

Activating your E*TRADE stock plan account

Please follow the steps below to activate your account

Step 1: Access the website at etrade.com/activate or follow the link in the activation email you received from E*TRADE.

THIS IS A SECURE APPLICATION | CALL US 1-800-930-0909 | NEED HELP?

Choose your language: English

1 VERIFY & START YOUR APPLICATION | 2 PERSONAL INFORMATION | 3 ACCOUNT PREFERENCES | 4 CONFIRM & SUBMIT

Welcome to E*TRADE!

Let's set up your Employee Stock Plan Account.

Setting up your stock plan account should only take a few minutes. But before we start, we'll first need to confirm your identity by asking three easy questions.

Please start by entering your company's name or ticker symbol as listed on the Stock Exchange:

Company Name / Ticker

Please enter your U.S. Social Security Number (SSN). If you do not have a SSN, use your Employee ID instead:

Social Security Number

Or

Employee ID

Please enter the authentication code you received by email or mail:

Authentication Code

[Request a new code](#)

CONTINUE

Application Steps:

- 1 Start Your Application**
Once your identity is verified, we'll ask you a few questions about your residence.
- 2 Update Your Personal Information**
While your employer has provided us with basic information, you'll need to review it for accuracy, make changes if needed, and complete any required fields.
- 3 Choose Your Account Preferences**
You'll have the ability to select electronic document delivery and other useful account features.
- 4 Confirm & Submit Your Application**
Here's where you can review your entries and update your application before submitting.

- Company name / ticker symbol (Example: ETFC)
- Enter your Employee ID (this refers to your CUP ID)
- Enter the code from your activation email or click on **Request a new code**, then select to have it sent by email

Once you have the authentication code from your email, insert it in the box and begin answering the questions to set up your account.

The following pages provide additional details on the E*TRADE account activation process and the information you may be asked to provide.

Enter your information

Choose your language: English

1 VERIFY & START YOUR APPLICATION 2 PERSONAL INFORMATION 3 ACCOUNT PREFERENCES 4 LOGIN & SIGN

What is your Residence Status ?

U.S. Citizen

U.S. Resident Alien

Neither U.S. Citizen nor U.S. Resident Alien

Country of Legal Residence:

Select Country

Choose your Account Registration Type

Individual account

Joint account

Would you like to use a new or existing log-on ID ?

I would like to create a new log-on ID.

I would like to use my existing log-on ID.

We'll use your existing account information to pre-fill your application and link your new and existing accounts.

User ID:

Password:

Forgot username / password?

Save & Continue

Step 2: Begin the process with the **Verify & Start Your Application** page by providing the following information:

- Citizenship and Residency status
- Account type (individual or joint)
- Log on information

Step 3: The **Personal Information** page asks for details about residency, employment, and additional account holders by providing the following information:

- Home address and phone number
- Social Security number and marital status
- Employment information
- Joint account information (if applicable)
- Additional profile details

Choose your language: English

1 VERIFY & START YOUR APPLICATION 2 PERSONAL INFORMATION 3 ACCOUNT PREFERENCES 4 LOGIN & SIGN

Primary Account Holder Home Address

United States

2517 N SACRAMENTO AVE

Permanent Street Address, Line 2

TITUSVILLE

Florida

Zip

My mailing address is different from my permanent address.
A mailing address is an address other than your street address, such as a P.O. Box, where any mail should be sent.

Primary Account Holder Phone Number

United States +1

Area Code

Phone Number

Home

Click here to have the E*TRADE mobile app sent to your phone.

Primary Account Holder Tax Information

Social Security Number

Check this box if you don't have a Social Security Number.

Date of Birth MM/DD/YYYY

Marital Status

Step 4: The **Account Preferences** page asks how you would like to manage cash and receive activity statements by providing the following information:

- Cash management details
- Debit card and checkbook documents
- Paperless option for important documents

Choose your language: English

1 VERIFY & START YOUR APPLICATION 2 PERSONAL INFORMATION 3 ACCOUNT PREFERENCES 4 LOGIN & SIGN

Cash Management Features

E*TRADE has options to help you manage the uninvested cash in your account. You can change these choices after your account is opened.

Manage your uninvested cash

E*TRADE offers several ways to manage the uninvested cash in your account. You can elect to automatically transfer cash to a bank sweep deposit program or other sweep account option (collectively, "Sweep Program").

To confirm your selection, choose from the following options and click 'Save & Continue' at the bottom of the page. Please note that the products available under the Sweep Program are subject to change at any time.

JPMorgan US Government Money Market Fund, E*TRADE Class

E*TRADE Financial Extended Insurance Sweep Deposit Account

JPMorgan 100% U.S. Treasury Fund, Morgan Class Shares

Cash Balance Program

Compare Choices and view the general terms and conditions of the products available.

