

EMPLOYEE STOCK PURCHASE PLAN

A guide to your account

Benefits OnLine® benefits.ml.com

Your Employee Stock Purchase Plan (“ESPP”) can be an important component of your financial wellness that may help you finance your goals for the future. It’s easy to enroll in your ESPP, view your contributions and sell your shares — all on Benefits OnLine®.

Use this guide to become familiar with Benefits OnLine, and learn how to take important actions related to your ESPP.

Choose a topic

- Log in
- Enroll in your ESPP
- Open your brokerage account
- Set up direct deposit
- Set up wire instructions
- Sell company stock
- Update your profile and settings
- View frequently asked questions
- Access financial wellness resources



Download the free [Benefits OnLine app](#) to stay on top of your ESPP. Visit Benefits OnLine on your mobile device and select your mobile platform when prompted.* Be sure to turn on app notifications to receive important updates.

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Investment products:

Are Not FDIC Insured

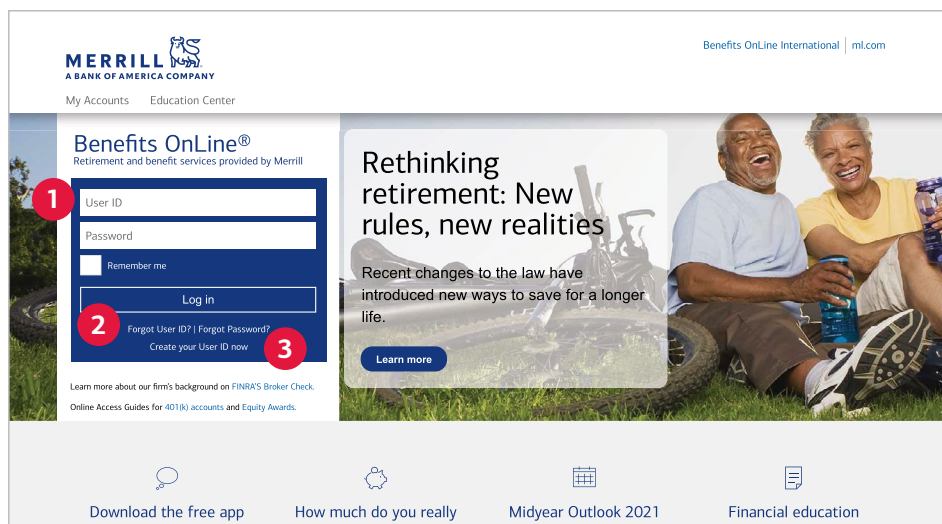
Are Not Bank Guaranteed

May Lose Value



Log in to Benefits OnLine

Visit benefits.ml.com and log in to view your ESPP account.



4 Enter your verification number

Please enter your Social Security/Account Number. This helps us verify your identity and security.

Social Security/Account Number

1 Enter your User ID and password

Do you already have a User ID and password for another plan at Merrill? If so, you don't need to create new ones. Just enter your existing User ID and password and select **Log in**.

2 Forgot your User ID or password?

If you've forgotten your User ID or password for Benefits OnLine, select these links and the site will walk you through the steps to recover them.

3 Create your User ID now

If you're new to Benefits OnLine and don't have a User ID or password, select this link, then follow the prompts to get started.

4 Enter your verification number

You'll be asked to enter your Social Security number or account number.

International

If you have a 9-digit verification number from your employer, enter it here as your account number and follow the prompts. If you don't have this number, select **I do not have a Social Security Number/Account Number** and enter your employee identification number when prompted.

Get the most out of Benefits OnLine

Personalize your viewing experience, download the app, and explore some resources to help with your financial wellness.

1 Benefits OnLine International

MERRILL
A BANK OF AMERICA COMPANY

My Accounts Education Center

Benefits OnLine®
Retirement and benefit services provided by Merrill

User ID
Password
Remember me
Log in
Forgot User ID? | Forgot Password?
Create your User ID now

Rethinking retirement: New rules, new realities

Recent changes to the law have introduced new ways to save for a longer life.

Learn more

Learn more about our firm's background on FINRA's Broker Check.
Online Access Guides for 401(k) accounts and Equity Awards.

