



## **2008 Ceridian Shareholder and Investor FAQs**

### **I am a registered holder of Ceridian stock. I did not receive a Letter of Transmittal. What should I do?**

Most often, this occurs when a shareholder has moved. Shareholders should contact Wells Fargo directly at 1.800.380.1372. (Ceridian is not allowed to provide the new address information to Wells Fargo on behalf of the shareholder.)

### **I received the Letter of Transmittal, but can't fill out Box B (Certificate information), because I do not have the physical certificate. What should I do?**

If the Letter of Transmittal indicates "Book" at the bottom of the form, then Box B can be ignored.

If the Letter of Transmittal indicates "Cert", then the Certificate needs to be located and returned with the Letter of Transmittal with Box B filled out.

If the certificate is lost OR if the shareholder claims they never received a certificate, then the box "lost Certificate" must be checked, and the shareholder will be contacted if there is a charge to replace it or if additional information is required.

### **My Letter of Transmittal has the wrong address and/or my last name is incorrect.**

The shareholder should contact Wells Fargo directly at 1.800.380.1372 for further instruction.

### **I need to know the cost basis of my shares that were paid out as part the merger last year. I don't recall how I received the shares or when.**

Try to narrow the field by determining who you received your payout from (i.e. Wells Fargo, E\*TRADE, Computershare or a different broker). You should have a received a Form 1099 from a broker after the end of the year.

If you received your payout from E\*TRADE, the shares may have come from Restricted Stock Units that vested in 2007. Contact your payroll department if this is the case.

If the payment came from Computershare the shares may have come from participation in Ceridian's Employee Stock Purchase Plan (or ESPP). Check your records and see the Ceridian web site link to the ESPP information for historical purchase prices.

If the payout came through another broker, you should have statements from the purchase or transfer of shares. If not, you should contact that particular broker.

If you were paid out for exactly 20 shares and were an employee of Ceridian/Control Data in 1986, then the shares were most likely received as a result of a one-time 10 share

grant each employee received in June, 1986. See the Ceridian web site link under shareholder information – the example basis calculation will provide you with your basis in the ten share grant.

**I am a former Control Data employee and purchased my shares through payroll deduction prior to 1995. Can you look up the purchase information up for me?**

Ceridian had a couple of different programs prior to 1995 through which employees could purchase company stock (i.e. the PAYSOP closed in 1988-maximum no. of shares an employee could have owned at plan closure was 18.) The Investor Stock Purchase Plan closed just before the Ceridian spin transaction in 1992. All participants received quarterly statements that they should have retained. We have no history on these plans or the participant purchases.

**I purchased my shares through payroll deduction, but don't have any records or statements. Can you provide?**

Try to find out the period of time you participated. Most employees that purchased shares did so through the Employee Stock Purchase Plan (existed from 1995 – 2005). If the employee participated in the time period 2001-2005 they should contact Computershare at 1.800.621.3777 to get their individual quarterly purchase information.

If you purchased shares prior to 2001, when the administrator was Merrill Lynch, then you will need to check for statements from Merrill Lynch or find old paystubs. If you must resort to old paystubs, see the ESPP link on Ceridian's Web Site to help you figure your cost basis in the shares purchased each quarter through payroll deduction.

**I received a payout from Wells Fargo. I think it was due to restricted stock awards that had vested over the years. I need to find out the individual vesting dates and prices on those days.**

You will need to find the letters you received from Executive Compensation shortly after each vesting indicating the vest dates and closing price on that date. If unable to locate, contact your Executive Compensation department. If you know your vesting dates, you can check the stock price history link on the Ceridian web site to find out the price of the stock on the day(s) your shares vested. They may be able to check their files for a copy of the letter or check in their files.

**I purchased Ceridian stock on a particular date (i.e. November 16, 1997). I received payment from Wells Fargo. I need the stock price on November 16, 1997 to file my tax return.**

Please see the historical stock closing prices provided on the Ceridian web site for November 16, 1997. You must also take into consideration see the historical split and other corporate actions that have impacted your cost basis in the shares. For example, your cost basis may need to be adjusted for a stock split that occurred in 1981, the 1992 spin off of Control Data Systems, the February, 1999 stock split and the April 1, 2001, Arbitron spin transaction.

**I am working on an estate and the deceased had shares of Ceridian Corporation?**

**What do we do to cash these in? OR What do we need to provide to get the payout?**  
You must contact the paying agent, Wells Fargo, directly at 1.800.380.1372 for further instructions.

**Can I get a copy of your bank credit agreement?**

Yes. [Executed Credit Agreement](#).