Access Your Money

To make use of these services, you'll need to have at least \$1,000 available in cash within 60 days of activating your account.

E*TRADE Complete™ Debit Card
Access cash in your account with a free debitTM card.

E*TRADE Checkbook
Free checkbook allows you to write checks from your account.

Going Paperless

Your account will be set up to receive the following account documents electronically:
Statements, Trade Confirmations, Corporate Reports, Notices, Reorganization Notifications, Proposals, and Tax Documents.
Online document delivery helps you avoid a paper statement fee, eliminates paper waste, allows for easy access and management of information.

No thanks, I would like to receive my documents by mail.

Step 5: You're almost done! The **Confirm and Submit** page shows details of the information you entered. Review the following information and confirm to complete the activation process:

- Account details
- Primary account holder personal information
- Investment profile
- Account preferences and paperless options
- Stock plan account agreement

Setup complete! Your account is now set up and ready to use. Click the **Log On & Complete** button to get started.

Any questions?

Contact us at 800-838-0908 24 hours a day, weekdays (from outside the US, visit etrade.com/contact for your country's toll-free number).

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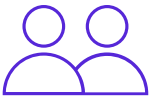
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W-8BEN Participant (Re)certification

Overview

The Internal Revenue Service (IRS) form used to certify an individual's foreign tax status is the Form W-8BEN Certification of Foreign Status for Individuals. The W-8BEN (re)certification can be completed online at etrade.com.



Who should (re)certify?

Participants who are not US persons, non-US citizens, and non-US resident aliens must certify their foreign status with W-8BEN when opening an account with E*TRADE Securities for the first time.



How often are you required to (re)certify?

Foreign status recertification must occur every three years after initial certification.



How is the W-8BEN completed?

The Form W-8BEN may be submitted electronically or via paper. All W-8 forms submitted via paper must be the signed original. No copies or faxes are permitted.



Why is it important to (re)certify?

Accounts that are not recertified by December 31 of the year in which recertification is required will be subject to US back-up withholding of up to 30% on gross proceeds, taxable dividends, interest payments and/or taxable payments until recertification is complete.

For newly created accounts, participants should certify immediately after account creation. Accounts with expiring certifications should recertify by December 31 of the year in which recertification is required¹.

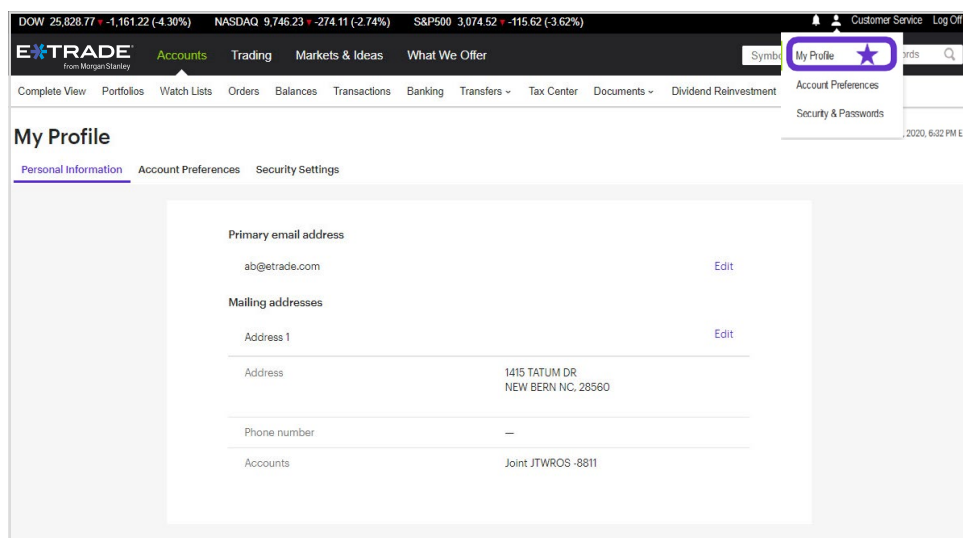
E*TRADE Securities LLC and its affiliates do not provide tax advice, and you always should consult your own tax advisor regarding your personal circumstances before taking any action that may have tax consequences.

1. For any accounts that expire due to change of circumstances, recertification is due immediately.

Validate your address with E*TRADE Securities to help to ensure a smooth (re)certification

Prior to (re)certifying, you should confirm your profile information (including name and permanent address) on record on the My Profile section at etrade.com.

Please note: You should not use the address of a financial institution, a post office box, your employer's address, or an address used solely for mailing purposes; if you do not have a tax residence in any country, your permanent residence address should be the address where you currently reside. If you do not confirm your permanent address is accurate, your W-8BEN certification could be rejected.