Download the free app

How much do you really need to save for retirement?
Insights to help determine if you're on track

Read more

Midyear Outlook 2021
Expert panelists explore how the rest of the year is shaping up for the economy and the markets

Watch now

Financial education webinars
Explore and join our live webinars on a variety of topics

See events

2

1 Choose your preferred language

Want to view Benefits OnLine in another language? Select **Benefits OnLine International** before you log in, then enter your company's trading symbol and choose from the list of languages. The site remembers your choice whenever you log in from the same computer.

Because of regulatory guidelines, some information may not be displayed in your chosen language.

2 Use these helpful links

Be sure to check out the links at the bottom of the login page. From here, you can easily download the Benefits OnLine app, read up on financial topics, and view the schedule to sign up for free financial education webinars (see below).

Enroll or view your account balance

After you log in, you'll arrive at the **Home** page. From here, you can enroll in your ESPP, see your current balance, and visit the **Activity Center**.

The screenshot shows the Home page with four numbered callouts:

- 1** Enrolling in your ESPP: A 'To Do' message titled 'Enrolling in your plan' with an 'Enroll now >' link.
- 2** Employer sponsored accounts: A section showing account balances, including 'ABC Company ESPP Plan' with a value of \$20,581.76 and a 'View My Purchase History' link.
- 3** View My Purchase History: A callout box highlighting the 'View My Purchase History' link in the Employer sponsored accounts section.
- 4** Activity center: A section at the bottom with icons for Alerts, Messages, Activity, Statements, and Documents.

1 Enrolling in your ESPP

If it's your ESPP's enrollment period, you'll see a **To Do** message to enroll. You must enroll if you want to participate — enrollment isn't automatic. Select the link and follow the prompts to make and confirm your contribution elections. Note that some plans may not allow you to enroll online.

2 Offering summary

After you enroll in your ESPP and your contributions begin, select your ESPP's name to go to the Offering Summary page, where you can see your enrollment information, contribution amount or percentage, and offering history.

3 Purchase history

Select **I want to ... View My Purchase History** to see the date, price and amount of shares purchased at the end of each offering period.

4 Activity center

Alerts, messages, account history, statements, and Documents are all in one easy-to-access spot.

3

Purchase History Print

Holdings: ABC Company Period: Last 30 Days OR June 1, 20XX to December 1, 20XX

History can be viewed in blocks up to 2 years in duration.

Purchase Date	Status	Purchase FMV	Amount	Purchase Price	Purchase Shares
10/31/20XX	Complete	60.63	10,000.00	47.175	211

Open your brokerage account and link external accounts

To receive shares purchased through your ESPP, or to conduct transactions related to your shares, you'll need a Limited Individual Investor Account — or LIIA. Even if you have another Merrill brokerage account, you'll need to open your LIIA, which is a limited, self-directed, non-interest-bearing brokerage account.

Employer sponsored accounts

Total market value	\$22,982.51
ABC Company ESPP Plan I want to	\$20,581.76
Individual Investor Account	\$2,400.25

To Do 1
Open a brokerage account
 To perform transactions related to your shares, you must have an open Merrill Brokerage Account for your ESPP.
[Open account now >](#)

2 View all of your external accounts in one place.
[Add external accounts to My Financial Picture](#)

Improve Your Online Security
 Tips to help keep your personal information safe and protect your digital devices.
[View now](#)

Account summary

100.00% ESPP PLANS

The information displayed above only reflects your employer sponsored plans

Activity center

- Alerts
- Messages
- Activity
- Statements
- Documents

Section 16 or Rule 144 persons only have inquiry access to Benefits OnLine. If you are a Section 16 or Rule 144 person, you must work with your plan's financial advisor team to open your brokerage account or conduct transactions.

1 Open your brokerage account

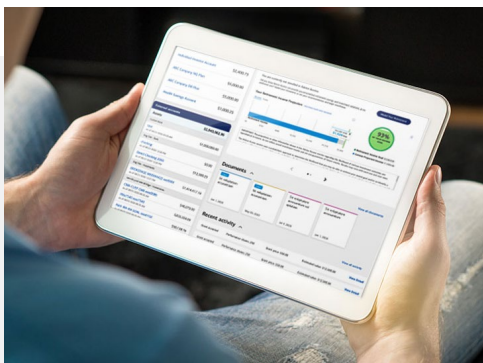
On the **Home** page, you'll see a **To Do** item reminding you to open your brokerage account. Select **Open account now** and follow the prompts.

