



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 Emails - 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 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	Federal	Taxable Gain \$	Rate %	Amount \$
Award Price	\$0.00		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