

# Get to know your ESOP statement



As a participant in the Employee Stock Ownership Plan (ESOP), you receive an annual statement showing changes to your account for each plan year. This is a simplified explanation of the statement.

Please note: your individual statement will show the activity that is applicable to your account. It may vary from this sample.

## 1 | Your information

Near the top, you'll see your personal information, including your years of vested service. This determines your vested percentage, which affects how much of your account balance you can take with you after you leave the company.

## 2 | Last year's balance

What's in your account as of the end of the last plan year—cash and/or shares.

## 3 | Company contribution

What was added to your account from the company's contribution.

## 4 | Income earned

Earnings on cash in your account for the plan year.

## 5 | Forfeitures

If you leave the company and aren't fully vested, the unvested part of your account is lost (forfeited). This shows the part of your account that was lost. If you're an employee, this shows your portion of the additional shares and/or cash from the accounts of those who left before being fully vested.

## 6 | Shares purchased

Cash in your account is used to purchase shares. This shows the exchange of cash for shares.

## 7 | Shares sold/repurchased

Cash in your account is used to buy back shares after people leave, or if you elect diversification, shares are exchanged for the cash value. If you're no longer an employee, the shares in your account may be exchanged for the cash value if your account is segregated or if you receive a distribution.

## 8 | Distributions

Amounts paid from your account after you leave and/or from diversifying some of the company stock in your account.

[Company] Employee Stock Ownership Plan Statement of Participation SAMPLE PARTICIPANT			
<b>YOUR TOTAL ACCOUNT BALANCE as of [date] is \$X,XXX.XX</b>			
1	Years of Vested Service:	X	Participant Status: ACTIVE Date of Participation: xx/xx/xxxx
		<b>Cash</b>	<b>Number of Shares</b>
2	Your Account Balance as of [date]:	-	xxx.xxxx
3	Your Share of the Contribution:	\$x,xxx.xx	-
4	Income Earned on Cash:	\$xx.xx	-
5	Forfeitures:	-	x.xxxx
6	Shares Purchased:	(\$x,xxx.xx)	xxx.xxxx
7	Shares Sold/Repurchased:	-	-
8	Distributions Paid to You:	-	-
9	<b>Your Total Account Balance as of [date]:</b>	<b>-</b>	<b>xxx.xxxx</b>
		10 Current Market Value Per Share:	\$xx.xx
		11 Your Total Account Value:	\$x,xxx.xx
		12 Your Vested Percentage:	xx%
		13 Your Vested Account Value:	\$x,xxx.xx

*for illustrative purposes only*

## 9 | Total account balance

What's in your account at the end of the plan year—cash and/or shares.

## 10 | Current market value

The per share value of the company stock as of the end of the plan year, as determined by the ESOP trustee with the help of an independent appraiser (valuation firm).

## 11 | Total account value

What your account is worth at the end of the plan year.

## 12 | Vested percentage -n/a

How much of your account you've earned, based on your years of vested service. This percentage determines the amount you can take with you after you leave the company.

## 13 | Vested account value

This is the current value of your account that you could take with you if you leave—based on your vested percentage. The amount you'll be paid will be based on the current value of your account (stock value and/or cash value) when you take a distribution.

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