

# **Employee Stock Purchase Plan (ESPP) Frequently Asked Questions**

#### Q: What is a Stock Purchase Plan?

A. A stock purchase plan provides you with an opportunity to become a stockholder in Zebra Technologies Corporation and thereby participate in the company's future. The Zebra Employee Stock Purchase Plan provides you with an affordable and convenient way to use after-tax payroll deductions to purchase stock at a 5% discount of the fair market value.

## Q: Who may participate in the Plan?

A. All U.S. employees scheduled to work 20 or more hours per week and that have a date of hire at least one (1) month prior to the beginning of an option period can participate in the plan.

# Q. What is an option period?

- A. An option period is the time during which payroll deductions are accumulated. Shares are purchased under the plan at the end of the option period, and shares are deposited in the employee's Merrill brokerage account. We have four option periods:
  - January 1 March 31
  - April 1 June 30
  - July 1 September 30
  - October 1 December 31

#### Q: How much can I contribute?

- A. You may contribute a minimum of 1% (whole percentages only) on up to a maximum of 10% of your gross eligible compensation\* each pay period through after-tax payroll deductions (not to exceed \$25,000 fair market value in any given year).
  - \* Eligible compensation includes base pay, overtime, commissions and certain corporatewide bonuses.

### Q: Will I have to create an account with Merrill?

- A. Yes, you will need to create the following two accounts:
  - 1. <u>Benefits OnLine</u> account this where you can make contribution changes and withdrawal from the plan.
  - 2. Brokerage account this is where your shares will be held after the purchase.

## Q: What is the fee to sell shares through Merrill?

A. There are no fees to sell shares online at Merrill.

#### Q: When are shares purchased?

A. Once you have enrolled in Zebra's ESPP and are making contributions, Zebra will purchase discounted stock for you on the last day of the option period you are enrolled in. The lower of Zebra's stock price at the close of business on the last day of the prior option period or the last day of the current option period determines the option prices. The lower price is then discounted by 5% and shares are purchased and deposited into your Merrill account. Only full shares of stock are purchased. Remaining monies will be carried forward to the following option period to purchase additional shares of stock.



### Q: Can I enroll at a future date?

A. Yes, you may enroll in the Zebra ESPP during any of the four open enrollment periods in December, March, June and September by logging into <u>Benefits OnLine</u>. The Zebra Rewards team will send out emails each quarter letting employees know when the enrollment period will take place.

# Q: Can I withdraw contributions before the purchase is made?

A. Yes, you may withdraw your contributions no later than 15 days prior to the end of the option period by logging into <u>Benefits OnLine</u>. Withdrawing means you stop payroll deductions and request a refund of payroll deductions within the current option period.

# Q: How can I designate a beneficiary with Merrill?

- A. Login to your Benefits OnLine account:
  - Click on Zebra Technologies Corp ESPP
  - Click on the Beneficiary tab
  - Select Beneficiary Designations/Updates
  - Make your updates

# Q: Who do I contact if I have questions about the ESPP program?

A. You can email <u>Equity Administration</u> for questions about the plan. You can call Merrill at 1-833-ZBRA STK (833-927-2785) for ESPP account related questions. Representatives are available 24 hours a day, Monday through Friday.