

Form 5500 Department of the Treasury Internal Revenue Service Department of Labor Employee Benefits Security Administration Pension Benefit Guaranty Corporation	Annual Return/Report of Employee Benefit Plan This form is required to be filed for employee benefit plans under sections 104 and 4065 of the Employee Retirement Income Security Act of 1974 (ERISA) and sections 6057(b) and 6058(a) of the Internal Revenue Code (the Code). ▶ Complete all entries in accordance with the instructions to the Form 5500.	OMB Nos. 1210-0110 1210-0089 2022 This Form is Open to Public Inspection
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Part I	Annual Report Identification Information
For calendar plan year 2022 or fiscal plan year beginning <u>01/01/2022</u> and ending <u>12/31/2022</u>	
A This return/report is for:	☐ a multiemployer plan ☐ a multiple-employer plan (Filers checking this box must attach a list of participating employer information in accordance with the form instructions.) ☒ a single-employer plan ☐ a DFE (specify) ____
B This return/report is:	☐ the first return/report ☐ the final return/report ☐ an amended return/report ☐ a short plan year return/report (less than 12 months)
C If the plan is a collectively-bargained plan, check here.	☐
D Check box if filing under:	☒ Form 5558 ☐ automatic extension ☐ the DFVC program ☐ special extension (enter description)
E If this is a retroactively adopted plan permitted by SECURE Act section 201, check here.	☐

Part II	Basic Plan Information —enter all requested information		
1a Name of plan	<u>WORKIVA 401(K) PLAN</u>	1b Three-digit plan number (PN) ▶	<u>001</u>
		1c Effective date of plan	<u>01/01/2011</u>
2a Plan sponsor's name (employer, if for a single-employer plan)	2b Employer Identification Number (EIN)		
Mailing address (include room, apt., suite no. and street, or P.O. Box)	<u>47-2509828</u>		
City or town, state or province, country, and ZIP or foreign postal code (if foreign, see instructions)	2c Plan Sponsor's telephone number		
<u>WORKIVA INC.</u>	<u>888-275-3125</u>		
<u>2900 UNIVERSITY BOULEVARD</u>	2d Business code (see instructions)		
<u>AMES, IA 50010</u>	<u>541511</u>		

Caution: A penalty for the late or incomplete filing of this return/report will be assessed unless reasonable cause is established.

Under penalties of perjury and other penalties set forth in the instructions, I declare that I have examined this return/report, including accompanying schedules, statements and attachments, as well as the electronic version of this return/report, and to the best of my knowledge and belief, it is true, correct, and complete.

SIGN HERE	Filed with authorized/valid electronic signature.	10/11/2023	JENNIFER HUBBARD
	Signature of plan administrator	Date	Enter name of individual signing as plan administrator
SIGN HERE	Filed with authorized/valid electronic signature.	10/11/2023	JENNIFER HUBBARD
	Signature of employer/plan sponsor	Date	Enter name of individual signing as employer or plan sponsor
SIGN HERE			
	Signature of DFE	Date	Enter name of individual signing as DFE

For Paperwork Reduction Act Notice, see the Instructions for Form 5500.

Form 5500 (2022)
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3a Plan administrator's name and address ☒ Same as Plan Sponsor		3b Administrator's EIN
		3c Administrator's telephone number
4 If the name and/or EIN of the plan sponsor or the plan name has changed since the last return/report filed for this plan, enter the plan sponsor's name, EIN, the plan name and the plan number from the last return/report: a Sponsor's name c Plan Name		4b EIN 4d PN
5 Total number of participants at the beginning of the plan year		5 2011
6 Number of participants as of the end of the plan year unless otherwise stated (welfare plans complete only lines 6a(1) , 6a(2) , 6b , 6c , and 6d).		
a(1) Total number of active participants at the beginning of the plan year		6a(1) 1789
a(2) Total number of active participants at the end of the plan year		6a(2) 2000
b Retired or separated participants receiving benefits		6b 0
c Other retired or separated participants entitled to future benefits.....		6c 366
d Subtotal. Add lines 6a(2) , 6b , and 6c		6d 2366
e Deceased participants whose beneficiaries are receiving or are entitled to receive benefits.		6e 1
f Total. Add lines 6d and 6e		6f 2367
g Number of participants with account balances as of the end of the plan year (only defined contribution plans complete this item).....		6g 2137
h Number of participants who terminated employment during the plan year with accrued benefits that were less than 100% vested.....		6h 0
7 Enter the total number of employers obligated to contribute to the plan (only multiemployer plans complete this item)		7
8a If the plan provides pension benefits, enter the applicable pension feature codes from the List of Plan Characteristics Codes in the instructions: 2A 2E 2F 2G 2J 2K 2S 2T 3D 3H		
b If the plan provides welfare benefits, enter the applicable welfare feature codes from the List of Plan Characteristics Codes in the instructions:		
9a Plan funding arrangement (check all that apply) (1) ☐ Insurance (2) ☐ Code section 412(e)(3) insurance contracts (3) ☒ Trust (4) ☐ General assets of the sponsor		9b Plan benefit arrangement (check all that apply) (1) ☐ Insurance (2) ☐ Code section 412(e)(3) insurance contracts (3) ☒ Trust (4) ☐ General assets of the sponsor
10 Check all applicable boxes in 10a and 10b to indicate which schedules are attached, and, where indicated, enter the number attached. (See instructions)		
a Pension Schedules (1) ☒ R (Retirement Plan Information) (2) ☐ MB (Multiemployer Defined Benefit Plan and Certain Money Purchase Plan Actuarial Information) - signed by the plan actuary (3) ☐ SB (Single-Employer Defined Benefit Plan Actuarial Information) - signed by the plan actuary		b General Schedules (1) ☒ H (Financial Information) (2) ☐ I (Financial Information – Small Plan) (3) ☐ A (Insurance Information) (4) ☒ C (Service Provider Information) (5) ☒ D (DFE/Participating Plan Information) (6) ☐ G (Financial Transaction Schedules)

Part III Form M-1 Compliance Information (to be completed by welfare benefit plans)

11a If the plan provides welfare benefits, was the plan subject to the Form M-1 filing requirements during the plan year? (See instructions and 29 CFR 2520.101-2.) ☐ Yes ☐ No

If "Yes" is checked, complete lines 11b and 11c.

11b Is the plan currently in compliance with the Form M-1 filing requirements? (See instructions and 29 CFR 2520.101-2.) ☐ Yes ☐ No

11c Enter the Receipt Confirmation Code for the 2022 Form M-1 annual report. If the plan was not required to file the 2022 Form M-1 annual report, enter the Receipt Confirmation Code for the most recent Form M-1 that was required to be filed under the Form M-1 filing requirements. (Failure to enter a valid Receipt Confirmation Code will subject the Form 5500 filing to rejection as incomplete.)

Receipt Confirmation Code _____

SCHEDULE C (Form 5500) Department of the Treasury Internal Revenue Service Department of Labor Employee Benefits Security Administration Pension Benefit Guaranty Corporation	Service Provider Information This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA). ▶ File as an attachment to Form 5500.	OMB No. 1210-0110
		2022
		This Form is Open to Public Inspection.

For calendar plan year 2022 or fiscal plan year beginning 01/01/2022 and ending 12/31/2022		
A Name of plan WORKIVA 401(K) PLAN	B Three-digit plan number (PN) ▶	001
C Plan sponsor's name as shown on line 2a of Form 5500 WORKIVA INC.	D Employer Identification Number (EIN) 47-2509828	

Part I	Service Provider Information (see instructions)
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You must complete this Part, in accordance with the instructions, to report the information required for **each person** who received, directly or indirectly, \$5,000 or more in total compensation (i.e., money or anything else of monetary value) in connection with services rendered to the plan or the person's position with the plan during the plan year. If a person received **only** eligible indirect compensation for which the plan received the required disclosures, you are required to answer line 1 but are not required to include that person when completing the remainder of this Part.