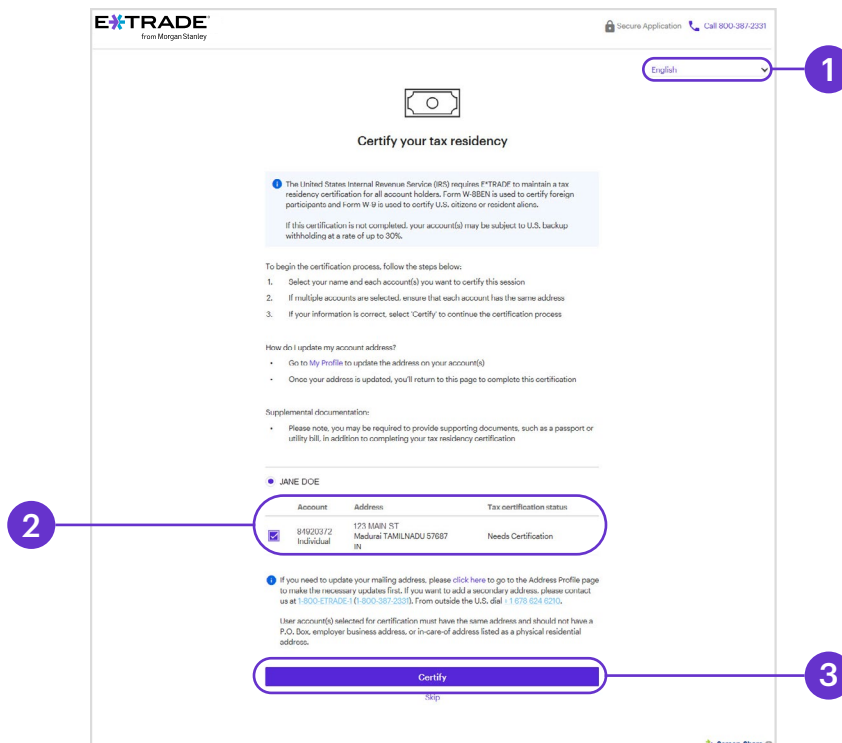
Certify or rectify status

After logging on, you will automatically be prompted to certify or recertify by December 31 of the year in which (re)certification is required.

Step 1: Choose your language.

Step 2: Select the account(s) you would like to certify.

Step 3: Select **Certify** to continue.



Step 1: Begin the process

Step 1a: Select tax residency status

Step 1b: Confirm residency, your information and birthplace.

Please note: If you answer **Yes** to any of these questions, you will be prompted to answer additional questions. Please see the Non-resident alien questionnaire section below for additional information.

The screenshot shows the E*TRADE website interface for confirming residency status. The page title is "Confirm your residency status" with a house icon. Below the title, it asks the user to answer questions to confirm the beneficial owner's residency status. The questions are:

- What is the tax residency status of the beneficial owner?
 - US Person
 - Foreign Person
- Is the beneficial owner a permanent resident (Green Card holder) of the United States?
 - Yes
 - No
- Was the beneficial owner born in the United States?
 - Yes
 - No
- Does the beneficial owner currently reside in the United States?
 - Yes
 - No
- Are you the beneficial owner of the income generated in this account?
 - Yes
 - No, but I am completing this form on behalf of an individual who is the beneficial owner

A blue "Continue" button is at the bottom.

Step 2: Confirm personal information

Step 2a: Confirm legal name, permanent residence and mailing address

Step 2b: Confirm citizenship information.

Step 2c: Select **Yes** or **No** for the Foreign Taxpayer Identification Number related question. If you do not have a "FTIN" you will be asked to explain why.

Please note: If you select **Yes** to your residential address being a Post Office Box, employer business address, or an in-care-of address, a follow-up question callout will appear asking additional information about your residential address. This question will auto-populate based on the address associated with the account.

The screenshot shows the E*TRADE website interface for reviewing and editing personal information. The page title is "Review and edit your personal information" with a person icon. Below the title, it asks the user to review and confirm the information below. The form fields are:

- Personal information:** Select (JANE), Last name (DOE), Date of birth (XX/XX/XXXX), Social Security Number (XXXXXXXXXX).
- Citizenship status:** Is the beneficial owner a United States citizen? (Yes/No), Beneficial owner country of citizenship (India).
- Residential address:** Residential address 1 (123 MAIN ST), Residential address 2, ZIP/Postal code, City/Town, STREET, Medical, State/Province (TAMIL NADU), Country (India).
- Additional questions:** Is the address above a Post Office Box, employer business address, or an in-care-of address? (Yes/No), Does the beneficial owner have a U.S. taxpayer identification number (SSN or FTIN)? (Yes/No).

