



How To Keep Stock Records

It is your responsibility as a shareholder to keep records of your stock transactions. Those records should include:

1. Stock purchase price (adjusted for any stock splits and/or spin mergers)
2. Date of Purchase or Acquisition
3. Stock sale price
4. Date Stock Sold or Transferred

Procter & Gamble Shareholders receive an annual statement detailing all transactions for the given year. **Please retain those statements for your tax records.**

When shares are purchased through a broker (or other financial institution), retain broker statements illustrating purchase and sale information. This information is not available to Procter & Gamble, but may be available from the broker or financial institution.

Keep an accurate account of what has happened – as it happens. (See example worksheet on the reverse side.) Start with the earliest stock acquired and move forward. When recording stock issuance as the result of a stock split or spin/merge, remember to adjust all previous purchase prices in the stock split and/or spin/merge adjustment columns.

Procter & Gamble Shareholder Services Representatives are not permitted to act as, nor have they been trained as, tax advisors and cannot answer questions concerning cost basis calculations or tax liability. If you have questions, contact a tax advisor or the Internal Revenue Service (IRS).

The following is a list of historical stock splits and spin/mergers since 1950.

| Date | <u>Type of Split</u> |
|----------|----------------------|
| 03/21/50 | 1 ½ for 1 split |
| 06/22/56 | 2 for 1 split |
| 03/17/61 | 2 for 1 split |
| 04/24/70 | 2 for 1 split |
| 01/21/83 | 2 for 1 split |
| 10/20/89 | 2 for 1 split |
| 06/12/92 | 2 for 1 split |
| 09/19/97 | 2 for 1 split |
| 05/29/02 | Spin/Merge |
| 06/18/04 | 2 for 1 split |

Please see reverse side for an example of P&G Stock Record Keeping.

