PITNEY BOWES INC /DE/ Form 424B3 April 01, 2016

Prospectus SupplementFiled Pursuant to Rule 424(b)(3)(To Prospectus dated August 3, 2012)Registration No: 333-183070

Common Stock

(\$1.00 Par Value)

Dividend Reinvestment Plan

This Prospectus Supplement (this "Prospectus Supplement") relates to 1,400,000 shares of Common Stock, par value \$1.00 per share ("Shares"), of Pitney Bowes Inc. ("Pitney Bowes" or the "Company") registered for sale under the Company's Dividend Reinvestment Plan ("Plan"). The description of the Plan contained in this Prospectus Supplement supplements, and to the extent it is inconsistent with, supersedes the description of the Plan in the accompanying prospectus. It is suggested that this Prospectus Supplement be retained for future reference.

This Prospectus Supplement does not constitute an offer to sell or a solicitation of an offer to buy the securities covered by this Prospectus Supplement in any jurisdiction to any person to whom it is unlawful to make such offer or solicitation in such jurisdiction. We are not making an offer to sell or a solicitation of an offer to buy these securities in any circumstances in which such offer or solicitation is unlawful.

You should rely only on the information incorporated by reference or provided in this Prospectus Supplement or any further prospectus supplement. We have not authorized anyone else to provide you with different information or to make additional representations. You should not assume that the information contained or incorporated by reference in this Prospectus Supplement or any further prospectus supplement is accurate as of any date other than the date on the front of those documents.

Our Common Stock is listed on the New York Stock Exchange under the ticker symbol "PBI."

Investing in our Common Stock involves risks. See "Risk Factors" beginning on page 5 of this Prospectus Supplement and page 9 of our Annual Report on Form 10-K for the year ended December 31, 2015, or our subsequent filings with the Securities and Exchange Commission, incorporated herein by reference, for information about risks you should consider before investing in our securities.

Neither the Securities and Exchange Commission nor any state securities commission has approved or disapproved of these securities or determined if this prospectus supplement is truthful or complete. Any representation to the contrary is a criminal offense.

The principal executive offices of the Company are located at 3001 Summer Street, Stamford, CT 06926, and the telephone number is (203) 356-5000.

The date of this Prospectus Supplement is April 1, 2016.

Table of Contents

		Page 1
INT	TRODUCTION	1
INI	FORMATION ABOUT THE COMPANY	1
FO	RWARD-LOOKING STATEMENTS	4
RIS	SK FACTORS	5
IN	FORMATION ABOUT THE PLAN	5
<u>1.</u>	What is the Plan?	5
<u>2.</u>	What are some of the advantages and disadvantages of participating in the Plan?	6
<u>3.</u>	Who is the Administrator? How does a stockholder contact the Administrator? What are the functions of the	6
<u>J.</u>	Administrator?	-
<u>4.</u>	Who is eligible to participate in the Plan?	7
<u>5.</u>	May holders of other securities of the Company participate in the Plan?	7
<u>6.</u>	How does an Eligible Stockholder enroll in the Plan?	7
<u>7.</u>	When may a stockholder join the Plan?	7
<u>8.</u>	Are there fees to participants in connection with purchases or administration under the Plan?	8
<u>9.</u>	What are the dividend reinvestment options under the Plan?	8
<u>10.</u>	When will a participant's dividend reinvestment begin?	8
<u>11.</u>	How does a participant make an Optional Cash Deposit?	8
<u>12.</u>	What are the limitations on the amount of Optional Cash Deposits?	9
<u>13.</u>	When are dividends and Optional Cash Deposits invested?	9
<u>14.</u>	What is the source of Shares acquired under the Plan?	9
<u>15.</u>	Will interest be paid on Optional Cash Deposits?	10
<u>16.</u>	At what price will Shares be purchased?	10
<u>17.</u>	Will fractional Shares be purchased?	10
<u>18.</u>	How are payments with "insufficient funds" handled?	10
<u>19.</u>	Will certificates be issued for Shares purchased under the Plan?	11
<u>20.</u>	In whose name will Shares be registered when issued?	11
01	Can certificated shares of Pitney Bowes common stock be added to Dividend Reinvestment Accounts for	11
<u>21.</u>	safekeeping?	11
<u>22.</u>	How does a participant terminate participation in the Plan?	11
22	What does a participant need to do if he or she wants to discontinue reinvesting his or her dividends or	10
<u>23.</u>	terminate his or her account with the Administrator?	12
<u>24.</u>	How may a participant sell Shares through the Plan?	12
<u>25.</u>	Can participants transfer some of their Shares while participating in the Plan?	13
<u>26.</u>	May Shares be withdrawn from a Dividend Reinvestment Account without terminating participation in the Plan?	13
27	How may a participant change options under the Plan?	13
	Will participants be credited with dividends on Shares held in their Dividend Reinvestment Accounts under	
<u>28.</u>	the Plan?	13

