



PROFESSIONAL ACCOUNTS OVERVIEW

DEFINITIONS

- Community Hospitals
- Day Care Centers
- Healthcare Professionals-Chiropractors, Dentists, Integrative Medicine, Naturopaths, Oncologists, Ob-Gyn's, Rehabilitation/Physical Therapists, Nutritionists, Veterinarians.
- Hospices
- Hotels
- Long-term Care/ Rehab / Assisted Living / Nursing Homes
- Massage Colleges
- Medical Clinics
- Outpatient Surgery Centers
- Pharmacies
- Natural Health Food & Nutrition Stores- where healthy living and wellness is the focus.
- Retail Stores- where healthy living and wellness is the focus.
- Schools
- Salons & Spas

PROFESSIONAL ACCOUNTS CRITERIA

- Professional Account customers receive a 40% discount off of the retail cost of all of our products.
- There are no monthly minimums or fees to open a Professional Account.
- Professional Accounts cannot have a down line (no commission check).
- When switching from a Member Distributor account to a Professional Account, any existing downline will be rolled up.
- A Professional Account can be sponsored by a Member Distributor.
- The PV from the Professional Account purchases is reduced to 50%.
- The 50% PV from the Professional Accounts purchases will apply toward the sponsor's Organization Group Volume (OGV), Personal Group Volume (PGV) and rank qualification.
- The sponsor and their upline will receive Unilevel commission on the 50% purchase volume from the Professional Account.
- Professional Accounts do not have Essential Rewards / Autoship / Fast Start Bonus / Promotions.
- Distributor Starter Kits are not currently available to Professional Accounts.
- Professional Accounts agree to retail the products at least 10% above wholesale cost.
- Professional Accounts do not currently have access to Virtual Office or online ordering.
- They can place an order by calling Member Services, e-mail to professional@youngliving.com, or FAX to 801-221-6110.
- A Professional Account may apply by submitting their required business documents to Young Living.

SISTER PROFESSIONAL ACCOUNT

- A Distributor Member who is a business owner, may also have a “sister” Professional Account for their business, using their businesses TAX ID #.
- The member/ spouse will be placed as the sponsor of the “sister” Professional Account and will not earn commissions on the purchases made on the Professional Account.
- The member/spouse will earn the 50% OGV & PGV from the purchase volume on the “sister” Pro Account, which will be reflected on the invoices.
- The sponsor of the member/spouse and their upline will receive the 50% OGV & PGV as well as Unilevel commission on 50% of the Professional Account purchase volume.

SPONSORS

As the Professional Account sponsor you are responsible for following-up with the customer to make sure all of their paperwork is properly submitted. Please have the customer include their sponsor’s name & member number when they submit their documents.

APPROVAL PROCESS

It can take up to 1-3 weeks to set up a Professional Account depending on whether TAX EXEMPTION is requested.

Once the Professional Account is set up we will send out an e-mail confirmation to the customer that will include:

- Account number/PIN #
- Order Template
- Professional Price List
- 2014 Product Guide
- Ordering instructions

METHODS OF PAYMENT

Young Living accepts the following payment methods:

- Credit Cards/Debit Cards—VISA, MasterCard, American Express, and Discover.
- ACH Check Payments—U.S. checking accounts.
- Net 30 Terms (with prior Credit Approval).

REQUIRED DOCUMENTS TO SET UP A PROFESSIONAL ACCOUNT

please send via e-mail to professional@youngliving.com or fax to 801-221-6110

- 1) Name, phone number & e-mail of the business owner and contact person at account.
- 2) State Business License or Department of Revenue Registration.
- 3) Tax ID/ EIN #
- 4) A website address or clear photo of the organization / business (showing the name) where Young Living® products will be used or sold.
- 5) A statement on company letterhead describing how the products are to be used.eg: patient care, client care, resale etc.
- 6) Sponsors Member Number.

TAX EXEMPTION *additional documents required for tax exemption*

****So you do not pay sales tax to Young Living on the product you purchase for use/resale in your business*

NOTE: Young Living cannot approve Tax Exemption for CA, NY, OK, WY, ID and HI

Due to requirements placed on Young Living® by these states, we are unable to accept Tax Exemption requests. You can consult with your tax advisor on how to claim the taxes back from your state quarterly or at the end of the year. (Veterans and Native Americans are not included in this, they can still apply)

Please send via e-mail to professional@youngliving.com or fax to 801-221-6110

1. A **copy** of your current **State Sales Tax Revenue License or Non-Profit License/Certificate**.
2. A current and **completed Resale Exemption Certificate** *(State specific-we can provide this for you if necessary, please contact professional@youngliving.com for a blank copy)*
 - a. **NOTE:** When filling out this form:
*Young Living is the seller/vendor of essential oils, personal care products, and nutritional supplements and our address is **3125 W. Executive Parkway Lehi, UT 84043**.*
3. A **statement on business letterhead** explaining how the tax collected from the sale of Young Living® products will be given to your state and how often (monthly, quarterly, yearly or if not, why).

YOUNG LIVING PROFESSIONAL ACCOUNTS
3125 W. Executive Pkwy Lehi, UT
84043

801-418-8756
professional@youngliving.com



YOUNG LIVING PROFESSIONAL ACCOUNT APPLICATION

BUSINESS INFORMATION

Organization/Business Name	Federal Tax ID No.	Tax Exempt Yes No
Billing Address	Shipping Address	Same as Billing Address
City, State, Zip	City, State, Zip	
Business URL	Will you be selling Young Living products on this website?	Yes No

ACCOUNT CONTACT INFORMATION

Contact Name	Primary Phone
Contact Email Address	Mobile Phone
Enrolling Sponsor & Member Number	FAX Number

PAYMENT METHOD

Credit Card Check Net 30 (Please Attach Credit References)

Credit Card Type	CC Billing Address
Credit Card No.	Verification Code Expiration Date
Name as it appears on Credit Card	Would you like this card to remain on file with Young Living? Yes No

ELECTRONIC CHECKING AND SAVINGS DRAFT (U.S. BANKS ONLY)

Transfer/Routing No.	Checking Account No.	Savings Account No.
Billing Name	Billing Phone No.	Billing Address

APPLICANT SIGNATURE

DATE