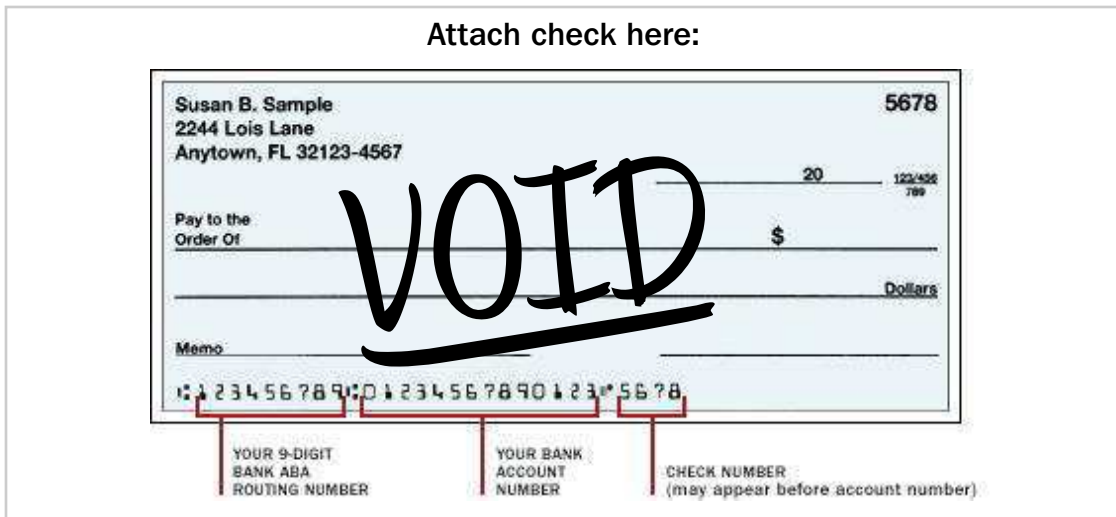


Name: _____

Wellness Advocate #: _____ Phone #: _____

Step 1: Your Preferences

- I authorize a new direct deposit account, and I am including **a voided check**, acknowledge a \$0.50 fee will be deducted per deposit. (Attach check 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).



Step 2: Confirm Routing & Account Numbers

9-Digit Routing #: _____ Checking Account #: _____

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
<input type="checkbox"/> Information has been entered.	_____	_____
<input type="checkbox"/> Information has been verified.	_____	_____

Direct Deposit Q&A

Q. Who can opt into direct deposit?

A. Any Wellness Advocate in the United States.

Q. How do I opt into direct deposit?

A. In the Business Forms section of <http://doterratools.com> there is a Direct Deposit Authorization Form that needs to be filled out and mailed or faxed (801-615-7205) to the corporate office, along with a voided personal check. The direct link to the form is http://www.doterratools.com/documents/Direct_Deposit_Authorization_Form.pdf

Q. Will FastStart checks be direct deposited as well?

A. Yes. Once you authorize dōTERRA direct deposit, all checks 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 checks 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) check to be directly deposited, the funds will be credited to you're 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 checks. Every check you receive will be directly deposited to your bank account.

Q. What is a manual check request?

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

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

A. Effective April 1, 2013 the fee to make a manual check request is increasing from \$1.95 to \$4.95. The company is trying to decrease its dependence on manual processes and eliminate inefficiencies. Check 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. Is direct deposit available for Global Access countries?

A. It is currently available in Hong Kong, Taiwan and Japan. Soon it will also be set up for Australia.