i

<u>29.</u>	Can a participant's cash dividends be deposited directly to the participant's U.S. bank account?	14
<u>30.</u>	What reports will be received by participants in the Plan?	14
<u>31.</u>	What happens if Pitney Bowes issues a stock dividend or declares a stock split?	14
<u>32.</u>	How does a participant vote Plan Shares at stockholders' meetings?	15
<u>33.</u>	Can the Company terminate or modify the Plan?	15
<u>34.</u>	Can the Company or Administrator terminate a participant's interest in the Plan?	15
<u>35.</u>	What are the responsibilities of the Company and the Administrator under the Plan?	15
<u>36.</u>	What happens if the Administrator cannot make purchases in the open market?	16
<u>37.</u>	What are the U.S. federal income tax consequences of participation in the Plan?	16
<u>38.</u>	Can a successor to the Administrator be named?	17
<u>39.</u>	What law governs the Plan?	17
WF	WHERE YOU CAN FIND MORE INFORMATION	
<u>IN(</u>	CORPORATION BY REFERENCE	17
US	J <u>SE OF PROCEEDS</u>	
EX	<u>XPERTS</u>	
••		

ii

#### DIVIDEND REINVESTMENT PLAN PROSPECTUS SUPPLEMENT

#### INTRODUCTION

Pitney Bowes Inc. ("Pitney Bowes" or the "Company") is pleased to offer existing stockholders the opportunity to participate in its Dividend Reinvestment Plan (the "Plan"). This Prospectus Supplement (the "Prospectus Supplement") relates to an offering of 1,400,000 shares of Pitney Bowes common stock offered for purchase under the Plan. The Plan is available for existing stockholders to increase their holdings of Pitney Bowes common stock. Unless we have indicated otherwise, references in this Prospectus Supplement to "we," "us" and "our" or similar terms refer to Pitney Bowes Inc., a Delaware company, and its consolidated subsidiaries.

The Plan allows participants to:

Reinvest all or a portion of Pitney Bowes dividends

Purchase additional Pitney Bowes common stock through a convenient method

Purchase Shares by check or automatic withdrawal from a U.S. bank account

Remit a minimum of \$100 at any time (up to a maximum of \$12,000 per year) for investment

Enroll in the Plan and access accounts through the Internet at <u>http://www.shareholder.broadridge.com/PBI</u> at any time

Shares purchased under the Plan may be newly issued Shares or Shares purchased for participants in the open market. The purchase price for newly issued Shares will be the closing

price of Shares on the New York Stock Exchange composite transactions tape on the date of purchase. The purchase price for Shares purchased in the open market will be the weighted average price paid for all Shares purchased by the Administrator (as defined below) for the Plan through a registered broker-dealer on the date of purchase. Shares purchased under the Plan will be recorded in uncertificated form in a participant's account (a "Dividend Reinvestment Account") by the Administrator.

Pitney Bowes is a global technology company offering innovative products and solutions that helps its clients navigate the complex world of commerce. The principal executive offices of the Company are located at 3001 Summer Street, Stamford, CT 06926.

