



## ESPP Helpful Hints Guide

Share in AECOM's success and invest for your future

The Employee Stock Purchase Plan (ESPP) gives you the chance to own a piece of AECOM stock and share in the success of our company. The plan is open to full-time and part-time employees who work at least 20 hours per week. Through the ESPP, you can purchase shares of AECOM common stock at a discount through after-tax payroll deductions, as a way to save and invest for your future.

### There are six offering periods per year.

- You can enrol in the ESPP anytime and decide how much you want to contribute (up to 10% of eligible pay) to buy AECOM stock during the next offering period. Visit [benefits.ml.com](https://benefits.ml.com) for the current limits.
- When you are participating in an offering period, you can reduce or cancel your contributions, but increases aren't permitted, and stock purchases occur only during the purchasing periods.

#### Offering period

- The offering period occurs every two months (six offering periods per year).
- During this time, your contributions are deducted from your paycheques and applied to the ESPP.

#### Purchase date

- This is the date when the contributions you made during the offering period will be used to buy AECOM common stock.
- This date is usually on or around the last day of the offering period.
- Your contributions are converted to U.S. currency and used to purchase stock at a discount from the fair market value.

#### Receiving your shares

- Your shares of stock will be deposited in your Merrill Lynch brokerage account, called a Limited Individual Investor Account.
- The deposit is generally made during the first week after the offering period ends.

## It's easy to get started.

- You can enrol in the ESPP and manage your account through Merrill Lynch's website, Benefits Online®, at [benefits.ml.com](https://benefits.ml.com). If you are new to the site, click "Create your User ID now" and follow the prompts.
- On the "My Accounts" page, select "Enroll" below "AECOM Employee Stock Purchase Plan" and follow the prompts to make your contribution election.
- Once your contribution is saved, follow the next prompt to "Open a Brokerage Account."

Click here for  
step-by-step enrolment instructions

## It's a special kind of account.

- When you enrol in the ESPP, you are setting up a Limited Individual Investor Account (LIIA) through Merrill Lynch.
- This is only used to deposit, hold or sell shares of AECOM stock that were purchased through the ESPP – it does not earn interest.

## Choose your beneficiary.

Make sure you keep your ESPP beneficiary designation information up-to-date at [benefits.ml.com](https://benefits.ml.com).

## There is no need to re-enrol.

- Once enrolled, you do not have to enrol again to keep participating.
- Your enrolment will automatically continue in future offering periods unless you cancel it.

## Updating your contributions.

- You can reduce or cancel your ESPP contributions at any time, including during an offering period. If payroll processing has already begun for the last pay cycle in the offering period, your election change may not be accepted.
- You can increase your ESPP contributions during any enrolment period, up to 10% of your eligible pay.

## After your shares are purchased, they are yours to keep.

Once stock is purchased for you, it's deposited into your Merrill Lynch Limited Individual Investor Account (LIIA). You can keep it in your account, transfer it to another account or sell some or all of it — it's up to you.

## For more information:

- See our more detailed [ESPP Guide](#) and [FAQ](#) document.
- Call to speak with a Merrill Lynch representative, available 24 hours a day, seven days a week.
  - From the U.S., Puerto Rico and Canada, dial (877) MER-4ACM [637.4226].
  - From other countries, use the AT&T country code plus +1 (877) MER-4ACM [637.4226] or dial direct +1609.818.8894.

**IMPORTANT! If your name, address, phone number or email change**

Due to the nature of your ESPP account, AECOM cannot update personal information on your behalf. You must:

- Contact HR;
- AND
- Contact the Bank of America Merrill Lynch at 877.637.4226 (or + 1 609.818.8894 outside North America) to update your ESPP account.