



# Employee Stock Purchase Plan

Guide for employees





# Own Your Share of Our Transformation

The Employee Stock Purchase Plan provides eligible employees an easy and affordable way to build an ownership stake in Equifax and share in the long-term performance of the company. It's just one more way we deliver on our **Purpose ... helping people live their financial best!**

Shares purchased through the plan give you all the rights and privileges of a stockholder, including voting rights and dividends when they are granted — all at a discount that is not available to the general public.

With payroll deductions and secure online account management, buying, tracking, and selling shares is simple and convenient.

The Employee Stock Purchase Plan encourages long-term investment. You can choose to sell your shares immediately or hold onto them.

Keep reading to learn more about how this plan can support your financial well-being and help you own a share of our transformation.

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# How the Plan Works

You will have an opportunity to enroll in the Employee Stock Purchase Plan (ESPP) four times each year. The amount you choose to contribute will be deducted on an after-tax basis from each of the paychecks you receive during that quarter's offering period. Your contributions will then be used to purchase shares of Equifax common stock at a discount of 5% off the fair market value of the stock on the last day of the offering period. Within a week, your shares will be deposited automatically into an online account with the ESPP administrator.

## Eligibility

To enroll, you must be a full-time or part-time Equifax employee for at least 60 days prior to the first day of the offering period.

To have shares purchased, you must remain employed and have contributions deducted from your paycheck through the last day of the offering period. (Generally, you will continue to participate in the plan if you begin an approved leave of absence or disability during an offering period.) See If You Leave Equifax on [page 14](#) for more information.

## ESPP Administrator

The ESPP is administered by UBS Financial Services Inc. (UBS), part of the world's largest global wealth manager<sup>1</sup>. Having served employers and high net worth individuals for more than 150 years, UBS is well-positioned to collaborate with Equifax in managing this plan for our employees around the world.

To learn more about UBS, visit [UBS.com](https://www.ubs.com).

<sup>1</sup> Source: Scorpio Partnership's "Global Private Banking Benchmark 2018" rank of global wealth managers by assets under management.

# Enrollment & Offering Periods

Actual dates will be communicated in advance of each enrollment period.

<b>Enrollment Periods</b> If you join:	<b>February</b>	<b>May</b>	<b>August</b>	<b>November</b>
				
<b>Offering Periods</b> Your payroll deductions occur:	<b>April – June</b>	<b>July – September</b>	<b>October – December</b>	<b>January – March</b>
				
<b>Purchase Dates</b> Your shares are purchased:	<b>Last day of offering period</b>	<b>Last day of offering period</b>	<b>Last day of offering period</b>	<b>Last day of offering period</b>

# How to Enroll

During an enrollment period:

- 1 Log on to UBS One Source at [www.ubs.com/onesource/efx](http://www.ubs.com/onesource/efx).
- 2 On the Enrollment Notification screen, click "Proceed."
- 3 Follow the steps.

To enroll by phone, call the UBS Service Center at **877-EFX-STOCK** (877-339-7862) (toll-free in the U.S. and Canada) or +1 201-272-7688 (toll, worldwide). UBS customer service representatives are available Monday through Friday, 3 a.m. to 11 p.m. EST.

**If you do not enroll during the enrollment period, you will have to wait until the next enrollment period to participate.**

## Enrolling for the First Time?

*If you already have a UBS account*, log on to your account to ensure your contact information there matches what you have reported in Workday. If you're still having trouble logging in, send an email to [efxstock@ubs.com](mailto:efxstock@ubs.com) to request assistance.

*If you do not already have a UBS account*, you will need your Employee Identification (EID) number, which you can find by your name in Workday.

Once you have your EID, go to [ubs.com/onesource/efx](http://ubs.com/onesource/efx) and click "First Time at UBS One Source?" beneath the green Sign In button. Then, enter your EID and request a temporary PIN. Your temporary PIN will be sent to your Equifax email address. Once you have your temporary PIN, return to UBS One Source to create your permanent password and set up your account.

## Re-enrollment Is Automatic

Once you enroll, you will be re-enrolled automatically for future offering periods at the same contribution level. See Your Contributions on [page 7](#) for more information.

## Authorization Required!

Before you can enroll, you must complete and submit an Account Authorization Form (Form W-9 in the U.S., Form W-8 outside the U.S.). This form is available on UBS One Source under the "Online Forms" section in the left navigational panel.

