

It takes a team to manage an equity plan. Don't get caught short-staffed.

We Get It. Equity plan administration ebbs and flows with annual grants, quarterly reporting, corporate actions, new tax locations, and accounting standards updates. Relying on internal resources can leave you short staffed, and missed deadlines can be costly. Whether it's a single resource for a few hours, or a team of professionals during a peak period, we are there when you need us. **We Can Help.**

EQUITY COMPENSATION SERVICES

Accretive Solutions equity compensation staff is located across the US and delivers exceptional service to our clients across all time zones. We operate as an extension of your company, keeping your Legal, HR, Finance, and Accounting stakeholders in the loop.

Your challenge is our challenge, whether it's routine administration, financial reporting, implementation, or a special project.



ADMINISTRATION



REPORTING



IMPLEMENTATION



SPECIAL PROJECTS

Administration

- Document all award processes, plan rules, local and international tax policy, settlement information, transfer agent and broker procedures, reporting requirements
- Process ongoing files (grant uploads, new hires/YTD taxes, stock plan transaction files)
- Daily transactions (exercises, releases, new hires, terminations, grant agreement, etc.)
- Participant communication and support (questions on awards, training as needed)

Reporting

- Identify reporting requirements by department - Treasury, HR, Finance
- Schedule daily, monthly, quarterly and year-end reports required
 - » Proxy Statements
 - » Section 16 (forms 3, 4, 5)
 - » 6039 reporting (forms 3921 and 3922) & Mailing of statements

Implementation

- Data conversion from any source to any target system
- Automated error checks and file transformation
- Compliance checks (ISO limits, Lock up periods, Non-US Approved Plans)
- Share balance reconciliation
- Expense reconciliation (including award modification)
- Supporting documentation for auditors/SOX controls

Special Projects

- **Mobile Employee Taxation**– We can assist companies with tax issues for State-to-State and internationally mobile employees, as well as assignees.
- **Education** – We can deliver in-person or web-based education for participants in broad-based plans and also directors/executives in understanding the characteristics of their company plans and awards. We also train in-house staff in use of the administration platforms we support.
- **Deferrals** – We understand the issues surrounding non-qualified deferred compensation plans and how they tie into equity awards. We can assist with tracking deferrals and making sure the plans are properly synchronized.
- **Acquisition/Divestitures** – We can perform all required work in your administration platform to properly reflect the activity
- **Corporate Actions** – Your Board of Directors approved a stock split. We can assist you with this corporate action to ensure timely and accurate conversion of all your Equity Plan data.
- **Data Security Audits**

We Get It. With more than 30 years of professional services experience providing coordinated, cross functional teams, we stand ready to help our clients address their most pressing challenges.

To arrange a business meeting with one of our experts, contact your local Client Development Manager.