FORM 4

UNITED STATES SECURITIES AND EXCHANGE COMMISSION

| Vashington, | D.C. 20549 |
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| OMB APPROVAL | | | | | | | |
|--------------------------|--|--|--|--|--|--|--|
| OMB Number: 3235-0287 | | | | | | | |
| Estimated average burden | | | | | | | |
| hours per response: | | | | | | | |

Check this box if no longer subject to Section 16. Form 4 or Form 5 obligations may continue. See Instruction 1(b).

Filed pursuant to Section 16(a) of the Securities Exchange Act of 1934 or Section 30(h) of the Investment Company Act of 1940

| 1. Name and Address of Reporting Person* <u>Hoffman Reid</u> | | | | | 2. Issuer Name and Ticker or Trading Symbol MICROSOFT CORP [MSFT] | | | | | | | | (Che | Relationship of Reporting F (Check all applicable) X Director | | | Person(s) to Issuer 10% Owner | |
|--|------|--|-------------|--|---|---|--|--------------|--|--|--------------------|---|--|---|---|---------------------------------|--|--|
| (Last) | , | irst) | (Middle) | | | 3. Date of Earliest Transaction (Month/Day/Year) 03/14/2024 | | | | | | | | Officer (below) | (give title | | Other (s below) | pecify |
| C/O MICROSOFT CORPORATION ONE MICROSOFT WAY | | | | | 4. If Amendment, Date of Original Filed (Month/Day/Year) | | | | | | | Line | 6. Individual or Joint/Group Filing (Check Applicable Line) X Form filed by One Reporting Person | | | | | |
| (Street) | ND W | VA | 98052-639 | 9 | L | Form filed by More than One Reporting Person | | | | | | | | | | | | ting |
| (City) | (S | tate) | (Zip) | | Rule 10b5-1(c) Transaction Indication Check this box to indicate that a transaction was made pursuant to a contract, instruction or written plan that is intended to satisfy the affirmative defense conditions of Rule 10b5-1(c). See Instruction 10. | | | | | | | | | | | | | |
| | | Та | ble I - Non | n-Deriv | ative | e Se | curities | Acq | uired, | Disp | osed of | f, or Ben | eficially | / Owned | | | | |
| 1. Title of Security (Instr. 3) 2. Trans. Date (Month/I | | | | 2A. Deemed Execution D if any (Month/Day/ | | | Date, | Code (Instr. | | 4. Securities Acquired (A) Disposed Of (D) (Instr. 3, 4 5) | | | 5. Amoun Securities Beneficia Owned Fo | Forn lly (D) o ollowing (I) (Ir | | : Direct Indirect str. 4) | 7. Nature of Indirect Beneficial Ownership (Instr. 4) | |
| | | | | | | | | | Code | v | Amount | (A) or (D) | Price | Transaction (Instr. 3 and | on(s) | | | |
| Common Stock | | | | | | | | | | | | | | 15,905 | | | I : | By Living Trust |
| Table II - Derivative Securities Acquired, Disposed of, or Beneficially Owned (e.g., puts, calls, warrants, options, convertible securities) | | | | | | | | | | | | | | | | | | |
| Derivative Conversion Date | | 3. Transaction Date (Month/Day/Year) (Month/Day/Year) (Month/Day | | Co | ransaction ode (Instr. | | 5. Number of Derivative Securities Acquired (A) or Disposed of (D) (Instr. 3, 4 and 5) | | 6. Date Exercisable and Expiration Date (Month/Day/Year) | | | 7. Title and Amount of Securities Underlying Derivative Security (Instr. 3 and 4) | | 8. Price of Derivative Security (Instr. 5) | 9. Number derivative Securitie Beneficia Owned Following Reported Transacti | e s ally g | 10. Ownership Form: Direct (D) or Indirect (I) (Instr. 4) | 11. Nature of Indirect Beneficial Ownership (Instr. 4) |
| | | | | Co | ode \ | v | | | Date Exercisa | | Expiration Date | Title | Amount or Number of Shares | | (Instr. 4) | | | |
| Restricted Stock Units | (1) | 03/14/2024 | | | A | | 26.051 ⁽²⁾ | | (3) | | (3) | Common Stock | 26.051 | \$0 | 14,796. | 881 | D | |

Explanation of Responses:

- 1. Each restricted stock unit represents a contingent right to receive one share of Microsoft common stock.
- 2. Dividend equivalent rights accrue when and as dividends are paid on the Company's common stock and become exercisable proportionately with the restricted stock units to which they relate.
- 3. The restricted stock units are fully vested. Delivery of the shares to the reporting person will be made on the st anniversary after the date of the reporting person's separation from service to the Board of

Ann Habernigg, Attorney-infact for Reid G. Hoffman

03/15/2024

** Signature of Reporting Person

Reminder: Report on a separate line for each class of securities beneficially owned directly or indirectly.

- * If the form is filed by more than one reporting person, see Instruction 4 (b)(v).
- ** Intentional misstatements or omissions of facts constitute Federal Criminal Violations See 18 U.S.C. 1001 and 15 U.S.C. 78ff(a).

Note: File three copies of this Form, one of which must be manually signed. If space is insufficient, see Instruction 6 for procedure.

Persons who respond to the collection of information contained in this form are not required to respond unless the form displays a currently valid OMB Number.