1 Information on Persons Receiving Only Eligible Indirect Compensation

- a Check "Yes" or "No" to indicate whether you are excluding a person from the remainder of this Part because they received only eligible indirect compensation for which the plan received the required disclosures (see instructions for definitions and conditions).. ☐ Yes ☒ No
- b If you answered line 1a "Yes," enter the name and EIN or address of each person providing the required disclosures for the service providers who received only eligible indirect compensation. Complete as many entries as needed (see instructions).

(b) Enter name and EIN or address of person who provided you disclosures on eligible indirect compensation
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2. Information on Other Service Providers Receiving Direct or Indirect Compensation. Except for those persons for whom you answered "Yes" to line 1a above, complete as many entries as needed to list each person receiving, directly or indirectly, \$5,000 or more in total compensation (i.e., money or anything else of value) in connection with services rendered to the plan or their position with the plan during the plan year. (See instructions).

(a) Enter name and EIN or address (see instructions)

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(b) Service Code(s)	(c) Relationship to employer, employee organization, or person known to be a party-in-interest	(d) Enter direct compensation paid by the plan. If none, enter -0-.	(e) Did service provider receive indirect compensation? (sources other than plan or plan sponsor)	(f) Did indirect compensation include eligible indirect compensation, for which the plan received the required disclosures?	(g) Enter total indirect compensation received by service provider excluding eligible indirect compensation for which you answered "Yes" to element (f). If none, enter -0-.	(h) Did the service provider give you a formula instead of an amount or estimated amount?
15 52 60 62 72	RECORDKEEPER	10795	Yes ☒ No ☐	Yes ☒ No ☐	0	Yes ☐ No ☐

(a) Enter name and EIN or address (see instructions)

(b) Service Code(s)	(c) Relationship to employer, employee organization, or person known to be a party-in-interest	(d) Enter direct compensation paid by the plan. If none, enter -0-.	(e) Did service provider receive indirect compensation? (sources other than plan or plan sponsor)	(f) Did indirect compensation include eligible indirect compensation, for which the plan received the required disclosures?	(g) Enter total indirect compensation received by service provider excluding eligible indirect compensation for which you answered "Yes" to element (f). If none, enter -0-.	(h) Did the service provider give you a formula instead of an amount or estimated amount?
			Yes ☐ No ☐	Yes ☐ No ☐		Yes ☐ No ☐

(a) Enter name and EIN or address (see instructions)

(b) Service Code(s)	(c) Relationship to employer, employee organization, or person known to be a party-in-interest	(d) Enter direct compensation paid by the plan. If none, enter -0-.	(e) Did service provider receive indirect compensation? (sources other than plan or plan sponsor)	(f) Did indirect compensation include eligible indirect compensation, for which the plan received the required disclosures?	(g) Enter total indirect compensation received by service provider excluding eligible indirect compensation for which you answered "Yes" to element (f). If none, enter -0-.	(h) Did the service provider give you a formula instead of an amount or estimated amount?
			Yes ☐ No ☐	Yes ☐ No ☐		Yes ☐ No ☐

Part I Service Provider Information (continued)

3. If you reported on line 2 receipt of indirect compensation, other than eligible indirect compensation, by a service provider, and the service provider is a fiduciary or provides contract administrator, consulting, custodial, investment advisory, investment management, broker, or recordkeeping services, answer the following questions for (a) each source from whom the service provider received \$1,000 or more in indirect compensation and (b) each source for whom the service provider gave you a formula used to determine the indirect compensation instead of an amount or estimated amount of the indirect compensation. Complete as many entries as needed to report the required information for each source.

(a) Enter service provider name as it appears on line 2	(b) Service Codes (see instructions)	(c) Enter amount of indirect compensation
(d) Enter name and EIN (address) of source of indirect compensation	(e) Describe the indirect compensation, including any formula used to determine the service provider's eligibility for or the amount of the indirect compensation.	
(a) Enter service provider name as it appears on line 2	(b) Service Codes (see instructions)	(c) Enter amount of indirect compensation
(d) Enter name and EIN (address) of source of indirect compensation	(e) Describe the indirect compensation, including any formula used to determine the service provider's eligibility for or the amount of the indirect compensation.	
(a) Enter service provider name as it appears on line 2	(b) Service Codes (see instructions)	(c) Enter amount of indirect compensation
(d) Enter name and EIN (address) of source of indirect compensation	(e) Describe the indirect compensation, including any formula used to determine the service provider's eligibility for or the amount of the indirect compensation.	

Part II Service Providers Who Fail or Refuse to Provide Information

4 Provide, to the extent possible, the following information for each service provider who failed or refused to provide the information necessary to complete this Schedule.

(a) Enter name and EIN or address of service provider (see instructions)	(b) Nature of Service Code(s)	(c) Describe the information that the service provider failed or refused to provide
(a) Enter name and EIN or address of service provider (see instructions)	(b) Nature of Service Code(s)	(c) Describe the information that the service provider failed or refused to provide
(a) Enter name and EIN or address of service provider (see instructions)	(b) Nature of Service Code(s)	(c) Describe the information that the service provider failed or refused to provide
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(a) Enter name and EIN or address of service provider (see instructions)	(b) Nature of Service Code(s)	(c) Describe the information that the service provider failed or refused to provide
(a) Enter name and EIN or address of service provider (see instructions)	(b) Nature of Service Code(s)	(c) Describe the information that the service provider failed or refused to provide

Part III Termination Information on Accountants and Enrolled Actuaries (see instructions)
(complete as many entries as needed)

a Name:	b EIN:
c Position:	
d Address:	e Telephone:

Explanation:

a Name:	b EIN:
c Position:	
d Address:	e Telephone:

Explanation:

a Name:	b EIN:
c Position:	
d Address:	e Telephone:

Explanation:

a Name:	b EIN:
c Position:	
d Address:	e Telephone:

Explanation:

a Name:	b EIN:
c Position:	
d Address:	e Telephone:

Explanation:

SCHEDULE D (Form 5500) Department of the Treasury Internal Revenue Service Department of Labor Employee Benefits Security Administration	DFE/Participating Plan Information This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA). ► File as an attachment to Form 5500.	OMB No. 1210-0110 2022 This Form is Open to Public Inspection.
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For calendar plan year 2022 or fiscal plan year beginning 01/01/2022 and ending 12/31/2022		
A Name of plan WORKIVA 401(K) PLAN	B Three-digit plan number (PN) ►	001
C Plan or DFE sponsor's name as shown on line 2a of Form 5500 WORKIVA INC.	D Employer Identification Number (EIN) 47-2509828	

