



CBIZ, Inc. Employee Stock Purchase Plan Highlights

Plan Summary	<p>The CBIZ, Inc. Employee Stock Purchase Plan (ESPP) is a simple way for you to gain an ownership stake in the Company. The ESPP offers you an opportunity to buy common shares of CBIZ, Inc. at a 15% discount through payroll deductions. The ESPP also offers an optional cash investment feature which allows you to purchase additional shares of Company stock. CBIZ pays the commission and brokerage fees on the purchase of those shares.</p>
Eligibility	<p>You are eligible to participate in the ESPP if you satisfy each of the following:</p> <ul style="list-style-type: none"> • are an employee of CBIZ or a participating subsidiary; with one exception, employees of MHM PC are ineligible. • customarily work 20 or more hours per week for more than 5 or more months per calendar year; • have been employed for at least 90 days prior to the beginning of a purchase period; and • do not own 5% or more of the total voting power of the Company or subsidiary.
Online Enrollment	<p>After achieving eligibility, you will receive a letter from Computershare which will contain a temporary pin. You will need this pin and your social security number to create your account and to receive instructions on how to access your account via the web or via interactive voice response (IVR).</p> <ul style="list-style-type: none"> • Step 1: Go to www.computershare.com/employee/us • Step 2: Enter “CBIZ” in the company code field and select NEXT. • Step 3: Select ACTIVATE ACCOUNT and follow the prompts to create your account. <p>When you first access your account, you will be required to change your pin. If you need assistance, dial 800 621-3777 toll-free, enter either your SSN or account number and then opt out to a Plan representative Monday-Friday, 3 a.m.- 9 p.m. ET excluding NYSE holidays.</p>
How the ESPP Works	<ul style="list-style-type: none"> • You will elect a flat fixed dollar amount to be deducted from each paycheck. • At the end of each monthly purchase period, accumulated deductions are used to purchase common shares of CBIZ, Inc. stock (Company shares). • The purchase price is based on the closing price on the New York Stock Exchange (NYSE) on the last trading day prior to the 15th of each month. • The closing price is then discounted by 15%. • Computershare, the ESPP administrator, purchases shares on your behalf and deposits them into your ESPP account maintained by Computershare.
Changing/ Terminating Participation	<p>To change your contribution amount or withdraw from the plan, you can go to Computershare’s Employee on-line website at www.computershare.com/employee/us or you can contact the Computershare call center at 800 621-3777 at any time. This change will affect your payroll deduction as soon as administratively possible.</p>
Purchase Period	<ul style="list-style-type: none"> • A purchase period is the time when payroll deductions accumulate. • Your deductions are held by CBIZ in a non-interest bearing account. • The ESPP has monthly purchase periods which typically occur between the 16th and 15th of the month. • All ESPP participants may also make an optional cash investment contribution.
Optional Cash Investment Feature	<ul style="list-style-type: none"> • This feature allows you to purchase additional Company shares using your personal check. • The minimum purchase is \$100 per investment. • Optional purchases are processed by completing a form. • To purchase additional shares, you must complete the “Optional Purchase Election Form” located at www.cbizesc.com or at Computershare's website under "Employee Downloadable Forms" or "Plan Documentation".

Selling Shares	<ul style="list-style-type: none"> • You must hold your shares for one year from the purchase date before selling or transferring them. • You are responsible for paying commissions, handling fees and applicable taxes if you sell or transfer your shares. • After meeting the holding requirement, you may sell or transfer your shares online through the interactive telephone system, via text (separate enrollment required) or by contacting the Computershare Call Center at 800 621-3777.
Tax Information	<ul style="list-style-type: none"> • The purchase and sale of shares under the ESPP may have different tax consequences for each participant and personal taxes are the responsibility of each participant. • Please consult your tax advisors for your personal situation. • Neither CBIZ nor Computershare can make recommendations on your specific tax consequences.
Questions?	<ul style="list-style-type: none"> • For payroll-related questions, please contact your Payroll Specialist. • For ESPP-related questions, contact Computershare at 800 621-3777 and speak to a Plan representative, Monday – Friday, 3 a.m. -9 p.m. ET excluding NYSE holidays.
Disclaimer	<ul style="list-style-type: none"> • ESPP participation is entirely voluntary. • There are no guarantees that the value of shares purchased under the ESPP will increase their value or will not fall in value. • To help you make an informed decision about ESPP participation, visit www.cbizesc.com to review the plan materials.

This is only a brief overview of the CBIZ, Inc. Employee Stock Purchase Plan (ESPP). All information is subject to the provisions of the ESPP. If there is a conflict between what is written here and what is contained in the Plan Prospectus, the Plan Prospectus will prevail.