

MICROSOFT CORP  
Form DEFA14A  
October 07, 2013

**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**

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(Name of Registrant as Specified In Its Charter)

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(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.**

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

**Important Notice Regarding the Availability of Proxy Materials for the  
Shareholder Meeting to Be Held on November 19, 2013.**

**Meeting Information**

**Meeting Type:** Annual Meeting  
**For holders as of:** September 13, 2013  
**Date:** November 19, 2013 **Time:** 8:00 a.m., PT  
**Location:** Meydenbauer Center  
11100 NE 6th Street  
Bellevue, Washington

Meeting live via the Internet-please visit

[www.virtualshareholdermeeting.com/MSFT13](http://www.virtualshareholdermeeting.com/MSFT13).

*C/O AMERICAN STOCK TRANSFER & TRUST  
COMPANY, LLC*

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

*6201 15<sup>TH</sup> AVENUE*

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](http://www.proxyvote.com), scan the QR code on the reverse side, or easily request a paper copy (see reverse side).

*BROOKLYN, NY 11219*

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

This notice also constitutes Notice of the 2013 Annual Meeting of Shareholders.

**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 code 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](http://www.proxyvote.com)
- 2) *BY TELEPHONE:*        1-800-579-1639
- 3) *BY E-MAIL\*:*            [sendmaterial@proxyvote.com](mailto: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 5, 2013 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](http://www.proxyvote.com) or from a smart phone, scan the QR code 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 [www.virtualshareholdermeeting.com/MSFT13](http://www.virtualshareholdermeeting.com/MSFT13). 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 10,  
FOR PROPOSAL 11 and FOR PROPOSAL 12.**

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

1. Steven A. Ballmer

2. Dina Dublon

3. William H. Gates III

4. Maria M. Klawe

5. Stephen J. Luczo

6. David F. Marquardt

7. Charles H. Noski

8. Helmut Panke

9. John W. Thompson

10. Approve material terms of the performance  
criteria under

the Executive Officer Incentive Plan

(The Board recommends a vote FOR this  
proposal)

11. Advisory vote on executive compensation

(The Board recommends a vote FOR this  
proposal)

12. Ratification of Deloitte & Touche LLP as our  
independent  
auditor for fiscal year 2014

(The Board recommends a vote FOR this  
proposal)