Part I	Information on interests in MTIAs, CCTs, PSAs, and 103-12 IEs (to be completed by plans and DFEs) (Complete as many entries as needed to report all interests in DFEs)
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a Name of MTIA, CCT, PSA, or 103-12 IE: COLUMBIA TRUST STABLE GOVERNMENT FU		
b Name of sponsor of entity listed in (a): AMERIPRISE TRUST COMPANY		
c EIN-PN 41-0007957-064	d Entity code C	e Dollar value of interest in MTIA, CCT, PSA, or 103-12 IE at end of year (see instructions) 519572
a Name of MTIA, CCT, PSA, or 103-12 IE: PUTNAM STABLE VALUE FUND CLASS 20		
b Name of sponsor of entity listed in (a): PUTNAM FIDUCIARY TRUST COMPANY		
c EIN-PN 04-3159710-202	d Entity code C	e Dollar value of interest in MTIA, CCT, PSA, or 103-12 IE at end of year (see instructions) 1537082
a Name of MTIA, CCT, PSA, or 103-12 IE:		
b Name of sponsor of entity listed in (a):		
c EIN-PN	d Entity code	e Dollar value of interest in MTIA, CCT, PSA, or 103-12 IE at end of year (see instructions)
a Name of MTIA, CCT, PSA, or 103-12 IE:		
b Name of sponsor of entity listed in (a):		
c EIN-PN	d Entity code	e Dollar value of interest in MTIA, CCT, PSA, or 103-12 IE at end of year (see instructions)
a Name of MTIA, CCT, PSA, or 103-12 IE:		
b Name of sponsor of entity listed in (a):		
c EIN-PN	d Entity code	e Dollar value of interest in MTIA, CCT, PSA, or 103-12 IE at end of year (see instructions)
a Name of MTIA, CCT, PSA, or 103-12 IE:		
b Name of sponsor of entity listed in (a):		
c EIN-PN	d Entity code	e Dollar value of interest in MTIA, CCT, PSA, or 103-12 IE at end of year (see instructions)
a Name of MTIA, CCT, PSA, or 103-12 IE:		
b Name of sponsor of entity listed in (a):		
c EIN-PN	d Entity code	e Dollar value of interest in MTIA, CCT, PSA, or 103-12 IE at end of year (see instructions)

a Name of MTIA, CCT, PSA, or 103-12 IE:**b** Name of sponsor of entity listed in (a):**c** EIN-PN**d** Entity
code**e** Dollar value of interest in MTIA, CCT, PSA, or
103-12 IE at end of year (see instructions)**a** Name of MTIA, CCT, PSA, or 103-12 IE:**b** Name of sponsor of entity listed in (a):**c** EIN-PN**d** Entity
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103-12 IE at end of year (see instructions)**a** Name of MTIA, CCT, PSA, or 103-12 IE:**b** Name of sponsor of entity listed in (a):**c** EIN-PN**d** Entity
code**e** Dollar value of interest in MTIA, CCT, PSA, or
103-12 IE at end of year (see instructions)

Part II **Information on Participating Plans (to be completed by DFEs)**

(Complete as many entries as needed to report all participating plans)

a Plan name**b** Name of
plan sponsor**c** EIN-PN**a** Plan name**b** Name of
plan sponsor**c** EIN-PN**a** Plan name**b** Name of
plan sponsor**c** EIN-PN**a** Plan name**b** Name of
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plan sponsor**c** EIN-PN**a** Plan name**b** Name of
plan sponsor**c** EIN-PN

SCHEDULE H (Form 5500) Department of the Treasury Internal Revenue Service Department of Labor Employee Benefits Security Administration Pension Benefit Guaranty Corporation	Financial Information This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA), and section 6058(a) of the Internal Revenue Code (the Code). ► File as an attachment to Form 5500.	OMB No. 1210-0110 2022 This Form is Open to Public Inspection
For calendar plan year 2022 or fiscal plan year beginning <u>01/01/2022</u> and ending <u>12/31/2022</u>		
A Name of plan <u>WORKIVA 401(K) PLAN</u>	B Three-digit plan number (PN) ►	<u>001</u>
C Plan sponsor's name as shown on line 2a of Form 5500 <u>WORKIVA INC.</u>	D Employer Identification Number (EIN) <u>47-2509828</u>	

Part I	Asset and Liability Statement		
1 Current value of plan assets and liabilities at the beginning and end of the plan year. Combine the value of plan assets held in more than one trust. Report the value of the plan's interest in a commingled fund containing the assets of more than one plan on a line-by-line basis unless the value is reportable on lines 1c(9) through 1c(14). Do not enter the value of that portion of an insurance contract which guarantees, during this plan year, to pay a specific dollar benefit at a future date. Round off amounts to the nearest dollar. MTIAs, CCTs, PSAs, and 103-12 IEs do not complete lines 1b(1), 1b(2), 1c(8), 1g, 1h, and 1i. CCTs, PSAs, and 103-12 IEs also do not complete lines 1d and 1e. See instructions.			
Assets		(a) Beginning of Year	(b) End of Year
a Total noninterest-bearing cash.....		1a 475	425
b Receivables (less allowance for doubtful accounts):			
(1) Employer contributions.....		1b(1) 0	256189
(2) Participant contributions.....		1b(2) 1546804	1941641
(3) Other.....		1b(3) 0	0
c General investments:			
(1) Interest-bearing cash (include money market accounts & certificates of deposit).....		1c(1) 158748	42654
(2) U.S. Government securities		1c(2) 0	0
(3) Corporate debt instruments (other than employer securities):			
(A) Preferred		1c(3)(A) 0	0
(B) All other		1c(3)(B) 0	0
(4) Corporate stocks (other than employer securities):			
(A) Preferred		1c(4)(A) 0	0
(B) Common.....		1c(4)(B) 0	0
(5) Partnership/joint venture interests		1c(5) 0	0
(6) Real estate (other than employer real property)		1c(6) 0	0
(7) Loans (other than to participants).....		1c(7) 0	0
(8) Participant loans.....		1c(8) 609283	659703
(9) Value of interest in common/collective trusts.....		1c(9) 1678766	2056653
(10) Value of interest in pooled separate accounts		1c(10)	
(11) Value of interest in master trust investment accounts.....		1c(11)	
(12) Value of interest in 103-12 investment entities		1c(12)	
(13) Value of interest in registered investment companies (e.g., mutual funds).....		1c(13) 86192840	93695204
(14) Value of funds held in insurance company general account (unallocated contracts).....		1c(14)	
(15) Other		1c(15) 0	0

1d Employer-related investments:		(a) Beginning of Year	(b) End of Year
(1) Employer securities	1d(1)	0	0
(2) Employer real property	1d(2)		
e Buildings and other property used in plan operation	1e		
f Total assets (add all amounts in lines 1a through 1e)	1f	90186916	98652469

Liabilities

g Benefit claims payable	1g		
h Operating payables	1h		
i Acquisition indebtedness	1i		
j Other liabilities	1j	0	2197830
k Total liabilities (add all amounts in lines 1g through 1j)	1k	0	2197830

Net Assets

l Net assets (subtract line 1k from line 1f)	1l	90186916	96454639
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Part II Income and Expense Statement

2 Plan income, expenses, and changes in net assets for the year. Include all income and expenses of the plan, including any trust(s) or separately maintained fund(s) and any payments/receipts to/from insurance carriers. Round off amounts to the nearest dollar. MTIAs, CCTs, PSAs, and 103-12 IEs do not complete lines 2a, 2b(1)(E), 2e, 2f, and 2g.

Income

		(a) Amount	(b) Total
a Contributions:			
(1) Received or receivable in cash from: (A) Employers	2a(1)(A)	5343255	
(B) Participants	2a(1)(B)	19147587	
(C) Others (including rollovers)	2a(1)(C)	6555984	
(2) Noncash contributions	2a(2)	0	
(3) Total contributions. Add lines 2a(1)(A) , (B) , (C) , and line 2a(2)	2a(3)		31046826
b Earnings on investments:			
(1) Interest:			
(A) Interest-bearing cash (including money market accounts and certificates of deposit)	2b(1)(A)	87	
(B) U.S. Government securities	2b(1)(B)	0	
(C) Corporate debt instruments	2b(1)(C)	0	
(D) Loans (other than to participants)	2b(1)(D)		
(E) Participant loans	2b(1)(E)	37202	
(F) Other	2b(1)(F)	0	
(G) Total interest. Add lines 2b(1)(A) through (F)	2b(1)(G)		37289
(2) Dividends: (A) Preferred stock	2b(2)(A)	0	
(B) Common stock	2b(2)(B)	0	
(C) Registered investment company shares (e.g. mutual funds)	2b(2)(C)	3000523	
(D) Total dividends. Add lines 2b(2)(A) , (B) , and (C)	2b(2)(D)		3000523
(3) Rents	2b(3)		
(4) Net gain (loss) on sale of assets: (A) Aggregate proceeds	2b(4)(A)	0	
(B) Aggregate carrying amount (see instructions)	2b(4)(B)	0	
(C) Subtract line 2b(4)(B) from line 2b(4)(A) and enter result	2b(4)(C)		0
(5) Unrealized appreciation (depreciation) of assets: (A) Real estate	2b(5)(A)		
(B) Other	2b(5)(B)	0	
(C) Total unrealized appreciation of assets. Add lines 2b(5)(A) and (B)	2b(5)(C)		0

