



Make More Happen

Saving for your Future. Enroll in Staples 401(k) Savings Plan.

Plan for tomorrow. Enroll in your 401(k) –OR– Increase your contributions today. With the Staples 401(k) Savings Plan, you can contribute up to 50% of your pay and Staples matches \$0.50 for every dollar you contribute up to 6% of your pay.

Full-time Eligibility: You become eligible to participate in the 401(k) plan the first of the month following 60 days of service and age 21 or older.

Part-time Eligibility: You are eligible to participate in the plan on the first day of the month after you have completed one year of service from your date of hire and 1,000 hours of service. If you do not complete 1,000 hours of service in your first year of employment, you will be eligible for the plan when you complete 1,000 hours of service in a single plan year.

Match Eligibility: A participant is eligible for the match after completing 500 hours of service in your first 6 months of employment and attaining age 21. The entry dates are January 1, April 1, July 1, and October 1. If you do not complete 500 hours of service in your first 6 months of employment, you are eligible for the match as of the first available entry date upon completing a year of service. Also, participant must be employed by Staples on December 31st of each year to be eligible for the match.

To Enroll or Make Changes: Log on to www.empower-retirement.com/benefits or call 1-844-728-3279*

**Empower Retirement representatives are available from 8 a.m. to 10 p.m. Eastern Time on New York Stock Exchange business days.*

Own of piece of Staples. Enroll in the Employee Stock Purchase Plan (ESPP).

During an Open enrollment you have the opportunity to enroll in the Employee Stock Purchase Plan (ESPP). This benefit allows you to purchase Staples stock at a 15% discount. As a Staples stockholder, you may also be eligible for quarterly dividends paid on each share of stock that you own.

There are two six-month offering periods per year; January to June and July to December. You can contribute up to 10% of your eligible compensation through convenient payroll deductions. At the end of the offering period shares will be purchased for you with your payroll contributions at a 15% discount of the share price at the end of the six-month offering period.

Eligibility: You become eligible to participate in the ESPP plan if you have at least 90 days of service.

To Enroll: During an Open Enrollment period log on to www.associateconnection.staples.com to enroll.

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