

# Instructions for Completing IRS Section 83(b) Form

## 1 INSTRUCTIONS

To make an 83(b) election, you must complete the following steps within 30 days of your Award Date:

- Complete the IRS 83(b) form that has been provided to you.
- Mail the completed form to the IRS within 30 days of your Award Date. Address it to the IRS Service Center where you file your taxes. (See the chart provided on page 3.)
- Mail a copy of the completed form to your employer.

You must also attach a copy of the completed and filed form to your income tax return when you file your income taxes for the year in which the election is made.

### Heading:

Please write in your name and address and the date at the top of the form. Below “Department of the Treasury,” please address the form to the IRS Service Center where you file your taxes. (See the chart provided on page 3.)

### Box 1:

Please write your name, address, and Social Security number next to the corresponding field in this box.

### Box 2:

Please write the number of shares and a description of the shares of stock you were awarded for which you are making the election under Section 83(b).

### Box 3:

Please write the calendar year during which you were granted the Restricted Stock Awards. Your Award Date will provide you with this information.

### Box 4:

Please describe the restrictions to which your awards are subject. You can find this information in your Award agreement. If you have any questions about the wording in your Award agreement, or about your restriction, please contact the Plan Administrator at your employer.

### Box 5:

Please record the closing price of your company’s stock on the Award Date.

### Box 6:

Please write the amount you paid for your Awards. If you did not pay anything for your Awards, please state that no amount was paid for the shares.

### Box 7:

Nothing needs to be written here.

Once you have completed the form, please sign it and mail a copy to your IRS Service Center and to your employer. Also, be sure to retain a copy for your taxes.



**2 NOTIFICATION**

<First Name Last Name>  
<Street Address>  
<City, State ZIP>

Department of the Treasury  
Internal Revenue Service Center

**Re: Election under Code Section 83(b)**

Dear Sir or Madam:

I hereby make an election pursuant to Section 83(b) of the Internal Revenue Code of 1986, as amended, with respect to certain restricted stock received by me. The following information is submitted as required by Treas. Reg. § 1.83-2(e):

1. Taxpayer information

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Taxpayer Identification Number: \_\_\_\_\_

2. Property for which election is made: \_\_\_\_\_

3. Date of transfer: \_\_\_\_\_

Taxable year for which election is made: \_\_\_\_\_

4. Restrictions to which property is subject: \_\_\_\_\_

5. Fair market value: \_\_\_\_\_

6. Amount paid for property: \_\_\_\_\_

7. A copy of this election has been furnished to the Corporation.

Very truly yours,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CC: \_\_\_\_\_



### 3 MAILING INSTRUCTIONS

#### Where to file?

If you live in...	Mail to:
Alabama, Arkansas, Delaware, Georgia, Indiana, Illinois, Iowa, Kentucky, Maine, Massachusetts, Minnesota, Missouri, New Hampshire, New Jersey, New York, North Carolina, Oklahoma, South Carolina, Tennessee, Vermont, Virginia, Wisconsin	Department of the Treasury Internal Revenue Service Kansas City, MO 64999-0002
Florida, Louisiana, Mississippi, Texas	Department of the Treasury Internal Revenue Service Austin, TX 73301-0002
Alaska, California, Hawaii, Ohio, Washington	Department of the Treasury Internal Revenue Service Fresno, CA 93888-0002
Arizona, Colorado, Connecticut, District of Columbia, Idaho, Kansas, Maryland, Michigan, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oregon, Pennsylvania, Rhode Island, South Dakota, Utah, West Virginia, Wyoming	Department of the Treasury Internal Revenue Service Ogden, UT 84201-0002
A foreign country, U.S. possession or territory,* or use an APO or FPO address, or file Form 2555, 2555-EZ, or 4563, or are a dual-status alien.	Department of the Treasury Internal Revenue Service Austin, TX 73301-0215
*If you live in American Samoa, Puerto Rico, Guam, the U.S. Virgin Islands, or the Northern Mariana Islands, see Pub 570.	