Callouts 2a, 2b, and 2c point to the "Personal information", "Citizenship status", and "Does the beneficial owner have a U.S. taxpayer identification number" sections respectively. A blue "Continue" button is at the bottom.

Step 3: Confirm tax treaty status

Review your tax treaty residency and if it meets the residential requirements, answer the question accordingly. If it applies to you, confirm whether your country of residency has a tax treaty with the US.

Please note: Qualifying for tax treaty benefits may allow for reduced tax withholding.

The screenshot shows the E*TRADE 'Confirm your tax treaty' form. At the top, it says 'E*TRADE from Morgan Stanley' and 'Secure Application Call 800-387-2331'. There is a language dropdown set to 'English'. The main heading is 'Confirm your tax treaty' with a sub-heading 'Please confirm the beneficial owner's residential status'. The question is: 'Do you certify that the beneficial owner is a resident of INDIA within the meaning of the income tax treaty between United States and that country?'. There are radio buttons for 'Yes' and 'No'. Below the question, it states: 'By responding 'Yes' to this question, you certify under penalties of perjury that the beneficial owner qualifies for tax treaty benefits as a resident of INDIA. The beneficial owner must be a resident of the foreign country and meet the definition of 'resident' within that income tax treaty.' At the bottom, there is a blue 'Continue' button.

Step 4: Verification and acknowledgement

Step 4a: Read and acknowledge information by checking all boxes.

Step 4b: Read and acknowledge the E-Sign document by checking all boxes.

Step 4c: Certify and provide your electronic signature by entering your **password**.

Step 4d: Click **Submit**.

The screenshot shows the E*TRADE 'W-8BEN Certification E-SIGN' form. At the top, it says 'E*TRADE from Morgan Stanley' and 'Secure Application Call 800-387-2331'. There is a language dropdown set to 'English'. The main heading is 'W-8BEN Certification E-SIGN' with a sub-heading 'Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting'. There are four callout boxes with blue circles and lines pointing to specific parts of the form: '4a' points to the 'W-8 Certification' section, '4b' points to the 'E-SIGN Certification' section, '4c' points to the password input field, and '4d' points to the 'Submit' button. The 'W-8 Certification' section includes a declaration and several checkboxes for certification. The 'E-SIGN Certification' section includes a declaration and several checkboxes for electronic signature consent. The password input field is labeled 'E*TRADE.com password' and the 'Submit' button is at the bottom.

Step 5: Confirmation

Step 5a: If additional information is needed from you, you will see a message saying “Your Action is Required.” Otherwise, you will see a confirmation.

Step 5b: If any documents are needed from you, they will be listed on this screen. You can submit them via the online document upload tool, fax, or mail.

Step 5c: Click Continue to your account to go back to etrade.com.

E*TRADE
from Morgan Stanley

Secure Application Call 800-387-2331

English

W-8BEN Certification: Your action is required

Your reference number is: 000123456789

To complete the certification process, please provide E*TRADE with a copy of the following document(s):

- Non-US passport (If unavailable, non-US Government issued ID evidencing citizenship outside US)

You can upload your documents by clicking the "Upload" button below. **Please include the above reference number when submitting your documentation.**

Upload

If your documents are not ready at this time, please continue to your account by clicking on the link below. When the documents are ready you can log into E*TRADE and send them using our document upload tool.

Please allow 2-3 business days for your submission to be reviewed after you have provided the required document(s). If additional information is required to complete your certification, we will notify you. If you have any questions, please visit our online Help Desk or call 1-800-ETRADE-1 (1-800-387-2331). From outside the US, dial +1678 624 6210.

Please feel free to keep a copy of your Substitute Form W-8BEN for your records.

[View and print certification](#)

Continue to your account

Non-resident alien questionnaire

If you selected **Yes** for either residency question during step 1 or if you have a US address or US phone number on file, you will be brought to the Non-resident alien questionnaire. Depending on what US Visa Type you hold, you may be prompted to answer additional questions, enter the number of days you are expected to be present in the United States or describe the purpose of the US information associated with your account.

Based on the answers you provide you may be required to answer additional questions.

E*TRADE
from Morgan Stanley

Secure Application Call 800-387-2331

English

Complete the non-resident alien questionnaire

Please respond to the questions below

Will you be present in the US for 31 days or more this year?

Yes
 No

Please identify the travel document (United States Visa) used to enter the United States

US Visa Type
Select

Please enter the number of days you expect to be present in the United States. ⓘ

Note: Days present in the United States do not include days for regular commute between the United States and Canada or Mexico.

