

CORPORATE ACTION INSTRUCTIONS FOR ZILLOW GROUP CLASS C STOCK DIVIDEND

On August 17th 2014, Zillow Group issued new Class C shares in the form of a stock dividend; Zillow Group Class A shares stock ticker will change from **Z** to **ZG** and Zillow Group Class C shares will trade under the stock ticker **Z**. Shareholders of Zillow Group Class A shares received two shares of Zillow Group Class C (**Z**) for each share of Zillow Group Class A (**ZG**).



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:

[Zillow Group Investor Relations](#)

[Zillow Group Form 8937](#)

ADDITIONAL INFORMATION AND/OR STEPS

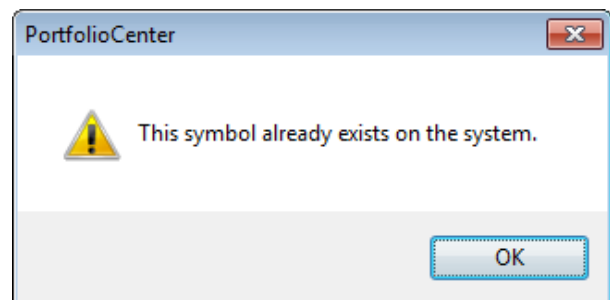
The following steps deal with classifying Zillow Group Class A shares (**ZG**) and Zillow Group Class C (**Z**) under the correct ticker symbols. The steps to define the new symbol and update mapping should be followed as soon as **ZG** is defined, even if no other steps are taken to handle this corporate action.



Warning

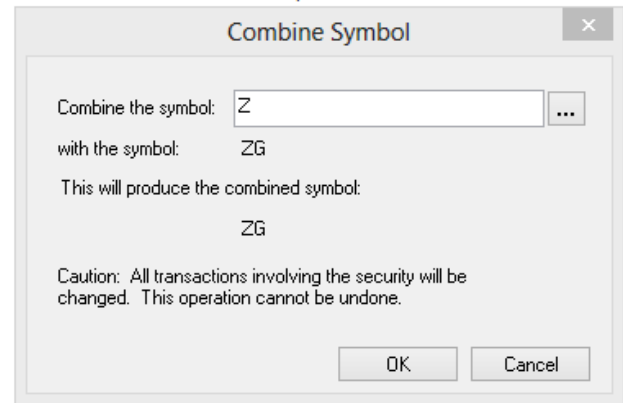
Before starting the following steps, make a backup of your PortfolioCenter Database. For instructions on making a backup: [Backing Up Your PortfolioCenter Database](#).

- 1 In PortfolioCenter, click on the Securities tab. Under the Equities category, click the **New** button and define the new symbol for Zillow Group Class A shares with the Symbol "**ZG**" and the Description "Zillow Group Class A." If you receive the error "this symbol already exists on the system," continue to Step 2. If you successfully defined the new symbol, go back to the Securities tab and press F5 on your keyboard to refresh your screen. Continue to Step 2.



2 On the Securities tab, under the Equities category, find the new symbol for Zillow Group Class A shares, **ZG**, and click to highlight it.

3 Click on the **Combine** button at the bottom of the screen. When the “Combine Symbol” window opens, browse for the old symbol for Zillow Group Class A shares, **Z**, select it, and click OK. *Make sure you have made a backup of your PortfolioCenter Database before starting the symbol combine.* Click OK to finish combining the two symbols. The result should be one combined symbol: **ZG**.



4 On the Securities tab, click the **New** button. In the New Security (Equity) Window define the New Class C shares with the following details:

- Symbol: **Z**
- Description: Zillow Group Class C

5 Any pricing between 8/17/2015 and the date you process this corporate action will need to be manually entered or corrected for Zillow Group Class C (**Z**). Zillow Group Class A (**ZG**) pricing should be validated for accuracy as well.

- To review security prices, go to the Securities tab and highlight the security in question, then click the History button.
 - To correct any erroneous pricing, click in the Price column for the date in question, update the price, then click the **Save** button to keep any changes.
 - To enter any missing price dates, click the New button, enter the date and closing price, then click OK.

6 Click on the Interfaces tab, highlight your broker/dealer, and click the **Settings** button in the lower left-hand corner. Go to the Paths and Assignments tab and click the **Security Codes** button. In the “Symbol” column, find **Z** and delete any rows containing that symbol. Next, find **ZG** in the “Symbol” column and delete any rows containing that symbol. See the example below.

Schwab Symbol	Item Issue Id	Rule Set	Industry Symbol	CUSIP	PC Symbol	Description
XYIGY	0577427522	00000	XYIGY	98418R100		
XYL	0334856840	00000	XYL	98419M100	XYL	Xylem Inc
Y	0022326337	00000	Y	017175100		
YAHOOY	0745299648	00000	YAHOOY	98433V102	YAHOOY	Yahoo Japan Corp
YHOO	0960446566	00000	YHOO	984332106	YHOO	Yahoo! Inc
YNDX	1279929864	00000	YNDX	N97284108		
Z	1937478199	00000	Z	98954M101	ZG	Zillow Group Class A

7 Continue to the next page.

SPIN OFF WIZARD DETAILS

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



Important

Block all interface transactions related to this Corporate Action before running the PortfolioCenter® Spin off 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
Spin off Date	08/17/2015
Security Type	Equities
Parent Company Symbol	ZG
Parent Company Price Per Share	\$73.21
New Company Security Type	Equities
New Company Symbol	Z
Percent of Cost Allocated	0.6745
Allocate Value the Same as Cost Basis	Unchecked
New Company Price per Share	\$26.58
Share Distribution Ratio	2.00
Conversion Price for Cash in Lieu For Fractional Shares	N/A



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.