

MICROSOFT CORP
Form DEFA14A
October 16, 2018

UNITED STATES SECURITIES AND EXCHANGE COMMISSION

Washington, D.C. 20549

SCHEDULE 14A

**Proxy Statement Pursuant to Section 14(a) of the
Securities Exchange Act of 1934 (Amendment No. __)**

Filed by the Registrant

Filed by a Party other than the Registrant

Check the appropriate box:

Preliminary Proxy Statement
Confidential, for Use of the Commission Only (as permitted by Rule 14a-6(e)(2))
Definitive Proxy Statement
Definitive Additional Materials
Soliciting Material Pursuant to §240.14a-12

Microsoft Corporation

(Name of Registrant as Specified In Its Charter)

(Name of Person(s) Filing Proxy Statement, if other than the Registrant)

Payment of Filing Fee (Check the appropriate box):

No fee required.

Fee computed on table below per Exchange Act Rules 14a-6(i)(4) and 0-11.

(1) Title of each class of securities to which transaction applies:

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(2) Aggregate number of securities to which transaction applies:

(3) Per unit price or other underlying value of transaction computed pursuant to Exchange Act Rule 0-11 (set forth the amount on which the filing fee is calculated and state how it was determined):

(4) Proposed maximum aggregate value of transaction:

(5) Total fee paid:

Fee paid previously with preliminary materials.

Check box if any part of the fee is offset as provided by Exchange Act Rule 0-11(a)(2) and identify the filing for which the offsetting fee was paid previously. Identify the previous filing by registration statement number, or the Form or Schedule and the date of its filing.

(1) Amount Previously Paid:

(2) Form, Schedule or Registration Statement No.:

(3) Filing Party:

(4) Date Filed:

Persons who are to respond to the collection of information contained in this form are not required to respond unless the form displays a currently valid OMB control number.

MICROSOFT CORPORATION
SHAREHOLDERS OF RECORD AS OF
SEPTEMBER 26, 2018
ANNUAL SHAREHOLDERS MEETING TO BE
HELD ON NOVEMBER 28, 2018

Your vote is important. Thank you for voting.

Read the Proxy Statement and have the voting instruction form below at hand. Please note that the telephone and Internet voting turns off at 11:59 pm ET the night before the meeting or cut-off date.

To vote by Internet

Before The Meeting

- 1) Go to website **www.proxyvote.com** or scan the QR Barcode above.
- 2) Follow the instructions provided on the website.

During The Meeting

- 1) Go to website **microsoft.onlineshareholdermeeting.com**.
- 2) Follow the instructions provided on the website.

To vote by Telephone

- 1) Call 1-800-454-8683.

To vote by Mail

1) Complete and return your voting instruction form in the envelope provided.

TO VOTE, MARK BLOCKS BELOW IN BLUE OR BLACK INK AS FOLLOWS:

E51530-TBD

Important Notice Regarding the Availability of Proxy Materials for the Annual Shareholders Meeting. The following materials are available at www.proxyvote.com: Notice and Proxy Statement and Annual Report

PLEASE X HERE ONLY IF YOU PLAN TO ATTEND THE MEETING AND VOTE THESE SHARES IN PERSON

The Board of Directors recommends you vote FOR the following proposals:

1. Election of Directors:
(The Board recommends a vote FOR each nominee)

| | For | Against | Abstain | | For | Against | Abstain |
|--------------------------|------------|----------------|----------------|-----------------------|------------|----------------|----------------|
| 01. William H. Gates III | | | | 12. John W. Stanton | | | |
| 02. Reid G. Hoffman | | | | 13. John W. Thompson | | | |
| 03. Hugh F. Johnston | | | | 14. Padmasree Warrior | | | |
| 04. | | | | 2. | | | |

Teri L.
List-Stoll

Advisory vote to
approve named
executive officer
compensation

(The Board
recommends a
vote FOR this
proposal)

05. Satya
Nadella

3. Ratification of
Deloitte &
Touche LLP as
our
independent
auditor for fiscal
year 2019

(The Board
recommends a
vote FOR this
proposal)

06. Charles
H. Noski

NOTE: Such other
business as may
properly come before
the meeting or any
adjournment thereof.