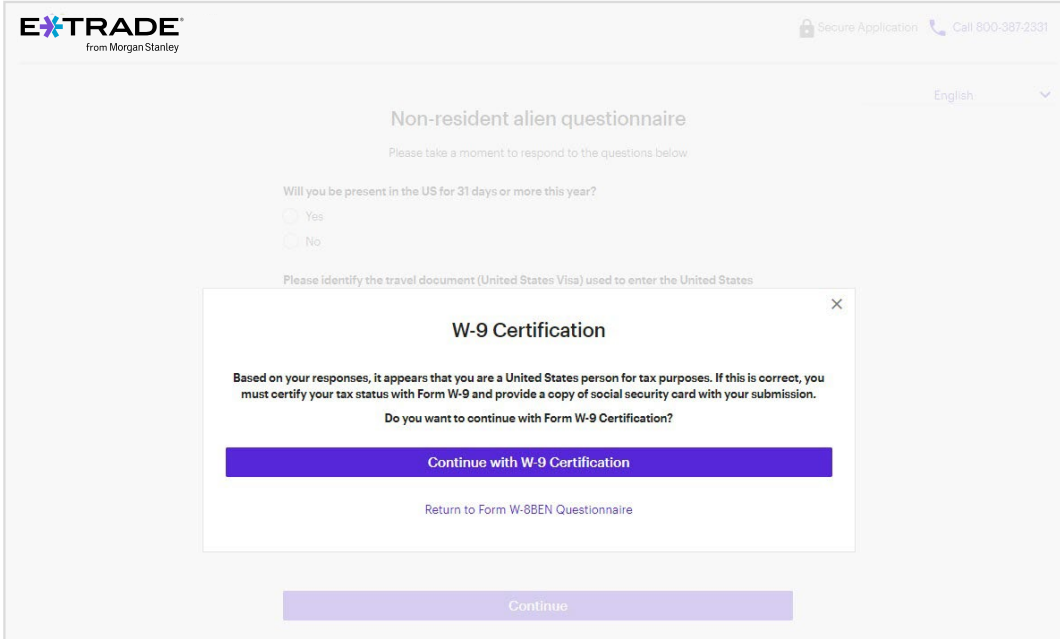
Days in the U.S. this year Days in the U.S. last year Days in the U.S. 2 years ago

Please describe the purpose of the US information associated with your account(s). ⓘ

Continue

Non-resident alien questionnaire

If any of your answers throughout the process indicate you are a US person who needs to complete a W-9, the callout shown below may appear. If you are a US person, this callout allows you to proceed with W-9 certification online.



The screenshot shows the E*TRADE "Non-resident alien questionnaire" interface. At the top left is the E*TRADE logo with "from Morgan Stanley" below it. At the top right, there is a "Secure Application" lock icon and a "Call 800-387-2331" phone icon. Below the logo, the text "Non-resident alien questionnaire" is centered, followed by "Please take a moment to respond to the questions below". A question asks, "Will you be present in the US for 31 days or more this year?" with radio buttons for "Yes" and "No". Below this, it says "Please identify the travel document (United States Visa) used to enter the United States". A modal window titled "W-9 Certification" is overlaid on the page. It contains the text: "Based on your responses, it appears that you are a United States person for tax purposes. If this is correct, you must certify your tax status with Form W-9 and provide a copy of social security card with your submission. Do you want to continue with Form W-9 Certification?". There are two buttons: a blue "Continue with W-9 Certification" button and a smaller "Return to Form W-8BEN Questionnaire" link. At the bottom of the main page, there is a light blue "Continue" button.

Any questions?

If you have any questions, contact us at 800-838-0908 24 hours a day, weekdays (from outside the US, visit etrade.com/contact for your country's toll-free number).

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System response and account access time may vary due to a variety of factors, including trading volumes, market conditions, and system performance. © 2023 E*TRADE from Morgan Stanley. All rights reserved.

Employee Stock Purchase Plan (ESPP) reference guide

Steps to enrolling in ESPP

Step 1: To access the ESPP enrollment site, go to etrade.com/enroll.

Step 2: If you have an existing E*TRADE Securities account: Click on the purple “log on” button and enter your user ID and password. If you do not have an existing E*TRADE account, you may be asked to enter your company’s Ticker Symbol (example: EFC), Last Name, and Social Security number (or Employee ID #) to set up your account before moving forward with ESPP enrollment.

The screenshot shows the E*TRADE Employee Stock Plans enrollment page. On the left, under the heading "Don't have a sign in? Start here.", there are input fields for "Company ticker symbol", "Last Name", and "ID Type". A purple circle with the number 2 highlights the "Company ticker symbol" field. Below these fields is a CAPTCHA image showing the letters "fchxw". On the right, under the heading "Sign in", there is a "Log on" button.

Step 3: Navigate to **Plan Elections** under the **My Account** tab to make your enrollment election.

Step 4: Select **Enroll**.

