How to Get Paid / Claiming Commissions



IMPORTANT NOTES

- Please ensure the name on your ID matches the name on your LifeWave Account
- Ensuring you submit the correct information will decrease the amount of time you are waiting for your first commissions to be paid out.

Once you earn your first commission with LifeWave, please submit a clear copy of your Driver License or passport to commissions@lifewave.com. Upon receiving an acceptable form of identification, we will set up your LifeWave Pay Portal account.

Note: An email can only be registered once with PayPortal, so please ensure you sign up with a unique email address.

Please note that the name on your ID must match the name listed on your LifeWave Business Center profile. After submitting your ID, please allow seven business days for your LifeWave Pay Portal account to be created.

Once your LifeWave Pay Portal account has been created, you'll receive an activation email from notifications@lifewavecashcard.com. This email notification provides instructions on activating your account. If you don't receive the notification email or need to request a new one, visit www.lifewavecashcard.com, click the 'Resend Activation Email' button, and enter your email address. A new activation email will be sent to you.

Once logged into your Pay Portal account, you can request a LifeWave Visa card. This card can take up to 6 weeks to arrive once it has been requested.

USA ONLY

In addition to above, USA members also have an extra step, you must complete a W9 form and send along with your ID to commissions@lifewave.com. This form can be obtained from www.irs.gov/forms-pubs/about-form-w-9.

To help you complete the W9 form (for personal /business use), we have created two examples below that will help guide you through the process.

For more on the LifeWave Pay Portal, visit the 'Resources' section of your Back Office and click Commission Pay Card.

TIMING: Please allow seven working days for your PayPortal account to be created - This is based on a member providing correct details upon submission. First commissions can take up with three weeks to be transferred.

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Request for Taxnaver

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(Rev. October 2018) Identification Number and Certification				icatio	n			requ	ester.	Do n	ot			
Department of the Treasury Internal Revenue Service		► Go to www.irs.gov/FormW9 for instructions and the latest information.								send	to the	IRS		
	1 Name (as shown	on your income	e tax return). Name is re	quired on this line; do r	ot leave this line blank.				_					
	JOHN SMITH													
	Identification Number and Certification For the Treasury For to www.irs.gov/FormW9 for instructions and the latest information. I 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. I Individual/sole proprietor or □ C Corporation □ S Corporation □ Partnership □ Trust/estate single-member LLC □ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is not disregarded from the owner instead for mice the owner should check the appropriate box for the tax classification of the single-member LLC that is not disregarded from the owner instead of them the owner instead from the owner should check the appropriate box for the tax classification of its owner. □ Other (see instructions) ► 5 Address (number, street, and apt. or suite no.) See instructions. 1 23 S TREET 6 City, state, and ZIP code NEW YORK, NEW YORK LKJH2 7 List account number(s) here (optional) Taxpayer Identification Number (TIN) Dur TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid withholding, for individuals, its is generally your social security number (SSN). However, for a tallen, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other at allen, sole propriate box. The TIN provided must match the name given on line 1 to avoid withholding, for individuals, this is generally your social security number (SSN). However, for a tallen, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other it allen, sole proprietor, or disregarded entity,													
				requester. Do not send to the IRS. requester. Do not send to the IRS.										
page 3.	following seven boxes.							Trust/estate In a single blank. Trust/estate In a single member owner. Do not check runless the owner of the LLC is envise, a single-member LLC that on of its owner. Requester's name and address (optional) (Leave this blank) Iline 1 to avoid However, for a For other of How to get a What Name and Trust/estate Trust/estate 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) (Applies to accounts maintained outside the U.S.) Requester's name and address (optional) (Leave this blank) Iline 1 to avoid How to get a Or Employer identification number What Name and Waiting for a number to be issued to me); and all diding, or (b) I have not been notified by the Internal Revenue all interest or dividends, or (c) the IRS has notified me that I am	ertain entities, not individuals; see					
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backup withholding. For individuals, this is generally your social security number (SSN). However, for a						\Box			T	Γ.				
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3. I an	n a U.S. citizen or	other U.S. per	rson (defined below):	and										
4 The	FATCA code(s) a	ntered on this	form (if any) indicati	ng that I am exempt	from FATCA reportir	na is com	ect							

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 Signature of U.S. person ▶ Here

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02/13/2020

General Instructions

Section references are to the Internal Revenue Code unless otherwise

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-INT (interest 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,

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

FOR BUSINESS PAYPORTAL ACCOUNT REQUESTS (USA ONLY)

form Rev. Octo	W-9 Coctober 2018) Request for Taxpayer Identification Number and Certification					Give Form to the requester. Do not					
	t of the Treasury venue Service	► Go to www.irs.gov/FormW9 for i	nstructions and the lates	t information.		send to	the IRS	5.			
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	ABC COMPANY INC.										
	2 Business name/disregarded entity name, if different from above										
	If doing business with another name, please add here										
s age 3	following seven b							4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):			
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Specific Instructions on page	Note: Check to LLC if the LLC another LLC to	company. Enter the tax classification (C=C corporation ne appropriate box in the line above for the tax classification is classified as a single-member LLC that is disregarded at is not disregarded from the owner for U.S. federal tax from the owner should check the appropriate box for th	ation of the single-member ow d from the owner unless the or x purposes. Otherwise, a singl	Exemption code (if ar	option from FATCA reporting (if any)						
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Cat. No. 10231X

MKT-GETPAID-EN R01

Form **W-9** (Rev. 10-2018)