		(a) Amount	(b) Total
(6) Net investment gain (loss) from common/collective trusts	2b(6)		30844
(7) Net investment gain (loss) from pooled separate accounts	2b(7)		0
(8) Net investment gain (loss) from master trust investment accounts	2b(8)		
(9) Net investment gain (loss) from 103-12 investment entities.....	2b(9)		
(10) Net investment gain (loss) from registered investment companies (e.g., mutual funds)	2b(10)		-21109184
c Other income	2c		18369
d Total income. Add all income amounts in column (b) and enter total	2d		13024667
Expenses			
e Benefit payment and payments to provide benefits:			
(1) Directly to participants or beneficiaries, including direct rollovers	2e(1)	6727207	
(2) To insurance carriers for the provision of benefits	2e(2)		
(3) Other	2e(3)	0	
(4) Total benefit payments. Add lines 2e(1) through (3)	2e(4)		6727207
f Corrective distributions (see instructions)	2f		18942
g Certain deemed distributions of participant loans (see instructions)	2g		0
h Interest expense	2h		0
i Administrative expenses: (1) Professional fees	2i(1)		
(2) Contract administrator fees	2i(2)		
(3) Investment advisory and management fees	2i(3)		
(4) Other	2i(4)	10795	
(5) Total administrative expenses. Add lines 2i(1) through (4)	2i(5)		10795
j Total expenses. Add all expense amounts in column (b) and enter total	2j		6756944
Net Income and Reconciliation			
k Net income (loss). Subtract line 2j from line 2d	2k		6267723
l Transfers of assets:			
(1) To this plan	2l(1)		0
(2) From this plan	2l(2)		0

Part III Accountant's Opinion

3 Complete lines 3a through 3c if the opinion of an independent qualified public accountant is attached to this Form 5500. Complete line 3d if an opinion is not attached.

a The attached opinion of an independent qualified public accountant for this plan is (see instructions):

(1) ☒ Unmodified (2) ☐ Qualified (3) ☐ Disclaimer (4) ☐ Adverse

b Check the appropriate box(es) to indicate whether the IQPA performed an ERISA section 103(a)(3)(C) audit. Check both boxes (1) and (2) if the audit was performed pursuant to both 29 CFR 2520.103-8 and 29 CFR 2520.103-12(d). Check box (3) if pursuant to neither.

(1) ☒ DOL Regulation 2520.103-8 (2) ☐ DOL Regulation 2520.103-12(d) (3) ☐ neither DOL Regulation 2520.103-8 nor DOL Regulation 2520.103-12(d).

c Enter the name and EIN of the accountant (or accounting firm) below:

(1) Name: UHY LLP

(2) EIN: 20-0694403

d The opinion of an independent qualified public accountant is **not attached** because:

(1) ☐ This form is filed for a CCT, PSA, or MTIA. (2) ☐ It will be attached to the next Form 5500 pursuant to 29 CFR 2520.104-50.

Part IV Compliance Questions

4 CCTs and PSAs do not complete Part IV. MTIAs, 103-12 IEs, and GIAs do not complete lines 4a, 4e, 4f, 4g, 4h, 4k, 4m, 4n, or 5. 103-12 IEs also do not complete lines 4j and 4l. MTIAs also do not complete line 4l.

During the plan year:

a Was there a failure to transmit to the plan any participant contributions within the time period described in 29 CFR 2510.3-102? Continue to answer "Yes" for any prior year failures until fully corrected. (See instructions and DOL's Voluntary Fiduciary Correction Program.)

	Yes	No	Amount
4a		X	

	Yes	No	Amount
b Were any loans by the plan or fixed income obligations due the plan in default as of the close of the plan year or classified during the year as uncollectible? Disregard participant loans secured by participant's account balance. (Attach Schedule G (Form 5500) Part I if "Yes" is checked.)			
4b		X	
c Were any leases to which the plan was a party in default or classified during the year as uncollectible? (Attach Schedule G (Form 5500) Part II if "Yes" is checked.)			
4c		X	
d Were there any nonexempt transactions with any party-in-interest? (Do not include transactions reported on line 4a. Attach Schedule G (Form 5500) Part III if "Yes" is checked.)			
4d		X	
e Was this plan covered by a fidelity bond?	X		500000
f Did the plan have a loss, whether or not reimbursed by the plan's fidelity bond, that was caused by fraud or dishonesty?		X	
4f		X	
g Did the plan hold any assets whose current value was neither readily determinable on an established market nor set by an independent third party appraiser?			
4g		X	
h Did the plan receive any noncash contributions whose value was neither readily determinable on an established market nor set by an independent third party appraiser?			
4h		X	
i Did the plan have assets held for investment? (Attach schedule(s) of assets if "Yes" is checked, and see instructions for format requirements.)	X		
4i	X		
j Were any plan transactions or series of transactions in excess of 5% of the current value of plan assets? (Attach schedule of transactions if "Yes" is checked and see instructions for format requirements.)			
4j		X	
k Were all the plan assets either distributed to participants or beneficiaries, transferred to another plan, or brought under the control of the PBGC?			
4k		X	
l Has the plan failed to provide any benefit when due under the plan?			
4l		X	
m If this is an individual account plan, was there a blackout period? (See instructions and 29 CFR 2520.101-3.)			
4m		X	
n If 4m was answered "Yes," check the "Yes" box if you either provided the required notice or one of the exceptions to providing the notice applied under 29 CFR 2520.101-3.			
4n			

5a Has a resolution to terminate the plan been adopted during the plan year or any prior plan year? ☐ Yes ☒ No
If "Yes," enter the amount of any plan assets that reverted to the employer this year _____.

5b If, during this plan year, any assets or liabilities were transferred from this plan to another plan(s), identify the plan(s) to which assets or liabilities were transferred. (See instructions.)

5b(1) Name of plan(s)	5b(2) EIN(s)	5b(3) PN(s)

5c Was the plan a defined benefit plan covered under the PBGC insurance program at any time during this plan year? (See ERISA section 4021 and instructions.) ☐ Yes ☐ No ☐ Not determined
If "Yes" is checked, enter the My PAA confirmation number from the PBGC premium filing for this plan year _____.

