

TD Ameritrade Employee Stock Option Service



Contact Information:

Log in and go to Client Services >
Message Center to contact us

Mailing Address:
PO Box 2813, Omaha, NE 68103-2813
Fax: 800-870-9687

Important Information about the TD Ameritrade Employee Stock Option Service

Thank you for selecting TD Ameritrade to exercise your employee stock option. Our goal is to complete your transaction as simply and as cost-efficiently as possible. Here are a few guidelines for you to follow in order for us to complete the exercise for you.

Please Note: You must have a TD Ameritrade Individual or Joint account to exercise your employee stock option. Additionally, you must have margin privileges if you plan on borrowing funds to exercise your shares.†

To sign up for the TD Ameritrade Employee Stock Option Service, you need to complete the following enclosed documents:

- New Account Application (Not applicable if you have a current TD Ameritrade Individual or Joint account.)
- Margin/Options Account Upgrade Form (Not applicable if you currently have a TD Ameritrade margin account or do not plan on borrowing funds to exercise your options.)
- Letter of Intent to Exercise Stock Option
- Employee Stock Option Agreement
- Irrevocable Stock or Bond Power Form (Not applicable if your employer will deliver the shares to TD Ameritrade via the electronic Deposit/Withdrawal at Custodian (DWAC) or Depository Trust Company (DTC) system. If shares will be delivered in certificate form, TD Ameritrade must have the Irrevocable Stock or Bond Power Form with your original signature before exercise can take place. We cannot accept a faxed copy of this form.)

If you are opening a new account and plan on borrowing funds from TD Ameritrade to complete your exercise, please complete your application to include margin privileges. Review of your account for margin privileges may include checking your credit history. If you have questions, please contact Client Services at **800-669-3900**. Once you have filled out the proper documents, please send them to:

TD Ameritrade, Inc.
PO Box 2813
Omaha, NE 68103-2813

Or overnight to: TD Ameritrade, Inc.
200 S 108th Ave
Omaha, NE 68154-2631

The Average Cycle for Exercising Stock Options Through TD Ameritrade

Day One	Day Two - Day Four	Day Five - Day Six	Day Seven
You complete the forms and notify your company of your intent to exercise.	TD Ameritrade receives your completed forms and contacts your corporate plan administrator for verification (TD Ameritrade obtains exercise and all sale instructions from you).	TD Ameritrade contacts you to have you place a trade with one of our licensed brokers.	TD Ameritrade sends payment for shares and applicable taxes to your company.
		Your company processes paperwork and sends TD Ameritrade the certificates for your shares.*	TD Ameritrade makes the net proceeds available to you.

*Total cycle time may vary depending upon your company share-delivery process.

†Margin accounts are not suitable for all investors due to the increased risk involved. Margin trading privileges subject to TD Ameritrade review and approval. Please carefully read the Margin Handbook and our Margin Disclosure Document for more information.

Investment Products: Not FDIC Insured • No Bank Guarantee • May Lose Value

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