# Your Contributions

## Contribution Limit

You may contribute from 1% to 10% of your gross base pay. Gross base pay is your pay before any deductions for benefits or other items are taken, and excludes overtime pay, incentives, and bonuses.

### An Example:

Each offering period is three months long. So, your contributions will be based on three months of your salary.

Let's say an employee has an annual salary of US\$ 80,000

Her annual salary divided by 12 months equals a monthly salary of US\$ 6,667

Her monthly salary multiplied by the three months of the offering period equals US\$ 20,000

**If she elected a 10% contribution rate, her total contribution would be US\$ 2,000**

## Payroll Deductions

Once you've enrolled, your ESPP contributions will be deducted automatically from each paycheck you receive during the offering period. Your contributions will accumulate until shares are purchased. You do not receive interest on your contributions while they are accumulating.

Your contributions are made on an **after-tax basis**. In other words, participating in the ESPP will not reduce your annual taxable income.

## If You Withdraw or Become Ineligible

If you withdraw from the plan or become ineligible (e.g., transfer to an ineligible country or change employment status) during an offering period, any contributions that have been collected up until that point will be refunded to you via your paycheck as soon as administratively possible. Once you withdraw from the plan, you cannot resume participation until the next enrollment period.



### See an Error?

**If your contributions don't match your elections**, contact the UBS Service Center at **877-EFX-STOCK** (877-339-7862) (toll-free in the U.S. and Canada) or +1 201-272-7688 (toll, worldwide). Or, send an email to [efxstock@ubs.com](mailto:efxstock@ubs.com).

## Contribution Changes

During an enrollment period	During an offering period
You can choose whether to participate in the following offering period and set your contribution level for that offering period.	You can withdraw from the plan and stop your contributions up until the last day of the enrollment period for the NEXT offering period. For example, you can withdraw from the plan during third quarter's offering period up until the end of the enrollment period for the fourth quarter.

## Reinvestment of Dividends

Shares purchased through the ESPP will earn any dividends issued for Equifax common stock.

Dividends on your ESPP shares will be deposited in your UBS account. Depending on your income and how long you have held the underlying shares, you may owe ordinary income tax, and possibly capital gains tax (in the U.S.), on dividends in any year they are paid.

If you would like to reinvest your dividends in more shares of Equifax stock, you must contact the UBS Service Center. However, the 5% discount is not applied to shares purchased with reinvested dividends.

## Check Our Dividend History

To review the dividend history of Equifax common stock, visit [www.equifax.com](http://www.equifax.com). Click "About Us," then "Investor Relations." On the Investor Relations page, click the "Go to Stock Information" button. On the Stock Chart and Quote page, hover over "Stock Information" and choose "Dividend History."



# Buying Shares

The amount you contribute during an offering period will be used to purchase whole shares of Equifax common stock at a discount of 5% off the fair market value of the stock on the last day of that offering period. No fractional shares will be purchased.

## Plan Limits

In accordance with the U.S. Internal Revenue Code and plan rules, no shares will be purchased for you through the ESPP over the following limits:

- US\$25,000 worth of stock in a calendar year
- 100 shares in any one offering period
- Any shares that would result in you owning 5% or more of the company's total number of shares

## Availability of Your Shares

Your shares will be deposited into your online UBS account within a week after they are purchased, or as soon as administratively feasible.



## What Is “Fair Market Value”?

Fair market value, or FMV, is the closing price of Equifax common stock on the purchase date.

## Leftover Balances

After the purchase, any leftover cash balances will be deposited in your UBS account.

# Selling Your Shares

The ESPP is designed to encourage long-term investment, but there is no requirement regarding how long you must hold onto your shares before you can sell them to receive the cash value. **However, all sales of Equifax stock must comply with the company's Insider Trading Policy.**

**In addition, the timing of the sale will affect how your shares are taxed. To obtain favorable capital gains tax treatment (in the U.S.) on the sale of acquired shares, you should generally hold your shares for two years after the beginning of the offering period in which the shares were purchased.**

For more information, refer to How the ESPP Is Taxed on [page 15](#).

## How to Sell Your Shares



### Online

Log on to UBS One Source at [ubs.com/onesource/efx](https://ubs.com/onesource/efx).