SCHEDULE R (Form 5500) Department of the Treasury Internal Revenue Service Department of Labor Employee Benefits Security Administration Pension Benefit Guaranty Corporation	Retirement Plan Information This schedule is required to be filed under sections 104 and 4065 of the Employee Retirement Income Security Act of 1974 (ERISA) and section 6058(a) of the Internal Revenue Code (the Code). ► File as an attachment to Form 5500.	OMB No. 1210-0110 2022 This Form is Open to Public Inspection.
For calendar plan year 2022 or fiscal plan year beginning 01/01/2022 and ending 12/31/2022		
A Name of plan WORKIVA 401(K) PLAN		B Three-digit plan number (PN) ► 001
C Plan sponsor's name as shown on line 2a of Form 5500 WORKIVA INC.		D Employer Identification Number (EIN) 47-2509828
Part I Distributions		
All references to distributions relate only to payments of benefits during the plan year.		
1 Total value of distributions paid in property other than in cash or the forms of property specified in the instructions.....		1 0
2 Enter the EIN(s) of payor(s) who paid benefits on behalf of the plan to participants or beneficiaries during the year (if more than two, enter EINs of the two payors who paid the greatest dollar amounts of benefits): EIN(s): 94-1687665		
Profit-sharing plans, ESOPs, and stock bonus plans, skip line 3.		
3 Number of participants (living or deceased) whose benefits were distributed in a single sum, during the plan year.....		3
Part II Funding Information (If the plan is not subject to the minimum funding requirements of section 412 of the Internal Revenue Code or ERISA section 302, skip this Part.)		
4 Is the plan administrator making an election under Code section 412(d)(2) or ERISA section 302(d)(2)? ☐ Yes ☐ No ☐ N/A If the plan is a defined benefit plan, go to line 8.		
5 If a waiver of the minimum funding standard for a prior year is being amortized in this plan year, see instructions and enter the date of the ruling letter granting the waiver. Date: Month _____ Day _____ Year _____ If you completed line 5, complete lines 3, 9, and 10 of Schedule MB and do not complete the remainder of this schedule.		
6 a Enter the minimum required contribution for this plan year (include any prior year accumulated funding deficiency not waived).....		6a
b Enter the amount contributed by the employer to the plan for this plan year.....		6b
c Subtract the amount in line 6b from the amount in line 6a. Enter the result (enter a minus sign to the left of a negative amount).....		6c
If you completed line 6c, skip lines 8 and 9.		
7 Will the minimum funding amount reported on line 6c be met by the funding deadline? ☐ Yes ☐ No ☐ N/A		
8 If a change in actuarial cost method was made for this plan year pursuant to a revenue procedure or other authority providing automatic approval for the change or a class ruling letter, does the plan sponsor or plan administrator agree with the change? ☐ Yes ☐ No ☐ N/A		
Part III Amendments		
9 If this is a defined benefit pension plan, were any amendments adopted during this plan year that increased or decreased the value of benefits? If yes, check the appropriate box. If no, check the "No" box..... ☐ Increase ☐ Decrease ☐ Both ☐ No		
Part IV ESOPs (see instructions). If this is not a plan described under section 409(a) or 4975(e)(7) of the Internal Revenue Code, skip this Part.		
10 Were unallocated employer securities or proceeds from the sale of unallocated securities used to repay any exempt loan?.....		☐ Yes ☐ No
11 a Does the ESOP hold any preferred stock?.....		☐ Yes ☐ No
b If the ESOP has an outstanding exempt loan with the employer as lender, is such loan part of a "back-to-back" loan? (See instructions for definition of "back-to-back" loan.).....		☐ Yes ☐ No
12 Does the ESOP hold any stock that is not readily tradable on an established securities market?.....		☐ Yes ☐ No
For Paperwork Reduction Act Notice, see the Instructions for Form 5500.		
Schedule R (Form 5500) 2022 v. 220413		

Part V Additional Information for Multiemployer Defined Benefit Pension Plans

13 Enter the following information for each employer that (1) contributed more than 5% of total contributions to the plan during the plan year or (2) was one of the top-ten highest contributors (measured in dollars). See instructions. *Complete as many entries as needed to report all applicable employers.*

a Name of contributing employer

b EIN

c Dollar amount contributed by employer

d Date collective bargaining agreement expires (If employer contributes under more than one collective bargaining agreement, check box ☐ and see instructions regarding required attachment. Otherwise, enter the applicable date.) Month _____ Day _____ Year _____

e Contribution rate information (If more than one rate applies, check this box ☐ and see instructions regarding required attachment. Otherwise, complete lines 13e(1) and 13e(2).)

(1) Contribution rate (in dollars and cents) _____

(2) Base unit measure: ☐ Hourly ☐ Weekly ☐ Unit of production ☐ Other (specify): _____

a Name of contributing employer

b EIN

c Dollar amount contributed by employer

d Date collective bargaining agreement expires (If employer contributes under more than one collective bargaining agreement, check box ☐ and see instructions regarding required attachment. Otherwise, enter the applicable date.) Month _____ Day _____ Year _____

e Contribution rate information (If more than one rate applies, check this box ☐ and see instructions regarding required attachment. Otherwise, complete lines 13e(1) and 13e(2).)

(1) Contribution rate (in dollars and cents) _____

(2) Base unit measure: ☐ Hourly ☐ Weekly ☐ Unit of production ☐ Other (specify): _____

a Name of contributing employer

b EIN

c Dollar amount contributed by employer

d Date collective bargaining agreement expires (If employer contributes under more than one collective bargaining agreement, check box ☐ and see instructions regarding required attachment. Otherwise, enter the applicable date.) Month _____ Day _____ Year _____

e Contribution rate information (If more than one rate applies, check this box ☐ and see instructions regarding required attachment. Otherwise, complete lines 13e(1) and 13e(2).)

(1) Contribution rate (in dollars and cents) _____

(2) Base unit measure: ☐ Hourly ☐ Weekly ☐ Unit of production ☐ Other (specify): _____

a Name of contributing employer

b EIN

c Dollar amount contributed by employer

d Date collective bargaining agreement expires (If employer contributes under more than one collective bargaining agreement, check box ☐ and see instructions regarding required attachment. Otherwise, enter the applicable date.) Month _____ Day _____ Year _____

e Contribution rate information (If more than one rate applies, check this box ☐ and see instructions regarding required attachment. Otherwise, complete lines 13e(1) and 13e(2).)

(1) Contribution rate (in dollars and cents) _____

(2) Base unit measure: ☐ Hourly ☐ Weekly ☐ Unit of production ☐ Other (specify): _____

a Name of contributing employer

b EIN

c Dollar amount contributed by employer

d Date collective bargaining agreement expires (If employer contributes under more than one collective bargaining agreement, check box ☐ and see instructions regarding required attachment. Otherwise, enter the applicable date.) Month _____ Day _____ Year _____

e Contribution rate information (If more than one rate applies, check this box ☐ and see instructions regarding required attachment. Otherwise, complete lines 13e(1) and 13e(2).)

(1) Contribution rate (in dollars and cents) _____

(2) Base unit measure: ☐ Hourly ☐ Weekly ☐ Unit of production ☐ Other (specify): _____

a Name of contributing employer

b EIN

c Dollar amount contributed by employer

d Date collective bargaining agreement expires (If employer contributes under more than one collective bargaining agreement, check box ☐ and see instructions regarding required attachment. Otherwise, enter the applicable date.) Month _____ Day _____ Year _____

e Contribution rate information (If more than one rate applies, check this box ☐ and see instructions regarding required attachment. Otherwise, complete lines 13e(1) and 13e(2).)