The screenshot shows the E*TRADE "My Stock Plan" page for "Stock Plan (XLF)-0116". The "Plan Elections" tab is highlighted with a purple circle and the number 3. Below the tabs, there is a section for "ESPP Enrollment" with a table of "Active Offering Periods (1)". The table has columns for Plan Name, Enrollment Period, Offering Period, Status, Current Contribution, Contributions to Date, Next Purchase, and Action. The first row shows "Demo Employee Stock Purchase Plan" with an offering period from 01/01/2019 to 12/31/2020. Below this, there is a table of purchase dates and their corresponding enrollment and offering periods. The last row shows a purchase date of 12/31/2020 with a status of "Not Enrolled" and an "Enroll" button highlighted with a purple circle and the number 4.

Plan Name	Enrollment Period	Offering Period	Status	Current Contribution	Contributions to Date	Next Purchase	Action
▼ Demo Employee Stock Purchase Plan	--	01/01/2019 - 12/31/2020	--	--	View	06/30/2020	--

Purchase Date	Enrollment Period	Offering Period	Status	Current Contribution	Contributions to Date	Next Purchase	Action
▶ 06/30/2019	07/01/2018 - 12/31/2018	--	Closed	--	View	12/31/2019	--
▶ 12/31/2019	01/01/2019 - 06/30/2019	--	Closed	--	View	06/30/2020	--
▶ 06/30/2020	07/01/2019 - 12/31/2019	--	Closed	--	View	12/31/2020	--
▶ 12/31/2020	01/01/2020 - 06/30/2020	--	Not Enrolled	--	View	NA	Enroll

Step 5: On this page you can¹:

- Set or modify your contribution amount
- Suspend contributions
- Withdraw from the plan
- Review plan documents
- Review current and past enrollment information

Step 6: Review your changes and click

Submit.

10000105 HSU \$0.00 \$0.00 Requires Acceptance

How does ESPP enrollment work?

1 CHANGE ENROLLMENT 2 PREVIEW 3 CONFIRM

ESPP Enrollment

Make a change to your stock purchase plan contribution amount / percentage

Set contribution amount to: USD (Between \$1 and \$2500)

Set contribution percentage to: % (Between 1% and 8%)

Electronic Signature

To certify that you have read and understood the terms and conditions of your employer's stock purchase plan, enter "I agree" in the box below.

Cancel Continue

Enrollment History

Plan Name
Demo Employee Stock Purchase Plan

Offering Period
01/01/2019-12/31/2020

Last Day to Withdraw
--

History

Enrolled	Action Date
--	--
Last Action	Previous Rate
--	--
Last Purchase	Next Purchase
--	--
Contributions to Date	
--	

Changes Allowed

Type	Remaining
Increase	--
Decrease	--
Suspension	--

Purchase Date(s)

--

¹ Depending on your settings, you may be prompted to activate your account if you haven't done so already. Not all actions that are possible on this page are allowed by all companies.

Any questions?

If you are still unable to enroll in ESPP, contact us at 800-838-0908 24 hours a day, weekdays (from outside the US, visit etrade.com/contact for your country's toll-free number).

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Information regarding dividend payments and dividend reinvestment plans

Dividend payments

The purpose of this document is to provide information on a type of payment called a dividend, or a dividend equivalent right for certain stock plan benefits, that is distributed to shareholders by the issuer of the stock. If your company makes these types of payments for stock associated with your company's stock plan benefits, you should consider this information when preparing your US income tax return. This information is meant for US taxpayers only and should not be construed as legal, accounting, or tax advice. You should review your personal circumstances with your legal, accounting, or tax advisor.



What is a dividend?

A dividend is a payment made by a company to its shareholders, usually out of its profits. If a company has excess earnings and decides to pay a dividend to common shareholders, an amount is declared along with a payable date. Usually, this is determined quarterly after a company finalizes its income statement and the board of directors meets to review the financials.

There are four main types of dividends:

- **Ordinary dividends:** The most common type of dividend, ordinary dividends are paid in cash, most often quarterly but sometimes semi-annually or annually.
- **Stock dividends:** Companies that want to conserve their cash may pay dividends in the form of shares of stock.
- **Hybrid dividends:** These are a combination of cash and stock.
- **Special dividend:** Companies may also pay a special dividend when they have an unusually profitable quarter or year. This is an extra dividend of additional cash or stock beyond any regular dividend process.

What is a dividend equivalent right?

A dividend equivalent right entitles the participant to receive credits equal to the cash or stock dividends or other distributions they would have received on shares of company stock had the shares been issued and outstanding on the dividend record date.

Dividend equivalents may be paid at the same time dividends are paid on actual shares or may be paid upon vesting, exercise, settlement, or payment of an underlying company stock award.