### By phone

Call the UBS Service Center. Find the phone number for your area on the UBS One Source home page.

**Before selling your shares, you should refer to the Insider Trading Policy to determine if you are a member of a specific group to which restrictions may apply. You should also consult with a financial advisor, attorney, or tax specialist regarding the tax implications. If you have specific questions about when you can sell your shares, contact the Office of Corporate Secretary at [corporatesecretary@equifax.com](mailto:corporatesecretary@equifax.com).**



## Service Fees

When you sell your ESPP shares, UBS will charge you US\$19.95 per trade plus US\$5.25 in other fees/charges. International and domestic wire fees are US\$25.

# Transferring Your Shares

Your ESPP shares will be held in your UBS account in a safe, convenient electronic format until you sell them or transfer them to another financial institution.

**To transfer your shares from UBS to another financial institution**, complete and submit an Electronic Share Transfer Form on UBS One Source.

There is no tax liability for transferring your ESPP shares to another financial institution.

## Transfer Restriction for U.S. Employees

In accordance with the company's tax reporting obligations, employees who are U.S. citizens cannot transfer unsold shares out of their UBS account within two years of the grant date of those shares. The grant date is the first day of the offering period for which the shares were purchased.



If you need assistance, contact the UBS Service Center at **877-EFX-STOCK** (877-339-7862) (toll-free in the U.S. and Canada) or +1 201-272-7688 (toll, worldwide). Or, send an email to [efxstock@ubs.com](mailto:efxstock@ubs.com).



# Managing Your Account

When you enroll in the ESPP, you will create a secure, online account where you can manage your participation in the ESPP and your shares.



To review your account, make changes, or perform transactions, log on to UBS One Source at [www.ubs.com/onesource/efx](http://www.ubs.com/onesource/efx) any time day or night.



You can also call the UBS Service Center at **877-EFX-STOCK** (877-339-7862) (toll-free in the U.S. and Canada) or +1 201-272-7688 (toll, worldwide). UBS customer service representatives are available Monday through Friday, 3 a.m. to 11 p.m. EST.

## When Your Shares Are Available

Your shares will be accessible in your UBS account approximately one week after the purchase date, or as soon as administratively possible.

## Account Statements

You will receive an account statement the month following the purchase of your shares. You can choose to have your statement available electronically or delivered by mail.



## How to Track Equifax Stock

You can track the performance of Equifax common stock in the following ways:

- Go to [www.equifax.com](http://www.equifax.com), click “About Us,” then “Investor Relations”
- Call the UBS Service Center at **877-EFX-STOCK** (877-339-7862) (toll-free in the U.S. and Canada) or +1 201-272-7688 (toll, worldwide)
- Search for ticker symbol “EFX” in the financial section of your preferred news source under the New York Stock Exchange (NYSE) listings



# UBS One Source

- Check the price of Equifax common stock
- Review your ESPP share balance
- Get dividend information
- Stop your contributions
- Place sales orders
- Obtain duplicate tax forms
- Change your PIN

[www.ubs.com/onesource/efx](http://www.ubs.com/onesource/efx)

[efxstock@ubs.com](mailto:efxstock@ubs.com)

**877-EFX-STOCK (877-339-7862)** (toll-free in the U.S. and Canada)  
+1 201-272-7688 (toll, worldwide)

UBS customer service representatives are available  
by phone Monday through Friday, 3 a.m. to 11 p.m. EST.



# If You Leave Equifax

If you leave Equifax, any shares previously purchased for you will remain in your UBS account until you choose to sell them or transfer them to another financial institution.

## If You Leave During an Offering Period

If you have enrolled in an offering period and leave Equifax before the offering period ends:

- Your contributions will stop
- No shares will be purchased for you
- Any contributions you made during an active offering period will be refunded to you via your paycheck as soon as administratively possible

In the event of your death during an offering period, the legal representatives of your estate may elect to either have shares purchased on your behalf on the purchase date or receive a refund of the full amount credited to your account. This election must be submitted in writing within three months of your death, but no later than the last day of the offering period.



### Your Account Belongs to You

Any payment of cash or issuance of shares of stock under the plan may be made only to you (the participant) or, in the event of your death, to your estate.

# How the ESPP Is Taxed

The ESPP is available to Equifax employees all over the globe. The table below summarizes the tax rules for each country.

