

CBIZ, Inc.

Stock Option and Restricted Stock Option Benefit Program

A Stock Option Award is the opportunity, given by CBIZ, to purchase a certain number of shares of CBIZ common stock at a pre-established price, known as the grant price, over a specific period of time, known as the vesting period. Your stock option grants give you an economic stake in the long-term growth of our company. As the value of CBIZ stock increases over time, so does the value of your stock options.

A Restricted Stock Award is a grant of CBIZ, Inc. stock in which the recipient's rights in the stock are restricted until the shares vest (or lapse in restrictions). The restricted period is called a vesting period. Once the vesting requirements are met, an employee owns the shares outright and may treat them as she would any other share of stock in her account.

To exercise your options or inquire about your restricted stock award please contact Merrill Lynch at

Merrill Lynch
30195 Chagrin Boulevard
Pepper Pike, OH 44124
(216) 292-8023
1-800-200-6942

Or visit their website for information, descriptions of the exercise methods and tax information at:

www.benefits.ml.com