



## SOS Email Xpress

**Go paperless! Automate the delivery of participant stock plan communications via e-mail. Save time; save money; reduce risk!**

Are you still wasting time and money mailing or otherwise delivering paper statements for transactions and year-end summaries or statements? Are employee stock purchases, RSU vestings, and year-ends a nightmare because of the mountains of paper?

SOS Email Xpress can retrieve data from your stock plan administration system and send customized e-mails to hundreds or thousands of participants with a few clicks.

### SOS Email Xpress Features:

- Emails customizable to your specifications; match existing paper communications or enhance
- Retrieves or imports required data from your existing stock plan administration platform
- Customize email subject and introductory text easily at any time
- View / review stock plan data retrieved before sending emails
- Sends e-mails from email address you specify
- Installs on your desktop
- Perfect for:
  - Purchase Confirmations
  - RS/RSU Release Confirms
  - Exercise Confirmations
  - Pre-vest Communications
  - Disposition Surveys
  - Year-end Tax Summaries
  - Option & Award Summaries
  - New Grant Notices

### SOS Email Xpress Benefits:

- **Save Time:** countless hours printing, stuffing, and mailing confirmations & statements
- **Save Money:** on printing, paper, envelopes and postage
- **Reduce Risk:** Eliminate the danger of manual processes like the risk of a statement being mailed to the wrong participant

FW: Confirmation of Release Email - Message (HTML)

From: Stock Plans at Demo Company  
To: Jane Participant  
Sent: Thu 7/30/2009 7:25 PM  
Subject: Confirmation of Release Email

Attached please find your Confirmation from the release of your Restricted Stock Unit and/or Performance Shares. This information includes full transaction details for your records, including amounts relating to any taxes withheld. Please feel free to contact one of us in Stock Administration at [stockadmin@democompany.com](mailto:stockadmin@democompany.com) if you have any questions.

Thank you.

Confirmation of Release		Demo Company			
		ID:	12-1234567		
		Address Line 1	Address Line 2		
		San Jose CA 95119			
Fname Lname		Tax Payment Method: Sell - Cover			
Address1		SS#: XXX-XX-6789			
San Jose CA United States 95119					
Calculation of Gain		Calculation of Taxes			
Market Value	\$14,831.25	Taxable Gain \$	Rate %	Amount \$	
Award Price	\$0.00	Federal	14,831.25	25.00	3,707.81
Total Gain	\$14,831.25	MN-State	14,831.25	6.25	926.95
		Social Security	14,831.25	6.20	919.54
		Medicare	14,831.25	1.45	215.05
		Total Tax			5,769.35
Stock Distribution		Cash Distribution			
Award Shares Released	1,875	Total Sale Price		\$5,788.90	
Shares Sold	(730)	Total Tax		(\$5,769.35)	
Shares Issued	1,145	Fee		(\$0.00)	
		Total Due Participant		\$19.55	