

Name: \_\_\_\_\_

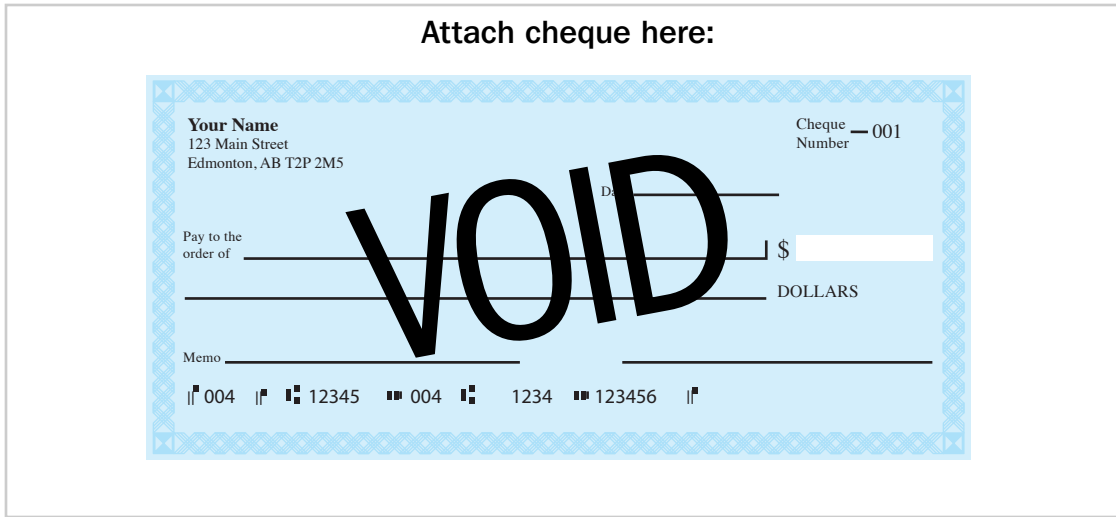
Wellness Advocate #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Step 1: Your Preferences

- I authorize a new direct deposit account, and I am including **a voided cheque**, acknowledge a \$0.50 fee will be deducted per deposit. (Attach cheque below.)
- I want to update my previously authorized account information (check box and follow instructions for authorizing a new account).
- I want to cancel my previously authorized direct deposit.
- Please direct deposit my current A/R balance with the next commission run (\$4.95 transfer fee applies).

Attach cheque here:



Step 2: Confirm Routing & Account Numbers

3 digit Bank Code #: \_\_\_\_\_ Chequing Account #: \_\_\_\_\_

5 digit Branch Code #: \_\_\_\_\_

If this is a USD account, please include the 9-digit US Routing #: \_\_\_\_\_

Step 3: Submit

**U.S. Mail:** Return to dōTERRA Commissions, Attn: Commission Dept., 389 South 1300 West, Pleasant Grove, UT 84062.

**FAX:** Attn. Commissions Dept., (801) 785-1492

Step 4: Authorize Authorization Statement

By signing this Direct Deposit Authorization form below you are agreeing to the following:

- I authorize dōTERRA and the bank listed above to deposit my commissions into my bank account unless I am canceling a previously authorized direct deposit.
- If funds to which I am not entitled are deposited to my account, I authorize 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 authorization process that may take 2-4 weeks to complete, and the funds will not be deposited until this authorization process is complete.

IPC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only:

Initials

Date

Information has been entered. \_\_\_\_\_

Information has been verified. \_\_\_\_\_

## Direct Deposit Q&A

Q. Who can opt into direct deposit?

A. Any Wellness Advocate in Canada.

Q. How do I opt into direct deposit?

A. A Direct Deposit Authorization Form needs to be filled out and mailed or faxed (801-785-1492) to the corporate office, along with a voided personal cheque.

Q. Will FastStart cheques be direct deposited as well?

A. Yes. Once you authorize dōTERRA direct deposit, all cheques and bonuses over \$12.00 will be paid to your bank account. Our preference is that your funds are in your bank account rather than A/R.

Q. Will cheques and bonuses less than \$12.00 still be automatically credited to our A/R account?

A. Yes. Rather than charge a transaction fee on a \$12 (or less) cheque to be directly deposited, the funds will be credited to your A/R account.

Q. Is there a fee for each direct deposit?

A. Yes. The fee per direct deposit is \$.50 cents. Once you are on direct deposit, you will no longer receive physical cheques. Every cheque you receive will be directly deposited to your bank account.

Q. What is a manual cheque request?

A. A manual cheque request is defined as any cheques request **outside of dōTERRA's normal commission run**. For example, requesting that corporate cut a cheque with your A/R balance (right after the 15th of the month) is considered a manual cheque request.

Q. Is there a fee for a manual cheque request?

A. Effective April 1, 2013 the fee to make a manual cheque request is increasing from \$1.95 to \$4.95. The company is trying to decrease its dependence on manual processes and eliminate inefficiencies. Cheque requests that are out of the normal processes require a significant amount of time and effort to manage, and direct deposit is now the fastest, most efficient way to be paid.

Q. Is dōTERRA encouraging Wellness Advocates to not have their commissions go to their A/R?

A. Yes. The company is encouraging Wellness Advocates to not have their commissions build up on their A/R. It's best to send them to a bank account.

Q. Can Wellness Advocates still have their commissions go to the A/R?

A. Yes. If a Wellness Advocate or Member wants to have it sent to their A/R, they certainly can but dōTERRA would rather have Wellness Advocates be paid and have the money in their own bank account.

Q. Is it possible to set up a "one-time" direct deposit (e.g. if I want my funds to build up in my A/R, then call in and have it all directly deposited all at once)?

A. No. Unfortunately we cannot "turn on" direct deposit and then "turn it off" on a one-time basis. You can authorize direct deposit to happen regularly or not opt-into it at all.

Q. What do I do if I'm unable to provide a voided cheque?

A. dōTERRA requires proof of account ownership in the form of a voided cheque. If a Wellness Advocate is unable to provide a voided cheque, they can provide a letter on official letterhead or official direct deposit form from their bank confirming account ownership.