As part of the process, you'll need to certify your tax status to avoid being subject to backup withholding on your brokerage account transactions.

Since it may take up to 72 hours for your account to be activated, open your LIIA as soon as possible so it's ready when you need it.

International

If you're an international participant using Form W-8BEN to certify your tax status, you'll need to complete a new form every three years. View these [detailed instructions](#) for more information.



2 Using My Financial Picture

When you use My Financial Picture to add external accounts — such as banking and investment accounts, credit cards and loans — you'll conveniently see all of your accounts on the **Home** page of Benefits OnLine after you log in. The more information you add, the more complete your financial picture becomes. Only you have access to this information about your external accounts; it can't be viewed by Merrill employees or your employer. For more information about this free, secure service, view [this document](#).

Set up direct deposit

With direct deposit, the cash you receive from a stock sale is deposited automatically in your U.S.-based checking or savings account. Or, you can set up wire instructions to transfer funds to an international financial institution (see the next page for details).

The screenshot shows the 'Profile & Settings' menu with 'Manage Linked Accounts' selected (callout 1). Below it is the 'Manage Linked Accounts' page with a 'LINK ACCOUNTS' button (callout 2). At the bottom is the 'Add a new account' form (callout 3) with the following fields:

- Routing number:** [Text input]
- Bank name:** [Text input]
- Account number:** [Text input]
- Re-enter account number:** [Text input]
- Account type:**
 - Checking
 - Savings
- Email address:** [Dropdown menu with '--- Select ---']
- Re-enter email address:** [Text input]

Buttons for 'CONTINUE' and 'CANCEL' are at the bottom of the form.

1 Link existing accounts

On the **Home** page, go to **Profile & Settings** and select **Manage Linked Accounts** to add a new account.

2 Add a new external account

Select **Link Accounts** to arrive at the **Add account** page, where you can link a new external account to your Benefits OnLine account.

3 Add your account information

Add your account information, including the routing number, account number and account type. Then select **Continue**.

After small trial deposits are made to verify the account, you'll receive a notification to go to Benefits OnLine to confirm your account is set up.

Set up wire instructions

If you have wire instructions on file, you can transfer funds from your LIIA to another account when you conduct transactions. From the **Home** page, select your ESPP's name, then select the **Brokerage Account** dropdown menu and choose **Wire Instructions**. If you're no longer an active employee at your company, if you're an international participant, or if your financial institution requires an intermediary, you'll need to call a Merrill representative to set up your wire instructions.

Wire Instructions

Contact your Bank or Financial Institution to obtain correct wire transfer information prior to completing this form. If you would like to enter intermediary bank or credit union wire instructions, please contact a participant service representative at 609.888.4362. You may edit or delete your wire instructions at any time. Changes to your wire instructions may result in sales proceeds being credited to your brokerage account for any pending sale orders where wire transfer was selected as the distribution method.

Brokerage account: XXXXXXXXX

ABA routing number*:

1 [Validate routing](#)

Destination currency*: USD

2 **Bank information**

Bank name*:

Bank address 1*:

Bank address 2*:

Bank address 3*:

Bank account number*:

Confirm Bank account number*:

Names/title on account*:

[Continue](#) [Cancel](#)

1 Enter the ABA routing number

You'll need your financial institution's "FedWire" ABA routing number. Contact your financial institution to confirm its ABA number for wire transfers or any alternate instructions. To transfer cash to another Merrill account, use ABA number 026009593. Select **Validate Routing**.

International

You'll need a SWIFT code instead of an ABA number. There may be additional country requirements for some non-U.S. participants; contact your financial institution with any questions.

2 Information about your financial institution

Once the routing code is validated, the banking information will auto-populate, but you'll need to enter the account number where you want the wired funds to go. After you have entered your information, scroll down and select **Continue** at the bottom of the screen.

3 Review and submit your wire instructions

Review your information, check the terms and conditions box, and enter your password to submit your instructions.

Please enter your Benefits OnLine® password and click Submit to process this transaction. Click Back to cancel this transaction.

**Benefits OnLine®
Password**

[Forgot your Password](#)

3

Sell company stock: Step 1

To sell shares held in your LIIA, select your ESPP's name on the **Home** page. Then choose **Sell Shares** from the **Brokerage Account** dropdown menu.

