

Please complete this form on your computer to reduce error. Hand written forms will not be accepted.

Wellness Advocate Name _____

Wellness Advocate # _____

Wellness Advocate Phone # _____

Email Address # _____

Step 1: Your Preferences

- I authorise a new direct deposit account, and acknowledge a \$0.50 fee will be deducted per deposit.
- 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 (\$4.95 transfer fee applies).

Step 2: Confirm Account Details

Account Name _____

Financial Institution _____

Financial Institution Branch _____

BSB Number _____

Account Number _____

NOTE: Please ensure you double check your account details. Wrong details submitted will take longer time to process (6-8 weeks).

Step 3: Submit

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 (Fastest and preferred method).

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

Mail: dōTERRA Australia 1.02, 10 Ferntree Place, Notting Hill, VIC 3168 Fax: +61 3 9543 4554

Step 4: Authorise Authorisation Statement

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 unless I am cancelling a previously authorised 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 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 / Initials _____

FOR OFFICE USE ONLY		
	Initials	Date
<input type="checkbox"/> Information has been entered	_____	_____
<input type="checkbox"/> Information has been verified	_____	_____