Please read this Prospectus Supplement carefully and retain it and any future investment statements for future reference. If you have any questions regarding the Plan, please call toll free at (800) 648-8170 or (720) 414-6868. Customer service representatives are available between the hours of 9:00 a.m. and 5:00 p.m., Eastern Time, Monday through Friday.

The description of the Plan contained in this Prospectus Supplement supplements, and to the extent it is inconsistent with, supersedes the description of the Plan in the accompanying prospectus. This document supersedes all other prior prospectuses with respect to the Plan.

#### INFORMATION ABOUT THE COMPANY

Pitney Bowes Inc. was incorporated in the state of Delaware in 1920. We are a global technology company offering innovative products and solutions that help our clients navigate the complex world of commerce. We offer customer information management, location intelligence and customer engagement products and solutions to help our clients market to their customers, and shipping and

1

mailing, and cross border ecommerce products and solutions that enable the sending of parcels and packages across the globe. More than 1.5 million clients around the world rely on our products, solutions and services. Our world headquarters are located at 3001 Summer Street, Stamford, CT 06926. Our telephone number is (203) 356-5000.

We operate both inside and outside the United States. Our business is organized around three distinct sets of solutions -- Small and Medium Business (SMB) Solutions, Enterprise Business Solutions and Digital Commerce Solutions (DCS). The principal products and services of each of our reporting segments are as follows:

## Small and Medium Business Solutions

We are a global leader in providing a full range of equipment, software, supplies and services that enable our clients to efficiently create physical and digital mail and evidence postage for the sending of mail, flats and parcels. We segment the SMB Solutions group between our North America operations, comprising the U.S. and Canadian businesses, and our International operations, comprising all other SMB businesses globally. We are a leading provider of mailing systems globally with about 900,000 meters installed in our North America operations and over 300,000 meters installed elsewhere. This business is characterized by a high level of recurring revenue driven by rental, lease and loan arrangements, contract support services and supplies sales.

## Enterprise Business Solutions

Our Enterprise Business Solutions group includes equipment and services that enable large enterprises to process inbound and outbound mail. The Enterprise Business

Solutions group includes our Production Mail operations and Presort Services operations.

## Production Mail

Our product and service offerings enable clients to integrate all areas of print and mail into an end-to-end production environment from message creation to dispatch while realizing cost savings on postage. The core products within this segment include high-speed, high-volume inserting equipment, customized sortation products for mail and parcels and high-speed digital color printing systems that create high-value, relevant and timely communications targeted to our clients' customers. Beginning in 2016, we will offer new services and technical innovations including cloud connectivity for machines.

## Presort Services

We are a national outsource provider of mail presort services for first-class, standard-class and flat mail in the U.S. and a workshare partner of the United States Postal Service (USPS). Our Presort Services network and fully-customized proprietary technology provides our clients with end-to-end solutions from pick up at their location

to delivery into the postal system network. We process approximately 15 billion pieces of mail annually and are able to expedite mail delivery and optimize postage savings for our clients.

#### **Digital Commerce Solutions**

Within the Digital Commerce Solutions group, we provide a broad range of solutions, including customer information management, location intelligence and customer engagement software and shipping management and cross border ecommerce solutions for businesses of all sizes. These solutions are primarily delivered as traditional software licenses, enterprise platforms,

software-as-a-service (SaaS) and on-demand applications. Our Digital Commerce Solutions group includes Software Solutions and Global Ecommerce.

#### Software Solutions

Customer information management solutions help businesses harness and deliver a deep and broad understanding of their customers and their context, such as location, relationships, propensity, sentiment and influence. The trusted data and associated insights allow our clients to deliver a personalized customer experience across multiple channels, manage risk and compliance, and improve sales, marketing and service effectiveness. We are one of the market leaders in the data quality segment. Large corporations and government agencies rely on our products in complex, high-volume, transactional environments to support their business processes.

Location intelligence solutions enable our clients to organize and understand the complex relationships between location, geographic and other forms of data to drive business decisions and customer experiences. Our location intelligence solutions use predictive analytics, location, geographic and socio-demographic characteristics, which enable our clients to harness the power of location to better serve their customers, solve business problems, deliver location-based services and ultimately drive business growth.