Sell Shares

W-9 On File

1 Enter Quantity → 2 Enter Order → 3 Review & Submit

ABC - \$XX,XXXXX as of XX:XX:XX AM EDT | Available Quantity: XX.XX | Value: \$X,XXX.XX | Brokerage Account: 1AB-12345 | Get Quote

1 Enter Total Quantity to Sell OR 2 Select Up to 3 Tax Lots from List Below 3 Continue >

Acquisition Date	Quantity	Unit Cost	Cost Basis	Market Value	Unrealized Gain/Loss	Type	Status	Available Quantity	Quantity to Sell
XX/XX/XXXX	00.XXXX	\$XX,XXXXX Adjusted Unit Cost: \$XX,XXXXX	\$XX.XX	\$XX.XX	\$XX.XX	Qualified	Open	00.XXXX	N/A
<input type="checkbox"/> XX/XX/XXXX	X.XXXX	\$XX.XX	\$X.XX	\$X.XX	\$X.XX		Pending Trade	X.XXXX	N/A
XX/XX/XXXX	00.XXXX	\$XX,XXXXX Adjusted Unit Cost: \$XX,XXXXX	\$XX.XX	\$XX.XX	(\$XX.XX)	Qualified	Open	00.XXXX	N/A
<input type="checkbox"/> XX/XX/XXXX	XXX	\$XX.XX	\$X.XX	\$X.XX	\$X.XX			XXX	<input type="text"/>
XX/XX/XXXX	XX	\$XX.XX	\$X.XX	\$XX.XX	\$X.XX	Other	Open	XX	<input type="text"/>
Totals	XX.XX		\$XXX.XX	\$XXX.XX	\$XX.XX			XX.XX	0

4 5 Continue >

1 Enter the total quantity you want to sell

Enter the number of shares you want to sell in the adjacent box. Or, select specific tax lots to sell (see below).

2 Select your tax lots

Choose up to three tax lots per order from the list displayed. To sell more than three tax lots, you can submit additional orders. You can sort this list by any of the column headers. For example, you can have the list display the tax lot with the highest quantity of shares or the highest market value first.

If your ESPP offers fractional share purchases, please note that a single lot containing only one fractional share can't be sold online. Contact Merrill to speak with a representative. For more information about fractional shares, see page 11.

3 Status of each tax lot

See if a tax lot is available to sell, a trade is pending, or the shares are locked and can't be sold.

4 Choose a quantity to sell

If you've chosen specific tax lots to sell, enter the quantity to sell from each lot in the box(es).

5 Continue

Selecting **Continue** takes you to **Step 2: Enter Order**, shown on the next page.

Sell company stock: Step 2

The next step is to enter your sale order information.

Sell Shares – Tax Lot Selection and Trading

1 Enter Quantity → 2 Enter Order → 3 Review & Submit

Brokerage Account: ABC12345 | Security: ABC (ABC Company)

Order Quantity: 1,000

Sale Order Information

1 Select an Order Type: Market **OR** Limit List Price: \$XXXX as of 10:36:21 AM

2 Duration: Day **OR** Good Till Cancelled (Valid only for 180 calendar days)

Distribution Method

3 Distributed As: Proceeds to remain in brokerage account (U.S. Dollars only)
 Direct Deposit (U.S. Dollars only)
 Wire Transfer
 Check (will be mailed upon settlement)

4 [Continue >](#)

Direct Deposit (U.S. Dollars only)

--Select--

Bank of America (Savings) ***1234

XYZ Bank (Savings) ***5678

Check (will be mailed upon settlement)

1 Select an order type

Choose a market or limit order. With a market order, your sale will take place at the next available sale price. With a limit order, the sale will take place only if the stock price reaches or exceeds the price you set.

2 Pick the duration of the order

For limit orders, you'll need to choose a "Day" order, which remains in effect for the current trading day, or a "Good 'till Cancelled" order, which remains in effect for 180 calendar days.

If entered after the stock market closes, a Day order will be effective for the next trading day and a Good 'till Cancelled order, if entered after the market closes and before midnight (Eastern), will begin two business days after the order is entered. See page 11 for additional information.

3 Choose a distribution method

You can have cash proceeds deposited directly into a U.S.-based bank account, wired to another account, sent to you by check, or held in your LIIA (which doesn't pay interest).