(1) Contribution rate (in dollars and cents) _____

(2) Base unit measure: ☐ Hourly ☐ Weekly ☐ Unit of production ☐ Other (specify): _____

14	Enter the number of deferred vested and retired participants (inactive participants), as of the beginning of the plan year, whose contributing employer is no longer making contributions to the plan for:		
	a The current plan year. Check the box to indicate the counting method used to determine the number of inactive participants: ☐ last contributing employer ☐ alternative ☐ reasonable approximation (see instructions for required attachment).....	14a	
	b The plan year immediately preceding the current plan year. ☐ Check the box if the number reported is a change from what was previously reported (see instructions for required attachment)	14b	
	c The second preceding plan year. ☐ Check the box if the number reported is a change from what was previously reported (see instructions for required attachment)	14c	
15	Enter the ratio of the number of participants under the plan on whose behalf no employer had an obligation to make an employer contribution during the current plan year to:		
	a The corresponding number for the plan year immediately preceding the current plan year.....	15a	
	b The corresponding number for the second preceding plan year.....	15b	
16	Information with respect to any employers who withdrew from the plan during the preceding plan year:		
	a Enter the number of employers who withdrew during the preceding plan year	16a	
	b If line 16a is greater than 0, enter the aggregate amount of withdrawal liability assessed or estimated to be assessed against such withdrawn employers.....	16b	
17	If assets and liabilities from another plan have been transferred to or merged with this plan during the plan year, check box and see instructions regarding supplemental information to be included as an attachment ☐		

Part VI	Additional Information for Single-Employer and Multiemployer Defined Benefit Pension Plans
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18	If any liabilities to participants or their beneficiaries under the plan as of the end of the plan year consist (in whole or in part) of liabilities to such participants and beneficiaries under two or more pension plans as of immediately before such plan year, check box and see instructions regarding supplemental information to be included as an attachment ☐
19	If the total number of participants is 1,000 or more, complete lines (a) through (c) a Enter the percentage of plan assets held as: Stock: _____% Investment-Grade Debt: _____% High-Yield Debt: _____% Real Estate: _____% Other: _____% b Provide the average duration of the combined investment-grade and high-yield debt: ☐ 0-3 years ☐ 3-6 years ☐ 6-9 years ☐ 9-12 years ☐ 12-15 years ☐ 15-18 years ☐ 18-21 years ☐ 21 years or more c What duration measure was used to calculate line 19(b)? ☐ Effective duration ☐ Macaulay duration ☐ Modified duration ☐ Other (specify): _____
20	PBGC missed contribution reporting requirements. If this is a multiemployer plan or a single-employer plan that is not covered by PBGC, skip line 20. a Is the amount of unpaid minimum required contributions for all years from Schedule SB (Form 5500) line 40 greater than zero? ☐ Yes ☐ No b If line 20a is "Yes," has PBGC been notified as required by ERISA sections 4043(c)(5) and/or 303(k)(4)? Check the applicable box: ☐ Yes. ☐ No. Reporting was waived under 29 CFR 4043.25(c)(2) because contributions equal to or exceeding the unpaid minimum required contribution were made by the 30th day after the due date. ☐ No. The 30-day period referenced in 29 CFR 4043.25(c)(2) has not yet ended, and the sponsor intends to make a contribution equal to or exceeding the unpaid minimum required contribution by the 30th day after the due date. ☐ No. Other. Provide explanation _____

WORKIVA 401(k) PLAN

**AUDITED FINANCIAL STATEMENTS
AND
SUPPLEMENTAL SCHEDULE**

Years Ended December 31, 2022 and 2021

WORKIVA 401(k) PLAN

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INDEPENDENT AUDITOR'S REPORT

To the Plan Administrator and Participants of
Workiva 401(k) Plan

Scope and Nature of the ERISA Section 103(a)(3)(C) Audit

We have performed audits of the financial statements of Workiva 401(k) Plan (the Plan), an employee benefit plan subject to the Employee Retirement Income Security Act of 1974 (ERISA), as permitted by ERISA Section 103(a)(3)(C) (ERISA Section 103(a)(3)(C) audit). The financial statements comprise the statements of net assets available for benefits as of December 31, 2022 and 2021, the related statements of changes in net assets available for benefits for the years then ended, and the related notes to the financial statements.

Management, having determined it is permissible in the circumstances, has elected to have the audits of the Plan's financial statements performed in accordance with ERISA Section 103(a)(3)(C) pursuant to 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. As permitted by ERISA Section 103(a)(3)(C), our audits need not extend to any statements or information related to assets held for investment of the Plan (investment information) by a bank or similar institution or insurance carrier that is regulated, supervised, and subject to periodic examination by a state or federal agency, provided that the statements or information regarding assets so held are prepared and certified to by the bank or similar institution or insurance carrier in accordance with 29 CFR 2520.103-5 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA (qualified institution).

Management has obtained certifications from a qualified institution as of December 31, 2022 and 2021, and for the years then ended, stating that the certified investment information, as described in Note 4 to the financial statements, is complete and accurate.

Opinion

In our opinion, based on our audits and on the procedures performed as described in the Auditor's Responsibilities for the Audit of the Financial Statements section:

- The amounts and disclosures in the accompanying financial statements, other than those agreed to or derived from the certified investment information, are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (GAAP).
- The information in the accompanying financial statements related to assets held by and certified to by a qualified institution agrees to, or is derived from, in all material respects, the information prepared and certified by an institution that management determined meets the requirements of ERISA Section 103(a)(3)(C).

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Plan and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our ERISA Section 103(a)(3)(C) audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with GAAP, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. Management's election of the ERISA Section 103(a)(3)(C) audit does not affect management's responsibility for the financial statements.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Plan's ability to continue as a going concern for one year after the date that the financial statements are issued.

Management is also responsible for maintaining a current Plan instrument, including all Plan amendments, administering the Plan, and determining that the Plan's transactions that are presented and disclosed in the financial statements are in conformity with the Plan's provisions, including maintaining sufficient records with respect to each of the participants, to determine the benefits due or which may become due to such participants.

Auditor's Responsibilities for the Audit of the Financial Statements

Except as described in the Scope and Nature of the ERISA Section 103(a)(3)(C) Audit section of our report, our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Plan's ability to continue as a going concern for a reasonable period of time.

Our audits did not extend to the certified investment information, except for obtaining and reading the certification, comparing the certified investment information with the related information presented and disclosed in the financial statements, and reading the disclosures relating to the certified investment information to assess whether they are in accordance with the presentation and disclosure requirements of GAAP.

Accordingly, the objective of an ERISA Section 103(a)(3)(C) audit is not to express an opinion about whether the financial statements as a whole are presented fairly, in all material respects, in accordance with GAAP.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Matter

Supplemental Schedule Required by ERISA

The supplemental schedule of assets (held at end of year) as of December 31, 2022 is presented for purposes of additional analysis and is not a required part of the financial statements but is supplemental information required by the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information included in the supplemental schedule, other than that agreed to or derived from the certified investment information, has been subjected to auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS. For information included in the supplemental schedule that agreed to or is derived from the certified investment information, we compared such information to the related certified investment information.

In forming our opinion on the supplemental schedule, we evaluated whether the supplemental schedule, other than the information agreed to or derived from the certified investment information, including their form and content, are presented in conformity with the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA.

In our opinion:

- The form and content of the supplemental schedule, other than the information in the supplemental schedule that agreed to or is derived from the certified investment information, are presented, in all material respects, in conformity with the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA.
- The information in the supplemental schedule related to assets held by and certified to by a qualified institution agrees to, or is derived from, in all material respects, the information prepared and certified by an institution that management determined meets the requirements of ERISA Section 103(a)(3)(C).

UHY LLP

West Des Moines, Iowa
October 5, 2023

WORKIVA 401(k) PLAN

STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS

	December 31,	
	2022	2021
Assets		
Non-interest-bearing cash	\$ 425	\$ 475
Investments, at fair value	95,794,511	88,030,354
Receivables:		
Participant contributions	1,941,641	1,546,804
Employer contributions	256,189	-
Notes receivable from participants	659,703	609,283
Total receivables	2,857,533	2,156,087
Total assets	98,652,469	90,186,916
Liabilities		
Due to broker	2,197,830	-
Net assets available for benefits	<u>\$ 96,454,639</u>	<u>\$ 90,186,916</u>

WORKIVA 401(k) PLAN

STATEMENTS OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS

	Year Ended December 31,	
	2022	2021
Additions		
Investment income (loss):		
Interest and dividends	\$ 3,028,222	\$ 2,737,398
Net appreciation (depreciation) in fair value of investments	(21,105,951)	8,638,818
Total investment income (loss)	(18,077,729)	11,376,216
Contributions:		
Participants	19,147,587	13,535,402
Company	5,343,255	-
Rollovers	6,555,984	4,378,684
Total contributions	31,046,826	17,914,086
Interest income on notes receivable from participants	37,202	21,174
Other income	18,368	17,431
Total additions	13,024,667	29,328,907
Deductions		
Benefits paid to participants or beneficiaries	6,746,149	5,753,002
Administrative expenses	10,795	8,400
Total deductions	6,756,944	5,761,402
Net increase in net assets available for benefits	6,267,723	23,567,505
Net assets available for benefits:		
Beginning of year	90,186,916	66,619,411
End of year	<u>\$ 96,454,639</u>	<u>\$ 90,186,916</u>

WORKIVA 401(k) PLAN
NOTES TO FINANCIAL STATEMENTS
December 31, 2022 and 2021

NOTE 1 — DESCRIPTION OF PLAN

The following description of the Workiva 401(k) Plan (the Plan) provides only general information. Participants should refer to the Plan agreement for more complete information of the Plan's provisions.