Customer engagement solutions provide clients with insight and understanding into customer behavior and interactions across the entire customer lifecycle, enabling them to orchestrate impactful, relevant and timely physical and digital interactions. When coupled with our

inserting, sortation and digital print products, we are able to provide clients an all-inclusive solution that enables them to create, print and distribute wide-spread targeted customer communications. Our customer engagement solutions enable our clients to create connected experiences that positively influence future consumer behavior and generate business growth.

## Global Ecommerce

Global Ecommerce includes our cross-border ecommerce solutions and shipping management solutions. Our cross-border ecommerce technology and services platforms enable retailers to transact with consumers globally. With our proprietary technology, we are able to manage all aspects of the international shopping and shipping experience, including multi-currency pricing, payment processing, fraud management, calculation of fully landed costs by quoting duty, taxes and shipping at checkout, compliance with product restrictions, export complexities and documentation requirements for customs clearance and brokerage and global logistics services. Our cross-border ecommerce software platforms are currently utilized by over 250 direct merchants as well as a major online marketplace enabling millions of parcels to be shipped to over 200 countries and territories worldwide. In 2015, we expanded our cross-border ecommerce capabilities through the acquisition of Borderfree, Inc.

Shipping management solutions enable clients to reduce transportation and logistics costs, select the best carrier based on need and cost, improve delivery times and track packages in real-time. We also offer scalable global logistics

management systems that can be integrated into mail centers for the office and retail markets, as well as desktop and production shipping environments.

#### FORWARD-LOOKING STATEMENTS

This prospectus supplement contains and incorporates by reference statements that are forward-looking. We caution readers that any for-ward-looking statements within the meaning of Section 27A of the Securities Act of 1933, as amended and Section 21E of the Securities Exchange Act of 1934, as amended (the "Exchange Act"), in this prospectus supplement may change based on various factors. These forward-looking statements are based on current expectations and assumptions that are subject to risks and uncertainties and actual results could differ materially. Words such as "estimate", "target", "project", "plan", "believe", "expect", "anticipate", "intend", and similar expressions may identify such forward-looking statements. We undertake no obligation to publicly update or revise any forward-looking statements, whether as a result of new information, future events or otherwise. Factors which could cause future financial performance to differ materially from the expectations as expressed in any forward-looking statement made by or on our behalf include, without limitation:

declining physical mail volumes

competitive factors, including pricing pressures, technological developments and introduction of new products and services by competitors

our success in developing new products and services, including digital-based products and services, obtaining regulatory approval if required, and the market's acceptance of these new products and services

our ability to successfully implement and transition to a new Enterprise Resource Planning (ERP) system in the United

States without significant disruption to existing operations

the success of our investment in rebranding the company to build market awareness and create new demand for our businesses

changes in postal or banking regulations

macroeconomic factors, including global and regional business conditions that adversely impact customer demand, access to capital markets at reasonable costs, changes in interest rates, foreign currency exchange rates and fuel prices

the continued availability and security of key information systems and the cost to comply with information security requirements and privacy laws

third-party suppliers' ability to provide product components, assemblies or inventories

our success at managing the relationships with our outsource providers, including the costs of outsourcing functions and operations not central to our business

the loss of some of our larger clients in the Global Ecommerce segment

integrating newly acquired businesses including operations and product and service offerings

intellectual property infringement claims

our success at managing customer credit risk

• significant changes in pension, health care and retiree medical costs

income tax adjustments or other regulatory levies for prior audit years and changes in tax laws, rulings or regulations

a disruption of our businesses due to changes in international or national political conditions, including the use of the mail for transmitting harmful biological agents or other terrorist attacks

acts of nature

#### **RISK FACTORS**

An investment in our common stock involves risks. You should carefully consider the following risk factors, as well as the information contained or incorporated by reference in this prospectus supplement, including the information under the heading "Risk Factors" in our Annual Report on Form 10-K for the year ended December 31, 2015, before making an investment in our securities.

Risks Relating to the Plan

You will not be able to predict or control the price at which Shares will be purchased under the Plan.

