

CORPORATE ACTION INSTRUCTIONS FOR GOOGLE, INC. CLASS C (GOOG) SHARE DISTRIBUTION

In accordance with a settlement of litigation involving the authorization to distribute Class C capital stock, Google, Inc. determined that a payment in the amount of \$522 million was due. A distribution of .0027455 of a share of newly issued Class C stock (GOOG) for each share of Class C stock (GOOG) held, was made with an effective payment date of May 4, 2015.



Important

The information provided may be different from that of your custodian, which can affect share and cost basis reconciliation. Your custodian may update position and cost basis information at a later date. As a result, you may see differences in cost basis data between this document and your custodian for a period of time. Contact your custodian for details.



Online

For more information regarding this action, please see:

[Adjustment Payment Information](#)

[Form 8937](#)

STEPS

Make sure to follow the steps below before processing the Security Split Wizard. Once finished with the Wizard, make sure to view the “Additional Steps” following the “Split Wizard Details.”

- 1 For Schwab Accounts, Buy transactions for **GOOG** may be in the **05/04/2015** interface transaction file, with cost of \$0.00; if so, unpost and block these transactions. Other custodians may have similar transactions.
- 2 Transactions for Cash-in-Lieu of Fractional Shares were sent down in the interface transaction files on **05/05/2015**. These transactions should be unposted, but can be left in a Pending status; they will be handled in the “Additional Steps” following the “Split Wizard Details.”

SPLIT WIZARD DETAILS

The table below contains the details you need to enter into the PortfolioCenter® Split Wizard.



Note

Unless explicitly stated in the data field, the data for the Conversion Price field is only valid for accounts held at Charles Schwab & Co. Inc.

FIELD NAME	DATA FOR THIS ACTIVITY
Security Type	Equities
Symbol	GOOG

FIELD NAME	DATA FOR THIS ACTIVITY
Transaction Date	05/04/2015
Split Ratio	1.0027455
Fractional Shares	Keep
Report Conversion As	N/A
Conversion Price	N/A
Comment	N/A

ADDITIONAL INFORMATION

The following steps are for handling the Cash-in-Lieu of Fractional Shares following the share distribution.

- 1 In the **05/05/2015** interface transaction file for Schwab, Cash-in-Lieu of Fractional Shares came down as a Journal transaction. Other custodians may have sent the transaction down in the form of a Return of Principal transaction. Verify these transactions are unposted and in a Pending status.
- 2 Run the **05/05/2015** Share Reconciliation Report to have a list of all accounts unreconciled by fractional shares in **GOOG** (each account affected should be unreconciled by less than 1 share).
- 3 Using the Share Reconciliation Report as a guide, edit each Journal, or Return of Principal, transaction in the **05/05/2015** interface transaction file to a sell of the fractional shares using the following details:
 - Security Type: Equities
 - Activity: Sell
 - Symbol: **GOOG**
 - Shares: Using the Share Reconciliation Report, verify the fractional shares the account is unreconciled by, and place into this field.
 - Gross Proceeds: This should be the amount the Journal transaction was originally for; do not change this value.
 - Matching Method: Set to the appropriate sell method.

Other values should be left alone. Save the transaction, and post.

- 4 Once all Journal, or Return of Principal, transactions have been edited to Sells and posted, run the Share Reconciliation Report again, to verify the accounts now reconcile in both Cash and Shares.



Online

The [Corporate Actions Center](#) provides you with a number of resources about corporate actions you may find useful. For this activity, however, you might find the following documents helpful:

- [Identifying Corporate Action Transactions in Interface Data](#) for tips on finding custodial interface transactions and how to block them so you can make way for using these wizards.
- [Entering a Spin-Off Corporate Action Transaction](#) for step-by-step instructions for using the Spin-Off Wizard in PortfolioCenter.
- [Tips for Handling Cash in Lieu for Fractional Shares](#) for tips and best practices for entering the appropriate transactions to handle cash in lieu for fractional shares.

For institutional audiences only.

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