The information below is not comprehensive. Before you choose to participate or sell any shares, be sure you understand the plan and consider consulting with a financial advisor.



## Summary of Tax Rules by Country

<b>Australia</b>	The amount of the discount (5%) off the fair market value of the shares on the day they are purchased will be considered a taxable benefit to you at the time your shares are purchased.
<b>Canada</b>	The amount of the discount (5%) off the fair market value of the shares on the day they are purchased will be subject to income and Canada/Quebec Pension Plan (CPP/QPP) tax at the time your shares are purchased. In addition, some provinces also levy payroll health taxes and most provinces levy workers' compensation premiums. Other miscellaneous payroll taxes may also be applicable, depending on the province.
<b>Chile</b>	At the time you enroll in the ESPP, you will be subject to tax on the "benefit value" of the shares to be acquired. The "benefit value" is defined as the inherent value as determined by a valuations expert or Black-Scholes options pricing model. In addition, the amount of the discount (5%) off the fair market value of the shares on the day they are purchased less the amount of taxable income recognized (if any) at enrollment will be considered a taxable benefit to you at the time your shares are purchased.
<b>Costa Rica</b>	The amount of the discount (5%) off the fair market value of the shares on the day they are purchased will be subject to income and social tax at the time your shares are purchased.

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## Summary of Tax Rules by Country

<b>India</b>	The amount of the discount (5%) off the fair market value of the shares on the day they are purchased will be subject to income and social tax at the time your shares are purchased.
<b>Ireland</b>	The amount of the discount (5%) off the fair market value of the shares on the day they are purchased will be subject to income and social tax at the time your shares are purchased. PRSI contributions related to ESPP purchases are payable via your self-assessment tax filings.
<b>Mexico</b>	The amount of the discount (5%) off the fair market value of the shares on the day they are purchased will be subject to income tax at the time your shares are purchased.
<b>New Zealand</b>	The amount of the discount (5%) off the fair market value of the shares on the day they are purchased will be subject to income tax at the time your shares are purchased.
<b>Paraguay</b>	The amount of the discount (5%) off the fair market value of the shares on the day they are purchased will be subject to income tax at the time your shares are purchased.
<b>Peru</b>	The amount of the discount (5%) off the fair market value of the shares on the day they are purchased will be subject to income tax at the time your shares are purchased.
<b>Spain</b>	The amount of the discount (5%) off the fair market value of the shares on the day they are purchased will be subject to income tax at the time your shares are purchased.
<b>United Kingdom</b>	The amount of the discount (5%) off the fair market value of the shares on the day they are purchased will be subject to income and social tax at the time your shares are purchased.

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## Summary of Tax Rules by Country

### United States

The federal tax consequences of selling your ESPP shares are dictated by Section 423 of the U.S. Internal Revenue Code. Generally, if you hold your shares for two years after the beginning of the offering period in which the shares were purchased, you will owe ordinary income tax on the amount of the discount (5%) off the fair market value of your shares on either the day they were purchased or on the first day of the offering period for which they were purchased, whichever is lower.

If you do not satisfy the two-year holding period, then you will owe ordinary income tax on the amount of the discount (5%) off the fair market value of your shares on the day they were purchased.

Any additional gain realized by you from the sale of the stock in excess of the amount reported as ordinary income will be reportable by you as a capital gain. The capital gains tax rate is determined by the length of time you held the stock, your taxable income, and your federal income tax filing status.

The sale of shares will be reported on your W-2 and UBS will issue you a form 1099-B.



*Equifax does not provide legal, tax, or accounting advice. You should consult your legal and/or tax advisors before making any financial decisions.*

*By participating in this plan, you are consenting to having deductions taken from your pay, and for the amounts deducted to be used to purchase shares of Equifax stock on your behalf in accordance with plan rules. There is no guarantee under the ESPP against loss because of market fluctuations. In seeking share ownership, you must also accept the risks.*

*Equifax has made every effort to ensure that this communication accurately reflects the plan document. However, if there is any conflict or inconsistency between this communication and the plan document, the plan document will govern. Equifax reserves the right to change, modify, or discontinue at its discretion any of the plans, programs, or services described herein.*

*Your ESPP participation is subject to the terms of the plan, any agreement between you and Equifax covering the plan, and the plan prospectus.*

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