You will not know the price of the Shares you purchase under the Plan at the time you elect to have your dividends reinvested or to make an optional cash investment through the Administrator. The price of our Shares may fluctuate between the time you decide to purchase Shares under the Plan and the time of actual purchase. Furthermore, the purchase price, as determined under the Plan, may differ from the price you would have obtained if you had purchased Shares on the open market on the relevant investment date. As a result, you may purchase Shares at a price higher than the price you anticipated.

There is no price protection for your Shares under the Plan.

Your investment in Shares pursuant to the Plan will be exposed to changes in market conditions and changes in the market value of the Shares.

If you instruct the Administrator to sell Shares in your Dividend Reinvestment Account via a batch sale, you will not be able to direct the time or price at which the Shares are sold or select a broker or dealer through or from whom sales are to be made. The price of our common stock may decline between the time you decide to sell Shares and the time of actual sale.

Your ability to liquidate or otherwise dispose of Shares in your Dividend Reinvestment Account is subject to the terms of the Plan. You may not be able to sell the Shares in your Dividend Reinvestment Account in time to react to market conditions.

## INFORMATION ABOUT THE PLAN

The following questions and answers explain and constitute the Plan.

#### 1. What is the Plan?

The Plan is a convenient, low cost purchase plan available for existing stockholders to increase their holdings of Pitney Bowes common stock. Participants in the Plan may elect to have dividends automatically reinvested in Pitney Bowes common stock and to make optional cash investments through the Administrator. Participation in the Plan is entirely voluntary and we give no advice regarding your decision to join the Plan. A current stockholder can enroll in the Plan through the Internet at <u>http://www.shareholder.broadridge.com/PBI</u> by following the instructions provided. Enrollment forms may also be obtained from the

Administrator by calling (800) 648-8170 (inside U.S. and Canada) or 720-414-6868 (outside U.S. and Canada).

#### 2. What are some of the advantages and disadvantages of participating in the Plan?

Advantages of participating in the Plan include the ability to:

Have all or some of the dividends paid on Pitney Bowes common stock automatically reinvested in additional Shares;

Increase holdings of Pitney Bowes common stock by making additional cash investments;

Deposit Pitney Bowes common stock certificates in the Plan's Share safekeeping feature and have ownership of common stock maintained on the Administrator's records in book-entry form; and

Manage accounts through the Internet.

Potential disadvantages of participating in the Plan, which you should consider before deciding whether to participate in the Plan, include the following:

Purchases are made only periodically as described below, so participants cannot control when those purchases are made;

The Administrator seeks to purchase and sell stock at prevailing market prices, which may not be the best price at which Pitney Bowes common stock traded during the day; and

Participants generally will be taxed on the value of cash dividends paid on their Shares, even if they elect for 100% of those dividends to be reinvested in Pitney Bowes common stock.

These and additional considerations are discussed below in this Prospectus Supplement.

# 3. Who is the Administrator? How does a stockholder contact the Administrator? What are the functions of the Administrator?

Broadridge Corporate Issuer Solutions, Inc. (the "Administrator" or "Broadridge") is the Administrator of the Plan through a registered broker-dealer. Broadridge will direct the purchase of Shares acquired under the Plan, hold such Shares,

keep records and perform other functions related to the Plan.

Participants may contact Broadridge by:

Internet at http://www.shareholder.broadridge.com/PBI

Telephone at (800) 648-8170 (inside U.S. and Canada) or 720-414-6868 (outside U.S. and Canada). Customer Service Associates are available 9:00 a.m. to 5:00 p.m. Eastern Time, Monday to Friday.

Mail at: Pitney Bowes Dividend Reinvestment Plan c/o Broadridge Corporate Issuer Solutions, P.O. Box 1342, Brentwood, NY 11717-0718

For overnight delivery services: Broadridge Corporate Issuer Solutions, Inc., 1155 Long Island Avenue Attn: IWS Edgewood, NY 11717

Telecommunications device for the hearing impaired (TTY): (855) 627-5080 (inside U.S. and Canada) or 720-399-2074 (outside U.S. and Canada).