As it concerns stock plan benefits, dividend equivalent rights are more common with restricted stock units (RSUs), whereas dividends are more common for restricted stock awards (RSAs).

Who receives the dividend?

When a company declares it will pay a dividend, the dividend is paid to anyone who is registered as an owner of the company's shares on the record date for the dividend (assuming owners hold until the ex-dividend date). In the US, registration is automatic and requires no special action when you purchase stock on the market or receive stock through employee stock plan benefits [e.g., restricted stock awards (once granted), restricted stock units (once vested), ESPPs (after purchase), or stock options (after exercise)].

How are dividends paid?

If a company declares a dividend, it can be paid through company payroll or automatically transferred to your stock plan account depending on your company election.

Key dates to remember

Below are key dates associated with a dividend:

- **Declaration date:** The day the company announces its intention to pay a dividend.
- **Record date:** Shareholders who are registered owners of the company's stock on this date will receive the dividend. This date is determined by the company.
- **Ex-dividend date:** This date is determined by the rules of the stock exchange on which the stock is traded and reflects the issued dividend.
- **Payment date:** The date on which the dividend is actually paid to the stock owners of record. This date is determined by the company.



Dividend Reinvestment Plan

DIVIDEND REINVESTMENT PLAN (DRIP)

What is a dividend reinvestment plan (DRIP)?

Dividend reinvestment plans (DRIP) allow you to increase your investment in your company by investing dividends and return of capital payments from your company into more shares. Dividend reinvestment plans apply to virtually all cash distributions from a company's stock regardless of classification (e.g., return of capital). Interest payments and optional dividend events are not dividend reinvestment eligible.

PARTICIPATION

Who can participate in DRIP?

DRIP elections cover company shares in both stock plan and retail accounts. Your company determines whether DRIP is available to its participants, and if so, whether its participants are auto-enrolled by default.

When and how can I enroll in DRIP?

You can enroll or unenroll in DRIP at any time; however, your election needs to be on file with E*TRADE two (2) business days prior to the record date.

US participants can change their election by going to the **My Account** tab within their **Stock Plan account**, then scrolling to the bottom of the page, clicking on the **Reinvest Dividends** link under **Account Preferences** and following the instructions (see screenshot below).

Make your Dividend Election for account Stock Plan (XLF) -1507

Dividend Reinvestment Plan
Automatically reinvest any dividends I receive in additional shares of my company's stock. The shares will be purchased at the prevailing price at market open on the dividend payable date and deposited into your E*TRADE Securities brokerage account.

Deposit Dividend as Cash
Dividends will be deposited into my E*TRADE Securities brokerage account as cash.

Terms & Conditions
By enrolling in the E*TRADE Securities Dividend Reinvestment Program ("DRIP Program"), the account holder ("I, me or my") agree to the terms and conditions described below, in addition to those terms that govern my account as stated in the E*TRADE Securities Customer Agreement. Enrollment in the DRIP Program is voluntary and E*TRADE Securities makes no recommendation.

I Accept the Terms & Conditions

If you would like to make dividend selections in your E*TRADE Securities Retail Brokerage account, please use the online form here.

Submit

Non-US Employees can elect to reinvest dividends by contacting E*TRADE through Secure Message or by calling E*TRADE Stock Plan Customer Service at 800-838-0908 or any of our toll-free numbers.

Do I have to enroll for every dividend payment?

No, once the election is made, it will continue until it is changed by the account holder.

Can I reinvest the cash from previous dividend payments?

No, the election is only for dividend payments on a go-forward basis.

PURCHASING SHARES

What share price applies?

The share price will be the average execution price throughout the trading day on the payment date, or if the payment date is a non-trading day, then the closing price of the prior trading day is used.

How will the number of shares I receive be determined?

The number of shares is determined by dividing your cash dividends by the fair market value of the share when they are acquired through dividend reinvestment. This may include fractional shares, which may accumulate into whole shares through future dividend payments.



What are the fees to purchase shares?

There are no fees to acquire shares through DRIP.

When will my shares be available for sale?

Your dividend reinvestment shares will be deposited into your account and available upon settlement. This is typically two days from trade date.

Where will shares be deposited?

Shares purchased under DRIP will be deposited into your linked brokerage account.

For US participants, shares can be viewed by clicking **Accounts** tab > **Portfolios** sub-tab for the brokerage account. Non-US participants can view shares on the **Stock Plan** > **Holdings** > **Other Holdings** page.

SELLING SHARES

How do I sell shares purchased through DRIP?

US participants can sell shares, including fractional shares, acquired through DRIP by clicking **Trade**, next to **Shares** on the Portfolios page.

Non-US participants can sell shares, including fractional shares, acquired through DRIP by contacting E*TRADE Stock Plan Customer Service at one of our toll-free numbers.

