

How to Exercise Stock Options Not Managed by Fidelity



If you have stock options in a plan that is serviced by Fidelity, log in to **NetBenefits.com** to view model or exercise options.

However, if your stock options are not managed by Fidelity, we can help you exercise them. Please follow the steps below.

Note: If you, or an immediate family/household member, file SEC Form 144, are a control person, 10% shareholder, or Board of Directors member, please call the Control and Restricted Stock Department at 800-544-6161, Monday through Friday, 8:30 a.m. to 6:00 p.m. Eastern Time. As a control person there are additional forms needed to exercise your options, and the Control and Restricted group will help you with the process.

Step 1

Download the [Employee Stock Option Notice of Intent and Agreement \(PDF\)](#). Please sign and complete the form and fax it to (855) 856-0727. Questions can be directed to Fidelity Stock Option representatives at (800) 544-3929 between 5 p.m. Sunday and midnight Friday, Eastern Time.

If you are not a Fidelity customer, you must open a Fidelity Account®. You can open a Fidelity Account online at [Fidelity.com](https://www.fidelity.com).

you will receive the gain on the exercise of your stock options, minus applicable taxes, brokerage commissions and fees; or

- o **Exercise-and-hold:** If you initiate an exercise-and-hold transaction, you will have to pay the stock option cost, plus applicable taxes (for Non-Qualified Stock Options), commissions, and any fees. You will need to have funds in either cash or margin (if you are approved for margin) at the time of exercise.

Step 2

Once the Employee Stock Option Notice of Intent and Agreement is received, Fidelity will contact your plan administrator. We will contact you once your stock option information is verified.

A Fidelity Stock Option representative will assist you in exercising your stock option.

The representative will confirm:

- Which grant(s) you would like to exercise.
- The type of exercise you wish to initiate.
 - o **Exercise-and-sell:** If you initiate an exercise-and-sell transaction, you must specify either a limit price or an order to sell at the market price. If you initiate an exercise-and-sell transaction,

Trade Proceeds and Confirmation

Any transaction where a sale occurs will generate a transaction confirmation the day after the transaction occurs.

The cash or share proceeds from your transactions will be deposited into your Fidelity Account after Fidelity receives the shares from the issuing company. The receipt of the shares varies and may extend beyond the standard three-business-day settlement period. Proceeds are available in your Fidelity brokerage account the next business day.

Once the proceeds from your transaction are deposited into your Fidelity Account, you may take advantage of any of the services offered through Fidelity. Learn more about these services at [fidelity.com/open-account/fidelity-account](https://www.fidelity.com/open-account/fidelity-account).