

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

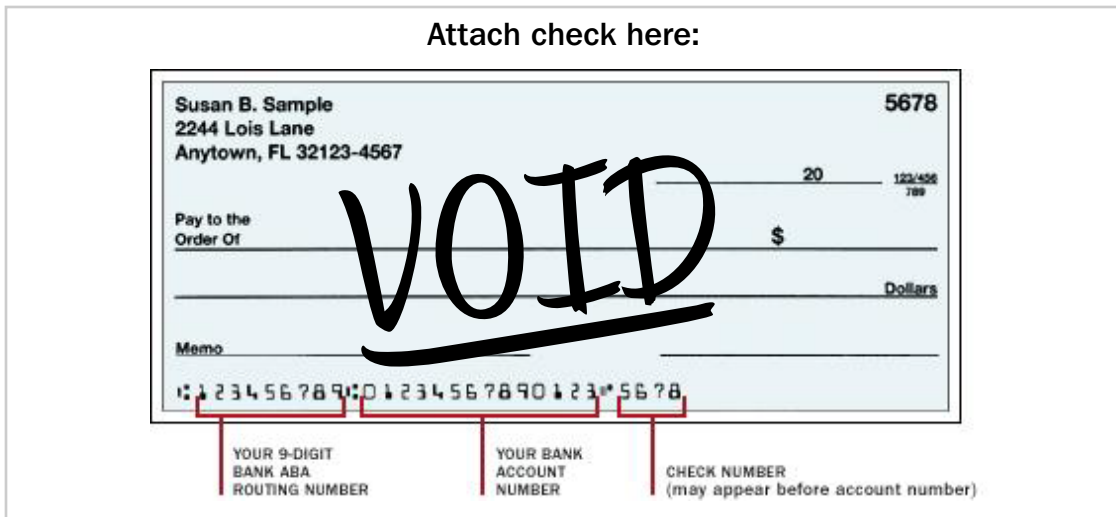
Consultant #: \_\_\_\_\_

Consultant 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).

Attach check here:



**Step 2: Confirm Routing & Account Numbers**

9-Digit Routing #: \_\_\_\_\_ Checking Account #: \_\_\_\_\_

**Step 3: Submit**

**U.S. Mail:** Return to dōTERRA Commissions, Attn: Commission Dept., 370 W Center Street, Orem, UT 84057.

**FAX:** Attn. Commissions Dept., (801) 437-6688

**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: \_\_\_\_\_

<b>For Office Use Only:</b>	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 Independent Product Consultant (IPC) 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 (801-437-6688) 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](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 IPCs to not have their commissions go to their A/R?

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

### Q. Can IPCs still have their commissions go to the A/R?

A. Yes. If an IPC or Member wants to have it sent to their A/R, they certainly can but dōTERRA would rather have IPCs 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.