Are there any restrictions on when I can sell my shares acquired through DRIP?

Restrictions are applicable to all participants that must adhere to company-imposed restrictions, including but not limited to, blackout periods.

What are the fees to sell shares acquired through DRIP?

The standard commission for selling dividend shares can be found on our website at us.etrade.com/what-we-offer/pricing-and-rates?ploc=2017-nav-products-upgrades.

How are dividends and dividend equivalent rights taxed?

Dividends and dividend equivalent rights received on restricted stock awards prior to vesting or release are taxable (including dividends reinvested to purchase stock), and all dividend income must be reported. Depending on the circumstances, the dividend or dividend equivalent rights are taxable as either compensation income or dividend income.

If you receive dividends totaling \$10 or more within a year from any entity and the income is taxable as dividend income, you will receive a Form 1099-DIV stating the amount you received. If the dividends or dividend equivalent are taxable as compensation income, the dividends are reported on Form W-2.

Dividends can be classified either as ordinary or qualified. Ordinary dividends are taxed as ordinary income (i.e., your current tax rate). Qualified dividends are dividends that meet the requirements to be taxed as capital gains.

What tax information does E*TRADE provide for dividends?

Dividend payments will typically be visible on form 1099-DIV. For tax information with regards to dividend payments on restricted stock, see section "Dividends received on restricted stock" below.

US-based participants will receive a consolidated 1099 form. Non-US participants will receive a 1042-S form. These forms are available online for download at no cost or can be mailed based on account preferences (a handling fee will apply). Additionally, all account holders will receive statements when there is activity via monthly or quarterly statements.

Dividends received on restricted stock awards prior to vesting or release

Restricted stock is typically taxed when you receive it. However, if you receive dividends on restricted stock awards (a form of restricted stock) before they vest, you must include them in your income as wages, not dividends, even if the grant has not yet vested.

Your employer will include these dividends in the wages shown on your Form W-2, Wage and Tax Statement.

Where to find Dividend payment information in tax documents

DETAILS OF 2018 FORM 1099-DIV							
Date	Security Description	CUSIP	Transaction Description	Amount	Foreign Tax Paid	Federal Tax Withheld	Additional information
02/16/2018	DEMO CORP	012345678	QUALIFIED DIVIDEND	\$836.00	-	-	
05/18/2018	DEMO CORP	012345678	QUALIFIED DIVIDEND	\$819.00	-	-	
08/17/2018	DEMO CORP	012345678	QUALIFIED DIVIDEND	\$867.00	-	-	
Subtotals				\$2,522.00			
Total Qualified Dividends (Box 1b included in Box 1a)				\$2,522.00			
Total Ordinary Dividends (Box 1a)				\$2,522.00			

How Dividends can affect cost basis

Depending on the type of distribution, the effect on its cost basis can vary. Cash dividends do not lower the cost basis of an investment, either when you actually receive cash or when you use the proceeds to purchase new shares. Reinvested dividends are important to include in your cost basis because dividends are taxed in the year received, and if they are not included in cost basis, you may pay taxes on them twice.

You can check out the Stock Plan Transactions Supplement for Cost Basis information. This can be found by going to etrade.com/taxcenter.

If you have any questions regarding how to account for dividend payments from stock you acquired as part of your stock plan benefits when the cost basis in the 1099-DIV shows zero, please consult your tax advisor.

Have questions?

Customer Service is available Monday to Friday, 24 hours a day, online at etrade.com/service or call us at 800-838-0908. From outside the US or Canada, go to etrade.com/contact to identify the best phone number for your country. One of our dedicated professionals will be happy to assist you.

1. Dividend yields provide an idea of the cash dividend expected from an investment in a stock. Dividend yields can change daily as they are based on the prior day's closing stock price. There are risks involved with dividend yield investing strategies, such as the company not paying a dividend or the dividend being far less than what is anticipated. Furthermore, dividend yield should not be relied upon solely when making a decision to invest in a stock. An investment in high yield stock and bonds involve certain risks such as market risk, price volatility, liquidity risk and risk of default.

The information contained in this document applies only to persons who are subject to tax in the US, and it applies only to your US federal income tax return. The information applies to the calendar year 2018 only. Transactions that occurred in other calendar years may need to be reported differently.

The information published herein is of a general nature and has been summarized for presentation to a large audience. It is not a complete discussion of all aspects of the laws, rules, regulations, standards, and principles that govern how employee stock option information is reported on tax documents provided to you and how it should be reported on your tax return. The contents are neither designed nor intended to be relied upon and should not be considered legal, accounting or tax advice. Your specific situation may involve circumstances that cause the laws, rules, regulations, standards, and principles described herein to apply differently. You should consult your own legal, accounting, and tax advisors before deciding what, if any, course of action to take.

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