

Name: _____

Wellness Advocate ID: _____ Telephone Number: _____

Step 1: Bank Account Details

Please provide a bank account with an IBAN and SWIFT code reflective of the country in which your dōTERRA account is registered, and that will accept commissions in the same currency in which you pay for product orders (i.e., GBP), or the payment will fail. We will not pay commissions to a bank account with an IBAN and SWIFT code reflective of a country different from that in which your dōTERRA account is registered or in any other currency other than that which is used when purchasing from us. Therefore, you must either provide a bank account that accepts this currency or you acknowledge that your bank may charge you an international transaction fee which would reduce the amount you ultimately receive. dōTERRA does not reimburse charges initiated by your bank on these transactions.

SWIFT Code: _____

IBAN: _____

Step 2: VAT Number (if VAT registered)

Please list your registered VAT number and ensure that you state the phrase “VAT reverse charge to (GB977641275) according to articles 44/196 EU VAT” on your invoice.

VAT Number: _____

Step 3: Authorisation

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

- I authorise dōTERRA and the bank listed above to deposit my commissions into my bank account.
- 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 agree to dōTERRA processing the information contained on this Direct Deposit authorisation form in accordance with dōTERRA’s Data Protection Policy as set forth in my Wellness Advocate Agreement.
- I understand that I must provide a bank account that accepts the commission in the same currency in which I pay for product orders; otherwise, I may be charged an international or other processing fee by my bank which dōTERRA will not reimburse.

Wellness Advocate Signature: _____

Date: _____

Step 4: Submit

Email: Please scan and return to eudeposits@doterra.com

For Office Use Only:

Initials

Date

Information has been entered.

Information has been verified.

Direct Deposit Frequently Asked Questions

Q. How do I begin Direct Deposit?

A. Access the Direct Deposit authorisation form for your country at doterraeveryday.eu/marketing-materials/ which needs to be filled out and emailed to: eudeposits@doterra.com.

Q. Can I still request manual payments to be made instead of or in addition to Direct Deposit?

A. No. After 15 April 2020, the only way that commissions will be paid to you is through Direct Deposit. If you do not choose to complete the direct deposit form and participate in this method, you will not be paid your commission after 15 April 2020 – it will accumulate to your A/R balance instead.

Q. Can I still have my commissions go to my A/R account?

A. If you do not complete the Direct Deposit form, commissions will continue to accumulate on your A/R account. However, participating in Direct Deposit means that you can enjoy the benefit of having weekly commission payments made directly to you.

Q. Can I request payment of my commission in my local currency instead (i.e., other than GBP)?

A. No. Commissions will only be paid in the currency that you used when paying for your product orders (i.e., GBP).

Q. Will FastStart cheques be Direct Deposited as well?

A. Yes. Once you authorise dōTERRA Direct Deposit, all cheques and bonuses over £20.00 will be paid to your bank account on a weekly basis.

Q. Will cheques and bonuses less than £20.00 still be automatically credited to my A/R account?

A. Yes. Any funds less than £20.00 will be credited to your A/R account.

Q. Is there a fee for each Direct Deposit?

A. No. There is no fee to use Direct Deposit.

Q. If I submit the form on 15 April 2020, will I start receiving my commissions from the current A/R balance value?

A. Yes, once we receive your Direct Deposit form and the authorisation process has been completed, which may take 2-4 weeks, the amount on your A/R balance will be paid to your bank account in our next available payment cycle.

Q. Do I need to be the account holder of the bank account that I submit?

A. The name on the bank account must match the name on your dōTERRA account, which must have an IBAN reflective of the country in which your dōTERRA account is registered.

Q. If my dōTERRA ID is shared with my husband/wife, may I declare his/her bank account?

A. Yes, as long as your partner's name is on your dōTERRA account we can deposit your commissions into his/her bank account.

Q. Is it possible to have the money transferred to my PayPal account?

A. No, we will only deposit commissions into the bank account designated on this form.

Q. Which days of the week will the payments be made?

A. Following the completion of the authorisation process of your Direct Deposit form (which may take 2-4 weeks to complete). Commissions are paid weekly but that the actual date that Wellness Advocates receive payments varies due to holiday, bank processing, IT updates or issues, or other factors that may affect the processing of commission payments.

Q. What happens to Wellness Advocates who have already subscribed to direct deposits in the past – do they need to submit the new form again?

A. For those who are already receiving automatic commission payments each week there will be no need to submit a new Direct Deposit form. Everyone else must submit this form.