australia, 350 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  | _____<br>DATE | _____<br>INITIALS |
| <input type="checkbox"/> Information has been verified | _____<br>DATE | _____<br>INITIALS |

\*Please note in order for this form to be submitted successfully it requires a handwritten signature. Please sign where indicated, print, scan and email the document to [australia@doterra.com](mailto:australia@doterra.com)