

**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**

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

WORKIVA INC.

(Name of Registrant as Specified In Its Charter)

(Name of Person(s) Filing Proxy Statement, if other than the Registrant)

Payment of Filing Fee (Check the appropriate box):

- No fee required.
- Fee paid previously with preliminary materials.
- Fee computed on table in exhibit required by Item 25(b) per Exchange Act Rules 14a-6(i)(1) and 0-11



WORKIVA INC.

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DESIGNATION (IF ANY)

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Online



Go to www.envisionreports.com/wk or scan the QR code – login details are located in the shaded bar below.



Votes submitted electronically must be received by 11:59pm (Eastern time), on May 31, 2022.

Stockholder Meeting Notice

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Important Notice Regarding the Availability of Proxy Materials for the Workiva Inc. Stockholders Meeting to be Held on June 1, 2022

Under Securities and Exchange Commission rules, you are receiving this notice that the proxy materials for the annual stockholders' meeting are available on the Internet. Follow the instructions below to view the materials and vote online or request a copy. The items to be voted on and location of the annual meeting are on the reverse side. Your vote is important!

This communication presents only an overview of the more complete proxy materials that are available to you on the Internet. We encourage you to access and review all of the important information contained in the proxy materials before voting. The 2022 Proxy Statement and 2021 Annual Report are available at:

www.envisionreports.com/wk



Easy Online Access – View your proxy materials and vote.

- Step 1:** Go to www.envisionreports.com/wk
- Step 2:** Click on **Cast Your Vote** or **Request Materials**.
- Step 3:** Follow the instructions on the screen to log in.
- Step 4:** Make your selections as instructed on each screen for your delivery preferences.
- Step 5:** Vote your shares.

When you go online, you can also help the environment by consenting to receive electronic delivery of future materials.



Obtaining a Copy of the Proxy Materials – If you want to receive a copy of the proxy materials, you must request one. There is no charge to you for requesting a copy. Please make your request as instructed on the reverse side on or before May 18, 2022 to facilitate timely delivery.



2 N O T

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Stockholder Meeting Notice

The 2022 Annual Meeting of Stockholders of Workiva Inc. will be held on Wednesday, June 1, 2022 at 10:00 A.M. Central Time, virtually via the internet at www.meetnow.global/MHHUS9K. You can find more information under the section titled "Questions and Answers – How Can I Vote My Shares?" of the proxy statement that follows.

Proposals to be voted on at the meeting are listed below along with the Board of Directors' recommendations.

The Board of Directors recommends a vote **FOR** each of the nominees listed below:

1. Election of Directors
01 - Brigid A. Bonner
02 - Suku Radia
03 - Martin J. Vanderploeg

The Board of Directors recommends a vote **FOR** the following proposal:

2. Approval, on an advisory basis, of the compensation of Workiva's named executive officers.

The Board of Directors recommends a vote **FOR** the following proposal:

3. Approval of the Amendment and Restatement of the 2014 Workiva Inc. Equity Incentive Plan to increase the number of shares that may be issued under the Plan.

The Board of Directors recommends a vote **FOR** the following proposal:

4. Ratification of the appointment of Ernst & Young LLP as our independent registered public accounting firm for 2022.

PLEASE NOTE – YOU CANNOT VOTE BY RETURNING THIS NOTICE. To vote your shares you must go online or request a paper copy of the proxy materials to receive a proxy card.



Here's how to order a copy of the proxy materials and select delivery preferences:

Current and future delivery requests can be submitted using the options below.

If you request an email copy, you will receive an email with a link to the current meeting materials.

PLEASE NOTE: You must use the number in the shaded bar on the reverse side when requesting a copy of the proxy materials.

- **Internet** – Go to www.envisionreports.com/wk. Click Cast Your Vote or Request Materials.
- **Phone** – Call us free of charge at 1-866-641-4276.
- **Email** – Send an email to investorvote@computershare.com with "Proxy Materials Workiva Inc." in the subject line. Include your full name and address, plus the number located in the shaded bar on the reverse side, and state that you want a paper copy of the meeting materials.

To facilitate timely delivery, all requests for a paper copy of proxy materials must be received by May 18, 2022.

Subject Line of Email: [Workiva Inc. – cast your vote](#)



Dear NAME,

The 2022 Workiva Inc. Annual Stockholders' Meeting will be held virtually on June 1, 2022 at 10:00 AM CT. You can now access the meeting materials and cast your vote online.



Review meeting materials and proposals



Cast your vote

Votes submitted online must be received prior to the end of the virtual meeting.

CLICK HERE TO OTE NOW

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