General and Eligibility

The Plan is a defined contribution plan covering all employees of Workiva Inc. (the Company) that are 18 years of age and older. Eligible employees can make deferral contributions starting on the first day of the month coinciding with or next to the employment commencement date. Participants are also entitled to employer matching contributions at the time deferral contributions start. The Plan is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA).

Contributions and Investment Options

Each year, participants may contribute up to 85% of their pre- tax annual compensation not to exceed the maximum allowed under the Internal Revenue Code (IRC). Participants may also contribute amounts representing distributions from other qualified defined benefit or defined contribution plans. The Company may make discretionary matching or profit sharing contributions to participating employees. As of January 1, 2022, the Company began to match employee contributions at 100% match up to 6% of eligible compensation with a maximum limit of \$3,000 for the year. There were no discretionary or profit sharing contributions for the years ended December 31, 2022 or 2021.

Participants may direct the investment of contributions into various investment options offered by the Plan. Participants may currently invest contributions into mutual funds and two common collective trust fund. Participants may change their investment options daily.

Participant Accounts

Each participant's account is credited with the participant's deferral contribution, and an allocation of (a) the Company's contributions and (b) Plan earnings, and is charged with an allocation of administrative expenses. Allocations are based on participant earnings or account balances, as defined in the Plan. Any participant loan fee incurred with respect to a particular participant or beneficiary is allocated against the participant's account on a direct basis. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account.

Vesting

Participants are immediately vested in their contributions and Company match contributions plus actual earnings thereon. The Company's discretionary profit sharing contributions become 25% vested after one year of service, as defined, and continue vesting thereafter at 25% per year to become 100% vested after four years of service.

WORKIVA 401(k) PLAN
NOTES TO FINANCIAL STATEMENTS
December 31, 2022 and 2021

NOTE 1 — DESCRIPTION OF PLAN (Continued)

Payment of Benefits

Upon termination of service or reaching retirement age, participants may elect to receive a lump sum distribution equal to the value of his or her account, may choose to receive installment payments available under the Plan, or may roll over the amount into another qualified plan. Participants with an account balance less than \$5,000 may roll the amount into another qualified plan or receive a mandatory lump sum distribution upon termination of service. Employees, regardless of age, who have a financial hardship, may request a lump sum withdrawal from their 401(k) elective deferral account, subject to limitations as defined in the Plan.

Notes Receivable From Participants

Participants may borrow from their fund accounts up to a maximum equal to the lesser of 50% of their nonforfeitable account balance or \$50,000, reduced by the excess of the participant's highest outstanding participant note receivable balance during the prior 12-month period over the participant's current outstanding note receivable balance. Generally, note receivable terms range from one to five years, unless the note receivable is for a principal residence, which may be repaid over a term established by the Plan administrator at the time of the loan. The notes receivable are secured by the vested balance in the participant's account and bear interest at a rate commensurate with local prevailing rates as determined by Bank of America, N.A. (Bank of America). Principal and interest are paid ratably through payroll deductions. Notes receivable from participants outstanding at December 31, 2022 mature through October 2031 and bear interest ranging from 5.25% to 8.25%.

Forfeitures

Forfeitures of nonvested participants' accounts are used to pay administrative expenses and offset Company's future contributions to the Plan. As of December 31, 2022 and 2021, the Plan had unallocated account balances amounting to \$32,895 and \$856, respectively. For the years ended December 31, 2022 and 2021, no forfeitures were utilized during the year.

NOTE 2 — SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The financial statements of the Plan are prepared under the accrual basis of accounting.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America (GAAP) requires Plan management to make estimates and assumptions that affect the reported amounts of assets, liabilities, changes therein, and disclosure of contingent assets and liabilities. Actual results could differ from those estimates.

WORKIVA 401(k) PLAN
NOTES TO FINANCIAL STATEMENTS
December 31, 2022 and 2021

NOTE 2 — SIGNIFICANT ACCOUNTING POLICIES (Continued)

Investment Valuation and Income Recognition

The Plan's investments are stated at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. See Note 8 for discussion of fair value measurements.

Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date. Net appreciation (depreciation) in fair value of investments includes the Plan's gains and losses on investments bought and sold as well as held during the year. Management fees and operating expenses charged to the Plan for investments in mutual funds are deducted from income earned on a daily basis and are not separately reflected. Consequently, management fees and operating expenses are reflected as a reduction of investment return for such investments.

Notes Receivable From Participants

Notes receivable from participants are measured at their unpaid principal balance plus any accrued but unpaid interest. Delinquent notes are treated as distributions based upon the terms of the Plan document; therefore, there is no allowance for credit losses as of December 31, 2022 or 2021.

Payment of Benefits

Benefits are recorded when paid.

NOTE 3 — ADMINISTRATIVE EXPENSES

Certain administrative functions are performed by officers or employees of the Company. No such officer or employee receives compensation from the Plan. Certain other administrative expenses are paid directly by the Plan.

NOTE 4 — INFORMATION CERTIFIED AND PROVIDED BY BANK OF AMERICA

The following is a summary of the Plan's asset and income information as of and for the years ended December 31, 2022 and 2021, included throughout the Plan's financial statements and supplemental schedule, that was prepared or derived from information provided by Bank of America and furnished to the Plan administrator. The Plan administrator has obtained a certification from Bank of America that the information provided to the Plan administrator is complete and accurate.

Accordingly, as permitted by 29 CFR 2520.103-8 of the Department of Labor's (DOL) Rules and Regulations for Reporting and Disclosure under ERISA, the Plan administrator instructed the Plan's independent auditors not to perform any auditing procedures with respect to the information which appears throughout the financial statements and supplementary schedule related to the following assets:

WORKIVA 401(k) PLAN
NOTES TO FINANCIAL STATEMENTS
December 31, 2022 and 2021

NOTE 4 — INFORMATION CERTIFIED AND PROVIDED BY BANK OF AMERICA (Continued)

	<u>2022</u>	<u>2021</u>
Non-interest-bearing cash	\$ 425	\$ 475
Investments at fair value	95,794,511	88,030,354
Notes receivable from participants	659,703	609,283
Investment income (loss):		
Interest and dividends	\$ 3,028,222	\$ 2,737,398
Net appreciation (depreciation) in fair value of investments	(21,105,951)	8,638,818
Interest income on notes receivable from participants	37,202	21,174

NOTE 5 — PLAN TERMINATION

Although it has not expressed any intent to do so, the Company has the right under the Plan to discontinue its contributions at any time and to terminate the Plan, subject to the provision of ERISA. In the event of Plan termination, participants will become 100% vested in their accounts.