6

The Administrator administers the Plan by acquiring Newly Issued Shares (as defined below), or purchasing Shares in the open market through a registered broker-dealer if Newly Issued Shares are not available, keeping records, sending statements of account to participants, holding Shares of all participants together in its name or in the name of its nominee and performing other duties related to the Plan.

The term "Newly Issued Shares" refers to original issue Shares and Shares held by the Company in treasury. When Newly Issued Shares are purchased from the Company, the Company will receive new equity capital funds available for general corporate purposes.

The Administrator also acts as dividend disbursing and transfer agent for the Shares.

## 4. Who is eligible to participate in the Plan?

Stockholders who have at least one Share registered in their name ("Eligible Stockholders") are eligible to participate. Stockholders residing outside the U.S. should determine whether they are subject to any governmental regulation in their country of residence that would prohibit their participation. If Shares are registered in a name other than the stockholder (e.g., in the name of a broker or bank nominee) and the stockholder wants to participate, the stockholder must either become a stockholder of record by having a part or all of their Shares transferred to their name, or, if their broker or fiduciary agrees, authorize their broker or fiduciary to participate for them.

## 5. May holders of other securities of the Company participate in the Plan?

Only holders of common stock may participate in the Plan. Holders of \$2.12 Convertible Cumulative Preference Stock or 4% Convertible Cumulative Preferred Stock or

other securities of the Company may not participate in the Plan.

However, in the future, the Company from time to time, in its sole discretion, may permit holders of certain other securities issued by the Company to participate in the Plan on such terms and conditions as the Company may from time to time establish for such purposes. To the extent the Company permits such participation by such holders, wherever the provisions of the Plan refer to holders of common stock of the Company or Shares such references will be deemed to include holders of such other securities, as the context requires.

## 6. How does an Eligible Stockholder enroll in the Plan?

An Eligible Stockholder may enroll in the Plan by signing an enrollment form and returning it to the Administrator or by enrolling on the Internet at <u>http://www.shareholder.broadridge.com/PBI</u> Enrollment forms and copies of the prospectus for the Plan may be obtained at any time by contacting Broadridge as discussed in Question 3.

## 7. When may a stockholder join the Plan?

An Eligible Stockholder may join the Plan at any time. If an enrollment form or online enrollment specifying reinvestment of dividends is received by the Administrator at least 5 days prior to the record date established for a particular dividend, reinvestment will commence with that dividend. If the enrollment form or online enrollment is received after the timeline mentioned above, then the reinvestment of dividends will begin with the following dividend payment.

#### 8. Are there fees to participants in connection with purchases or administration under the Plan?

Participants pay no fees, commissions or expenses for purchases made under the Plan. The Company pays all costs of administration of the Plan. Please see Question 24 for information concerning fees related to sales of Shares purchased through the Plan.

#### 9. What are the dividend reinvestment options under the Plan?

Participants in the Plan may elect to reinvest all, part or none of their dividends on their Shares in additional Shares:

*Full Dividend Reinvestment* directs the investment in accordance with the Plan of all of the participant's cash dividends on all of the Shares then or subsequently registered in his or her name. In addition, a participant can make cash deposits for the purchase of additional Shares for his or her Dividend Reinvestment Account.

*Partial Dividend Reinvestment* directs the investment in accordance with the Plan of the cash dividends on only that number of Shares that are designated by the participant. The Administrator will then apply the dividends paid with respect to those Shares to purchases of additional Shares. The purchased Shares will be held in a participant's Dividend Reinvestment Account. In addition, a participant can make cash deposits for the purchase of additional Shares for his or her Dividend Reinvestment Account.

All Cash (No Dividend Reinvestment) permits a participant to receive the cash dividends paid on Shares registered in his or her name. All cash dividends will be

sent to the participant by check or through direct deposit to his or her U.S. bank account. A participant can make cash deposits for the purchase of additional Shares without reinvesting dividends on Shares registered in his or her name.