4 Continue

Selecting **Continue** takes you to **Step 3: Review & Submit**, where you can review and submit your order.

You may receive partial execution of the sale order you place, resulting in only a portion of your shares being sold. You should check the sale confirmation on Benefits OnLine to determine the number of shares sold. You may need to re-enter the order for the balance of any shares not sold.

Update your profile and settings

Review or change your personal information, choose online delivery of statements and plan documents, and more, by selecting the **Profile & Settings** link at the top of the page.

The screenshot shows the 'Profile & Settings' page. A navigation menu on the left is highlighted with a red box and numbered callouts 1 through 6. The main content area is also highlighted with a red box and numbered callouts 2 and 3.

1 Profile Information
Email Addresses
Phone Numbers

2 Manage Login Email
You can add or edit email addresses at any time. Select an email address from the drop down menu or click on "Add/Edit Email Address".
Note: The change you make will not be applied to your delivery preferences. To review your delivery preferences, click on "Add/Edit Email Address".

3 MANAGE DELIVERY PREFERENCES
Your current delivery preferences are listed below. You have the option of setting delivery preferences for each record type. Your delivery preferences will tell us how you would like to receive your account records (i.e. paper or online). Setting the delivery preferences below will apply these preferences and your selected email addresses to all of your record kept benefits accounts currently accessed through Benefits OnLine or that may be established in the future, unless you are otherwise informed. These selections do not apply to your personal brokerage account(s) including a limited purpose brokerage account opened in connection with equity award services. Your plan sponsors may choose to override your selection for specific documents or combine multiple documents together, in which case you will be notified.

4 Manage Linked Accounts

5 Security Center
Change User ID
Change Password

6 Change Login Security Preferences
Challenge Questions
Login History

Go Green Today!
To elect online delivery for all available record types, please select an email address and click "Update All".
Change all records to online delivery

Record Type	Delivery Method	Email
Financial Education Personalized education and information to help you balance financial priorities at your key life and plan events that can help you meet your short-and-long-term financial goals.	<input checked="" type="radio"/> Online ¹	Personal Email Choose an email Add/Edit Email Address
Account Statements May Include: Periodic statements Special Tax Notice	<input type="radio"/> Mail <input checked="" type="radio"/> Online ¹	Personal Email Choose an email Add/Edit Email Address

1 Profile Information

Add or change your email and phone numbers here. These can be used to have an authorization code sent to you for added security when you log in, if you choose. Adding a phone number to your profile makes it easier to authenticate your account when you call the Retirement & Benefits Contact Center.

2 Email preferences

Selecting **Email Preferences** brings you to this screen, where you can choose to receive convenient online delivery of plan-related communications.

3 Financial Education

You can also choose to receive personalized financial education. After you've made your choices, select **Accept & Submit**.

4 Manage linked accounts

Link to any existing Bank of America, Merrill or outside accounts you may have, for a consolidated view of your finances.

5 Security Center

You can review and update your settings in the Security Center, including changing your User ID and password.

6 Change Login Security Preferences

You can add an extra layer of security to your account by having a one-time authentication code sent to you via text or email when you log in to Benefits OnLine.

Get answers to some frequently asked questions

How is my LIIA different from my Benefits OnLine account?

Your Benefits OnLine account is for recordkeeping purposes, and tracks your contributions to your ESPP and your purchase and transaction history. Your LIIA is a separate, personal brokerage account for receiving and selling shares from your ESPP.

Do I have to open my LIIA to receive shares?

Yes, you need to open your LIIA so you can receive shares from your ESPP. Since the LIIA is a personal account, neither your company nor Merrill can open it for you—you will need to do so.

If I sell all shares in my LIIA, do I have to close the account?

No. If you purchase additional shares of your company stock through your ESPP, they'll be deposited here.

Can I trade shares in my LIIA other than the shares received through my ESPP?

No. The LIIA is strictly for holding and selling shares received from your ESPP.

Are contributions to my ESPP used to purchase full and fractional shares of company stock?

If fractional share purchase is offered by your company, your ESPP contributions will be used to buy both full and fractional shares of stock. A [fractional share](#) is a portion of stock that's less than one full share.

How do I sell fractional shares of company stock?