07. Helmut
Panke

08. Sandra E.
Peterson

09. Penny S.
Pritzker

10. Charles
W. Scharf

11. Arne M.
Sorenson

Yes

No

HOUSEHOLDING

ELECTION -

Please indicate if
you consent to
receive certain
future investor
communications
in a single
package per
household.

Date

Signature [PLEASE SIGN WITHIN BOX]

***** Exercise Your *Right to Vote* *****

**Important Notice Regarding the Availability of Proxy Materials for the
Annual Shareholders Meeting to Be Held on November 28, 2018.**

Meeting Information

*C/O PROXY SERVICES
P.O. BOX 9163
FARMINGDALE, NY 11735*

Meeting Type: Annual Meeting
For holders as of: September 26, 2018
Date: November 28, 2018 **Time:** 8:00 a.m. PT
Location: Meydenbauer Center
11100 NE 6th Street
Bellevue, Washington

Meeting live via the Internet-please visit
microsoft.onlineshareholdermeeting.com.

You are receiving this communication because you hold shares
in the company named above.

This is not a ballot. You cannot use this notice to vote these
shares. This communication presents only an overview of the
more complete proxy materials that are available to you on the
Internet. You may view the proxy materials online at
www.proxyvote.com, scan the QR Barcode on the reverse side,
or easily request a paper copy (see reverse side).

We encourage you to access and review all of the important
information contained in the proxy materials before voting.

**See the reverse side of this notice to obtain proxy
materials and voting instructions.**

Before You Vote

How to Access the Proxy Materials

Proxy Materials Available to VIEW or RECEIVE:

NOTICE AND PROXY STATEMENT

ANNUAL REPORT

How to View Online:

Have the information that is printed in the box marked by the arrow (located on the following page) and visit: www.proxyvote.com, or scan the QR Barcode below.

How to Request and Receive a PAPER or E-MAIL Copy:

If you want to receive a paper or e-mail copy of these documents, you must request one. There is NO charge for requesting a copy.

Please choose one of the following methods to make your request:

- 1) *BY INTERNET:* www.proxyvote.com
- 2) *BY TELEPHONE:* 1-800-579-1639
- 3) *BY E-MAIL*:* sendmaterial@proxyvote.com

* If requesting materials by e-mail, please send a blank e-mail with the information that is printed in the box marked by the arrow (located on the following page) in the subject line.

Requests, instructions and other inquiries sent to this e-mail address will NOT be forwarded to your investment advisor.

Please make the request as instructed above on or before November 14, 2018 to facilitate timely delivery.

How To Vote

Please Choose One of the Following Voting Methods

Vote In Person: Many shareholder meetings have attendance requirements including, but not limited to, the possession of an attendance ticket issued by the entity holding the meeting. Please check the meeting materials for any special requirements for meeting attendance. At the meeting, you will need to request a ballot to vote these shares.

Vote By Internet: Go to www.proxyvote.com or from a smartphone, scan the QR Barcode above. Have the information that is printed in the box marked by the arrow (located on the following page) available and follow

the instructions.

During The Meeting: Go to *microsoft.onlineshareholdermeeting.com*. Have the information that is printed in the box marked by the arrow (located on the following page) available and follow the instructions.

Vote By Mail: You can vote by mail by requesting a paper copy of the materials, which will include a proxy card.

Voting Items

The Board of Directors recommends a vote FOR EACH OF THE FOLLOWING NOMINEES, FOR PROPOSAL 2, and FOR PROPOSAL 3.

- | | |
|--|--|
| 1. Election of Directors: (The Board recommends a vote FOR each nominee) | 2. Advisory vote to approve named executive officer compensation |
| | (The Board recommends a vote FOR this proposal) |
| 01. William H. Gates III | 3. Ratification of Deloitte & Touche LLP as our independent auditor for fiscal year 2019 |
| | (The Board recommends a vote FOR this proposal) |
| 02. Reid G. Hoffman | |
| 03. Hugh F. Johnston | |
| 04. Teri L. List-Stoll | |
| 05. Satya Nadella | |
| 06. Charles H. Noski | |
| 07. Helmut Panke | |
| 08. Sandra E. Peterson | |
| 09. Penny S. Pritzker | |
| 10. Charles W. Scharf | |

11. Arne M. Sorenson

12. John W. Stanton

13. John W. Thompson

14. Padmasree Warrior

