

Frequently Asked Questions

- **How do I know what stock options I have available to exercise?** You may request a stock option statement of account via our e-mail conference, Stockopt.im@pg.com.
- **What is required by P&G to exercise my stock options?** A completed and signed 2 page, Notice to Exercise form. The form and instructions are available via this website.
- **How should I deliver the Notice to Exercise form to Stock Option Administration?** You can send the Notice to Exercise one of 3 ways:
 1. Via fax (513-983-0159)
 2. Via mail (The Procter & Gamble Company, Attention: Stock Option Administration 2 Procter & Gamble Plaza, Te-3, 5B, Cincinnati, Ohio 45202)
 3. Via e-mail. Please note the form must be a scanned document, which includes your signature, sent to our conference, Stockopt.im@pg.com.
- **What is the cost to me, the optionee, to exercise my stock options?** Optionees must pay the option cost (price at which the stock options were granted) and any applicable taxes. If the “Sell All” or “Sell to Cover” methods of exercise are used a commission of 2 cents per share and a small SEC fee will be deducted. However, your exercise can be completed with no out-of-pocket expense, depending upon the method of exercise chosen. For more information on the methods of exercise, refer to the Notice to Exercise instructions, available via this website.
- **What is the timing on the stock option exercise?** If you are selling shares at “Market” and your Notice to Exercise form is received before 3:00PM (Cincinnati Time), the transaction should occur that business day. Once the transaction occurs, you should receive your stock option proceeds in 3 to 7 business days. If you are retaining shares of stock, shares will either be deposited to your SIP account, or mailed to your address of record by the Company’s Shareholder Services Organization within 3 days of execution.
- **How do I get the funds to Procter & Gamble if I choose the “Pay Cash Method”?** You can send the funds to the Company in one of the following ways:

Wire transfer of funds. If you elect to send the funds via wire transfer, please make sure you indicate on the wire that the funds are for a stock option exercise and also include your name. Provided below is the bank account information you need for remittance to Procter & Gamble Company via wire transfer:

Bank Name:	Citibank, N. A.
Bank Address:	399 Park Avenue New York NY 10047
Phone Number:	(302) 324-6441
Bank Account Name:	P&G Company Regular Account
Bank Account Number:	0000-1986
Bank ABA Routing Number:	021000089

Expected Wire Amount:

A check drawn on a US bank made payable to the Procter & Gamble Company, mailed to the following address:

The Procter & Gamble Company
2 Procter & Gamble Plaza, TE-3, Box 5B
Cincinnati, Ohio 45202

Attention: Stock Option Administration

- **Can I cancel a stock option exercise request after it has been submitted?** Exercises can be cancelled as long as the transaction has not yet been executed. Transactions are executed when employee payment is received or shares have been sold by the broker. Please note, cancellations must be submitted in writing via mail, fax, or email. They are not accepted over the phone.
- **How will I be taxed on my stock option exercise?** Based upon local law, taxes will be withheld and reported. Local payroll organizations have been charged with this responsibility and you will receive more information as to your personal tax consequences at the time you exercise a stock option. When the payment is processed by local payroll, the exact tax calculation will be performed.
- **What are the estimated US tax rates on a stock option exercise?** Federal 25%, Medicare 1.45%, FICA 6.2% until FICA maximum is reached, and any applicable state and local tax. **Can I ask that you withhold more or less taxes?** No, taxes are withheld at the rates listed above.
- **I exercised my stock options and believe my taxes were withheld incorrectly.** The withholding and reporting of taxes resulting from your stock option exercise are the responsibility of local Payroll organizations. Contact your local Employee Service Center for assistance.
- **When I exercise a stock option, will I receive a W-2 or a 1099?** US retirees will receive a W-2 providing the ordinary income and taxes withheld.
- **Can the resulting shares be transferred to someone else?** Once the stock option transaction has occurred and the resulting shares have been issued, you will need to work with the Shareholder Services Organization
- **What happens to my stock options in the event of my death?** The person(s) to whom the stock options have been transferred by will or the laws of descent and distribution shall have the privilege of exercising remaining stock options, whether or not exercisable on the date of death, at any time prior the expiration date of the stock options.
- **What is the policy on Stock Options should I get divorced?** Stock Options are non-transferable. Stock Option Administration does not get involved in divorce settlements/agreements. Our policy is to work with the optionee only. We do not deal with, or discuss your stock option account with your ex-spouse or attorney. When you exercise your stock options we can only issue the funds to you (or issue the shares in your name). Once you receive the funds or the shares, it is up to you to distribute the shares or proceeds to your ex-spouse if necessary.
- **How do I change my address with the Company?** Contact your local Employee Service Center

- **How do I exercise my Future Shares/Recognition Shares?** You must contact your local Employee Service Center to obtain the name and number of your Site Contact. Your Site Contact will facilitate your Future Shares/Recognition Shares stock option exercise.
- **Who should I contact for investment advice?** Merrill Lynch can provide investment advice to Key Managers. Please contact: The Anning Group (513) 579-3673, toll-free (800) 234-2099, Fax# (513) 579-3674
Web Address: www.fc.ml.com/anning group