If fractional share purchase is offered by your company, you can sell lots containing full and fractional shares of company stock on Benefits OnLine (see page 8). However, if your account contains only a single share lot with one fractional share, you'll need to call Merrill for assistance. For more information about fractional shares, view this [guide](#).

How do I change my address or tax status for my brokerage account?

View this [guide](#) for instructions.

What happens if I select a limit order, but my set price isn't met?

If the price you set isn't met while either your day limit order or good till cancelled limit order is in effect, your order will be cancelled and your shares will be available for future sale.

How can I access the cash in my brokerage account?

U.S. participants can go to Benefits OnLine to transfer cash from a LIIA to another linked account or have a check sent to the address on file.

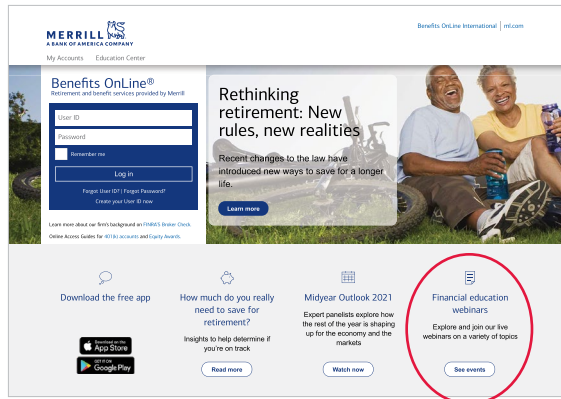
To transfer cash to a linked account, log in to Benefits Online, go to **Brokerage Account** then **Holdings**. Select the **Transfer Money** button and then **Continue** to go to MyMerrill. Select the **Cash** tab, then the account, amount and frequency. Follow the prompts to complete the transfer.

To request a check, select the **Check** tab and follow the instructions. For a wire or transfer, contact a Merrill representative at your Plan's number.

International

Contact a Merrill representative at your ESPP's number to update your address, have a check issued, or for a wire or transfer.

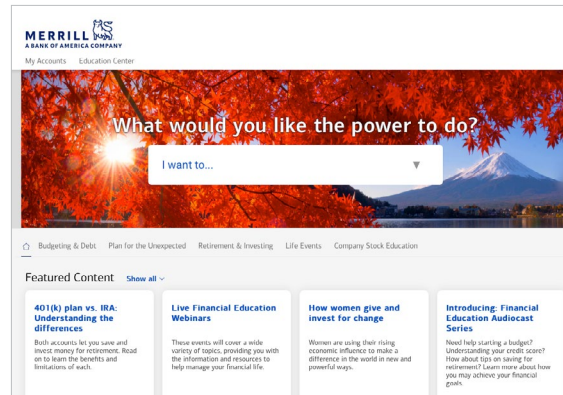
Get on the path to financial wellness with these helpful resources



Attend free financial education webinars go.ml.com/upcoming-events

Sign up for financial education to receive invitations to upcoming webinars designed to help you understand and manage your financial priorities. These webinars are offered at no charge, so why not attend one or more, based on your needs and interests?

To see the entire schedule of events and to register, use the link above or select the link at the bottom of the [Benefits OnLine](#) login page.



Visit the Education Center education.ml.com

Learn more about four key financial areas — budgeting and debt, planning for the unexpected, retirement and investing, and preparing for important life events — and use this information to help you improve your financial health.

Be sure to visit often, as the site is updated regularly. A selection of videos, articles and tools are now available in Spanish to help you pursue your goals.

Download the free Benefits OnLine app today!

benefits.ml.com



Manage your account, view your statements, confirmations and other plan communications, and opt-in for online delivery of plan communications and personalized education — all on the easy-to-use Benefits OnLine app.*

* The app is designed to work with most mobile devices in most countries. Carrier fees may apply.

This brochure provides a general description of Merrill's services. Your participation is subject to the terms of your company's ESPP, any agreement between you and your company covering the ESPP, and the prospectus provided to you by your company. Any transactions in connection with your ESPP in your Merrill brokerage account are subject to the terms and conditions of that account. This brochure does not constitute an offer or invitation to buy any securities. Any offer to buy securities from your company would be made only by a prospectus in accordance with the Securities Act of 1933 as amended, and all applicable laws.

Investing involves risk, including the possible loss of principal value invested.

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