Broadridge will continue to reinvest a participant's dividends as indicated on his or her enrollment form until the participant specifies otherwise. A participant may change a dividend option at any time by contacting Broadridge as discussed in Question 3.

#### 10. When will a participant's dividend reinvestment begin?

Record dates for determining the record holders of common stock entitled to receive cash dividends for common stock will be designated by the board of directors of Pitney Bowes. Historically, the record dates have typically been in the months of February, May, August and November. Broadridge must receive an enrollment form or online enrollment specifying reinvestment of dividends at least 5 days in advance of the record date for any given dividend payment date in order for the enrollment to be effective for that dividend. If a participant's enrollment form or online enrollment is received after the timeframe mentioned above, then the request will not be effective until the next dividend record date. Dividend record dates may vary from time to time, and may be designated in months other than those listed

above.

## 11. How does a participant make an Optional Cash Deposit?

A participant may make an optional cash deposit with the Administrator (an "Optional Cash Deposit") by mailing a check accompanied

8

by the tear-off portion, properly executed, of the account statement sent to participants. All checks must be payable in U.S. dollars and drawn on a U.S. bank, payable to Broadridge. Do not send cash or traveler's checks.

Shares purchased with Optional Cash Deposits will be held by the Administrator and credited to the participant's Dividend Reinvestment Account under the Plan. Future dividends on these Shares will be used to purchase additional Shares as designated by the participant.

Automatic Bank Draft – A participant may also pre-authorize Broadridge to deduct a set amount from a U.S. checking, savings or credit union account. To initiate the bank draft, the participant must complete and sign the Authorization for Monthly Investments – Optional section of the Enrollment Form, and return it to Broadridge with a voided check for the bank account from which funds are to be drafted. Automatic bank drafts will be initiated as promptly as practicable. A participant may also authorize an online bank debit by logging into their online account and selecting "Plan Options".

As an added security measure, Broadridge may apply a five business day hold period to the initial association of banking account information to a participant's investor account as well as changes made to established direct deposit or direct debit instructions. This hold period is intended to help prevent unauthorized transactions.

After the automatic bank draft is established, recurring investment funds will be drawn on the 8th of each month or if that date falls on a non-business day, the next business day. A participant can also establish a onetime debit instance to be drawn from an account. A participant should allow up to 4 weeks for the first automatic bank draft to be initiated. In order to terminate a bank draft, a participant must

notify Broadridge in writing at least ten (10) business days prior to the next automatic bank draft date in order for the termination to be effective by that date.

#### 12. What are the limitations on the amount of Optional Cash Deposits?

Optional Cash Deposits may not be less than \$100 per deposit. They may not total more than \$3,000 per quarter. The same amount of money need not be sent each time. There is no obligation to make an Optional Cash Deposit.

#### 13. When are dividends and Optional Cash Deposits invested?

The investment date for dividend reinvestment is the dividend payment date. If the dividend payment date does not fall on a trading day, the investment date will be the next trading day. Historically, the payment of dividends for Pitney Bowes common stock has typically taken place on the 12<sup>th</sup> day of March, June, September and December.

For Optional Cash Deposits, the investment date will typically be the 12th day of each month or the next trading day if the 12th day is not a trading day. No interest will be paid by the Company or the Administrator on Optional Cash Deposits.

For an Optional Cash Deposit to be invested on the next investment date, the funds must be received no later than two business days prior to the investment date.

#### 14. What is the source of Shares acquired under the Plan?

The Company remits to the Administrator the aggregate amount of dividends which all participants have elected for reinvestment. The Administrator uses dividends and Optional

Cash Deposits to acquire Newly Issued Shares from the Company, if the Company is then making Newly Issued Shares available, for the accounts of participants. If the Company is not then making Newly Issued Shares available for purchase under the Plan, the Administrator will through a registered broker-dealer purchase Shares in the open market or in negotiated transactions for the accounts of the participants. The Administrator will acquire Shares with cash dividends promptly after their receipt and with Optional Cash Deposits on the dates described under Question 13.

## 15. Will interest be paid on Optional Cash Deposits?

No. Interest will not be paid on funds held prior to investment.