

LifeWave

How to Receive Commissions



Request a Pay Portal Account

- 1) Enroll as a LifeWave Distributor
- 2) Email customerservice@lifewave.com to request account
 - Subject Line: ID – Last Name, First Name – Request Pay Portal Account
 - **MUST** include **ALL** the below in email:
 - CLEAR image of front & back of government ID (and W9 for US distributors)
 - Full legal name (must match name on LW account)
 - LW ID number
 - Email address to use for Pay Portal Account (must match email address in LW account and can't be the same email of anyone else's Pay Portal Account)

US Only – COMPLETE the W9 FULLY



FOR INDIVIDUAL PAYPORTAL ACCOUNT REQUESTS (USA ONLY)

Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
JOHN SMITH

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.
 Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____

5 Address (number, street, and apt. or suite no.) See instructions.
123 STREET
6 City, state, and ZIP code
NEW YORK, NEW YORK LKJH2
7 List account number(s) here (optional)

Requester's name and address (optional)
(Leave this blank)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.
Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ **JOHN SMITH** Date ▶ **02/13/2020**

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.
Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.
• Form 1099-DIV (dividends earned or paid)
• Form 1099-DIV (dividends, including those from stocks or mutual funds)
• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
• Form 1099-S (proceeds from real estate transactions)
• Form 1099-K (merchant card and third party network transactions)
• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
• Form 1099-C (canceled debt)
• Form 1099-A (acquisition or abandonment of secured property)
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Cat. No. 10231X Form **W-9** (Rev. 10-2018)

FOR BUSINESS PAYPORTAL ACCOUNT REQUESTS (USA ONLY)

Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
ABC COMPANY INC.

2 Business name/disregarded entity name, if different from above
If doing business with another name, please add here

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.
 Individual/sole proprietor or single-member LLC
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶
 C Corporation
 S Corporation
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 Trust/estate

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____

5 Address (number, street, and apt. or suite no.) See instructions.
123 STREET
6 City, state, and ZIP code
NEW YORK, NEW YORK LKJH2
7 List account number(s) here (optional)

Requester's name and address (optional)
(Leave this blank)

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3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
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What's next?

1) LifeWave staff will verify and compare personal information with LW account details (legal name on ID with account name & email address). Ensure that name on account matches name on ID exactly.

IF everything is verified, readable, and matches, THEN LW will set-up a Pay Portal Account for the member

2) Member will receive an activation email from LW's provider to complete the set-up of the requested Pay Portal Account

Complete set-up of Pay Portal Account



- 1) After the verification process is completed by LifeWave, an email containing an activation link will be sent by notifications@lifewavecashcard.com. Please note that the activation link contained in this email will expire after 24 hours.
- 2) Complete setting up the Pay Portal Account by clicking on the activation link. The link will direct the member to the Pay Portal website and prompt account set-up questions and security details.

What next?

- 1) An email confirming account activation will be sent to the member upon completion of account set-up & security questions (accessed through the activation link).
- 2) A member can utilize their Pay Portal Account to receive commissions and transfer to their own bank account. Additionally, a member can request a LifeWave VISA cash-card (that can be used with all major retailers where VISA is accepted) as a benefit of being a LW Member.
- 3) To request a LifeWave VISA cash-card, navigate to www.lifewavecashcard.com and complete the required online forms.

Things to Note

- A Member can request a Pay Portal Account as soon as they enroll. This is suggested as commissions will be transferred to their account automatically and will be available more quickly
- If a Member waits to set-up a Pay Portal Account until after they earn commissions, some additional time for funds transfer may occur (up to 3 weeks)
- A LifeWave VISA cash-card can take up to 6 weeks to process and be received by the member. A cash-card cannot be requested until commissions are earned

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