

PAPERLESS TAX FORMS DELIVERY TERMS AND CONDITIONS

Important information about your informed consent to receive paperless tax forms

THE PURPOSE AND EFFECT OF YOUR CONSENT

You indicate your consent to paperless tax forms delivery by providing an email address along with your business builder account and agreeing to these terms by checking a box, clicking or touching an “I accept” or other button, or otherwise indicating assent to or acceptance of the conditions and requirements relating to paperless tax forms delivery. The method of consent may depend on whether you are opening an account or separately enrolling in paperless tax forms delivery for an existing account. If you do not provide consent, Young Living (or “we”) will send you paper copies. Your consent will be effective until you cancel your enrollment in paperless tax forms or Young Living notifies you that the program is discontinued. If you are a joint account holder, your consent binds the other account holder.

By providing consent, you confirm that you have the ability to access Young Living’s official website on the web and the ability to open, view, save, retain, and print PDF documents as described below. These abilities demonstrate that you can receive the documents we will deliver to you. You also confirm that you have provided a valid email address as part of the account opening or paperless tax forms enrollment process. Your consent to receive tax documents electronically is not limited in duration and does not expire.

We may, if necessary and at our discretion, end your participation in paperless tax forms or change the terms and conditions relating to paperless tax forms and electronic communications. It is your responsibility to review any updates in a timely manner. We will provide you with notice of any discontinuation or update as required by law.

TO ACCESS DIGITAL FORMS, CHANGE YOUR PREFERENCE, OR ASK QUESTIONS

To access the tax document and print a copy or to change your preferences and request a paper tax form, log in to your Young Living Virtual Office, select the My Account tab, then select “My Tax Forms.” To ask questions about or report problems concerning paperless tax forms, you may contact us as follows:

- Email: custserv@youngliving.com
- Phone: 1.800.371.3515

TO WITHDRAW YOUR CONSENT

When you change your preference back to postal mail delivery, this cancels your enrollment in paperless tax forms and withdraws your consent to go paperless and not receive a paper tax form. You can do this by logging in to your Young Living Virtual Office. Select the My Account tab, then select “My Tax Forms” and click on “Tax Form Delivery Options.” You can also call or email Young Living using the contact information above. Allow 48 hours for processing. If this election is made after January 1, it will not be effective for the prior tax year.

RECORDS AND DISCLOSURES INCLUDED IN YOUNG LIVING'S PAPERLESS TAX FORMS PROGRAM

Tax Forms (eTax Documents)

A tax document provides important information you need to complete your tax returns. Much of the information we provide in tax documents is also reported to the IRS. This includes any corrected tax documents and accompanying notices.

ELECTRONIC NOTIFICATION WHEN A PAPERLESS TAX FORM IS READY

When a tax document is ready, we will send an email notification with the subject line "IMPORTANT TAX RETURN DOCUMENT AVAILABLE." The email will contain instructions on how to access the document. Your login may be required prior to such access.

KEEPING YOUR EMAIL ADDRESS CURRENT AND ACTIONS YOUNG LIVING WILL TAKE IF THERE IS A PROBLEM

It is your responsibility to notify Young Living of any change in your email address by logging in to your Young Living Virtual Office. Select the My Account tab, then select "My Profile" and click "Edit Contact Information." You can also use the contact information above. In addition to the unenrollment process outlined above, if we receive any indication either that the email notification did not reach you successfully or that there is a problem with your email address or service, we may attempt to contact you via phone or by other means to obtain a current email address.

HARDWARE AND SOFTWARE REQUIREMENTS

Paperless documents require you to have access to a device (computer or smartphone) with internet service and an active email account and address, along with the following:

- A current version of a common internet browser with JavaScript enabled
- A current version of a program, such as Adobe® Reader®, that accurately reads and displays PDF documents (If you do not have Adobe Acrobat installed on your device, you can download the free software at Adobe.com.)
- An operating system on your device that supports the above
- A printer that connects to your device if you wish to print documents
- Electronic storage connected to your device if you wish to retain records in electronic form (If you are using your computer, simply save documents to your local hard drive.)

If you have questions relating to hardware and software requirements, please call or email Young Living using the contact information above.