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.
For Individual PayPortal Account Requests (USA Only)

John Smith

123 Street
New York, New York LKJH2

2/13/2020

W-9

Request for Taxpayer Identification Number and Certification

Name as shown on your income tax return. Name is required on this line; do not leave this line blank.

John Smith

Business name disregarded entity name, if different from above.

1.

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/partner or single-member LLC

X Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C-C corporation, S-C corporation, P-Partnership) in the box above the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Exemption code (if any)

Exemption from FATCA reporting code (if any)

Address (number, street, and apt. or suite no. See instructions.

123 Street

City, state, and ZIP code

New York, New York LKJH2

Leave this blank

Requestor’s name and address (optional)

Social security number

1 2 3 4 5 6 7 8 9 10 11 12 13 14

Employer identification number

Certification

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 and dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am an 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 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, and generally, payments other than interest and dividends, you are not required to request the certification, but you must provide your correct TIN. See the instructions for Part I, later.

Signature of U.S. person

Date

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/FormsW9.

Purposes 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 amounts reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
# W-9 Request for Taxpayer Identification Number and Certification

**FOR BUSINESS PAYPORTAL ACCOUNT REQUESTS (USA ONLY)**

### ABC COMPANY INC.

If doing business with another name, please add here: X

**NOTE:** If LLC, check this box, and mention fax class.

**Limited liability company.** Enter the tax classification (S=corporation, P=partnership)

**Check 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 disregarded by the owner unless the owner of the LLC is a single-member LLC that is disregarded by the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded by the owner should check the appropriate box for the tax classification of the owner.

### 123 STREET

**NEW YORK, NEW YORK LKJH2**

(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**

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 because I 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, or 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 I later.

**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/Form/W-9.

### 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, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock transactions and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1098 (home mortgage interest); 1098-T (tuition)
- Form 1099-C (cancellation of debt)
- Form 1098-E (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.