NOTE 6 — TAX STATUS

The Plan adopted a non-standardized form of a prototype plan sponsored by Merrill Lynch, Pierce, Fenner & Smith Inc. (an affiliate of Bank of America). The prototype plan has received a letter from the Internal Revenue Service (IRS) as to its qualified status, dated June 30, 2020. The Plan administrator believes that the Plan is designed, and is currently being operated in accordance with applicable provisions of the IRC.

The Plan follows the accounting guidance for uncertainty in income taxes and management has evaluated the Plan's tax positions and concluded that the Plan has maintained its tax exempt status and has taken no uncertain tax positions that require adjustments to the financial statements.

NOTE 7 — RISKS AND UNCERTAINTIES

Investment securities are exposed to various risks, such as interest rate, market and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term. Such changes could materially affect participants' account balances and the amounts reported in the statement of net assets available for benefits.

WORKIVA 401(k) PLAN
NOTES TO FINANCIAL STATEMENTS
December 31, 2022 and 2021

NOTE 8 — FAIR VALUE MEASUREMENTS

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants. GAAP requires the use of valuation techniques that are consistent with the market approach, the income approach and/or the cost approach. Inputs to valuation techniques refer to the assumptions that market participants would use in pricing the asset or liability. Inputs may be observable, meaning those that reflect the assumptions market participants would use in pricing the asset or liability developed based on market data obtained from independent sources, or unobservable, meaning those that reflect the Plan's own assumptions about the assumptions market participants would use in pricing the asset or liability developed based on the best information available in the circumstances.

The fair value hierarchy for valuation inputs that give the highest priority to quoted prices in active markets for identical assets or liabilities and the lowest priority to unobservable inputs. The fair value hierarchy is as follows:

- Level 1 - defined as unadjusted quoted prices in active markets accessible at the measurement date for identical, unrestricted assets or liabilities;
- Level 2 - defined as quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar instruments in inactive markets, inputs other than quoted prices that are observable for the asset or liability, and inputs that are derived principally from or corroborated by observable market data by correlation or other means; and
- Level 3 - defined as unobservable inputs in which little or no market data exists, therefore requiring an entity to develop its own assumptions.

Investments carried at fair value are classified, in their entirety, based on the lowest priority level of input that is significant to the fair value measurement. The assessment of the significance of a particular input to the fair value measurement requires judgment and may affect the placement of assets within the levels of the fair value hierarchy.

A description of the valuation methodologies used for instruments measured at fair value, as well as the general classification of such instruments pursuant to the valuation hierarchy, is set forth below:

- *Mutual funds and money market fund*: Valued based on quoted prices in active markets.
- *Common collective trusts*: Valued at the quoted redemption values, also known as net asset value (NAV), determined by using available market information and appropriate valuation methods, as provided by the Bank of America and represent the value at which the Plan, or the participant, could initiate a transaction with the Bank of America.

WORKIVA 401(k) PLAN
NOTES TO FINANCIAL STATEMENTS
December 31, 2022 and 2021

NOTE 8 — FAIR VALUE MEASUREMENTS (Continued)

The following tables show assets measured at fair value as of December 31, 2022 and 2021 on the Plan's statements of net assets available for benefits and the input categories associated with those assets:

Description	Level 1	Level 2	Level 3	Total
December 31, 2022				
Money market fund	\$ 42,654	\$ -	\$ -	\$ 42,654
Mutual funds	93,695,203	-	-	93,695,203
Common collective trusts	-	2,056,654	-	2,056,654
	<u>\$93,737,857</u>	<u>\$ 2,056,654</u>	<u>\$ -</u>	<u>\$ 95,794,511</u>

Description	Level 1	Level 2	Level 3	Total
December 31, 2021				
Money market fund	\$ 158,748	\$ -	\$ -	\$ 158,748
Mutual funds	86,192,840	-	-	86,192,840
Common collective trusts	-	1,678,766	-	1,678,766
	<u>\$86,351,588</u>	<u>\$ 1,678,766</u>	<u>\$ -</u>	<u>\$ 88,030,354</u>

NOTE 9 — PARTY-IN-INTEREST TRANSACTIONS

The Plan issues notes receivable to participants subject to Plan provisions. These party-in-interest transactions are exempt from prohibited transaction rules of ERISA.

The Plan uses Merrill Lynch, Pierce, Fenner & Smith Inc. (an affiliate of Bank of America) for recordkeeping services. The Plan paid \$10,795 and \$8,400 for these services for the years ended December 31, 2022 and 2021, respectively.

NOTE 10 — SUBSEQUENT EVENTS

The Plan administrator has evaluated subsequent events through October 5, 2023, the date the financial statements were available to be issued.

WORKIVA 401(k) PLAN**SCHEDULE H, LINE 4i - SCHEULE OF ASSETS (HELD AT END OF YEAR)****EIN: 47-2509828, Plan No. 001****December 31, 2022**

(a)	(b) Identity of Issue, Borrower, Lessor or Similar Party	(c) Description of Investment, Including Maturity Date, Rate of Interest, Collateral, Par or Maturity Value	(e) Current Value
	Columbia Trust Stable Government Fund I 50	Common collective trust fund	\$ 519,572
	Putnam Stable Value Fund Class 20	Common collective trust fund	1,537,082
	Vanguard FTSE Social Index Fund	Mutual fund	10,136
	PGIM Total Return Bond Fund	Mutual fund	11,890,574
	Vanguard Inflation-Protected Securities Fund	Mutual fund	539,876
	Vanguard Total Bond Market Index Fund	Mutual fund	1,325,090
	ClearBridge Small Cap Growth Fund	Mutual fund	473,147
	Columbia Dividend Income Fund	Mutual fund	1,091,519
	Franklin Small Cap Value Fund	Mutual fund	676,764
	MFS Mid Cap Growth Fund	Mutual fund	723,691
	MFS Mid Cap Value Fund	Mutual fund	504,748
	T Rowe Price Blue Chip Growth Fund	Mutual fund	1,764,716
	Vanguard 500 Index Fund	Mutual fund	25,824,431
	Vanguard Mid-Cap Index Fund	Mutual fund	10,358,557
	Vanguard Real Estate Index Fund	Mutual fund	1,136,699
	Vanguard Small-Cap Index Fund	Mutual fund	6,731,477
	American Funds New World Fund	Mutual fund	3,092,857
	MFS International Intrinsic Value Fund	Mutual fund	5,252,699
	Vanguard International Growth Fund	Mutual fund	5,124,638
	Vanguard Total International Stock Index	Mutual fund	3,201,083
	BlackRock LifePath Index 2025 Fund	Mutual fund	194,102
	BlackRock LifePath Index 2030 Fund	Mutual fund	366,113
	BlackRock LifePath Index 2035 Fund	Mutual fund	1,286,857
	BlackRock LifePath Index 2040 Fund	Mutual fund	927,481
	BlackRock LifePath Index 2045 Fund	Mutual fund	2,176,314
	BlackRock LifePath Index 2050 Fund	Mutual fund	2,668,699
	BlackRock LifePath Index 2055 Fund	Mutual fund	2,199,024
	BlackRock LifePath Index 2060 Fund	Mutual fund	3,282,779
	BlackRock LifePath Index Retirement Fund	Mutual fund	11,455
	First Eagle Global Fund	Mutual fund	494,809
	VanEck CM Commodity Index Fund	Mutual fund	364,868
	BLF FedFund	Money market fund	42,654
	Non-interest-bearing cash	Non-interest-bearing cash	425
*	Participants	Notes receivable (rates range from 5.25% to 8.25%)	659,703
			<u>\$ 96,454,639</u>
*	Party-in-interest		

Column (d) has been omitted from this schedule as is not applicable for participant-directed accounts.

WORKIVA 401(k) PLAN

**AUDITED FINANCIAL STATEMENTS
AND
SUPPLEMENTAL SCHEDULE**

Years Ended December 31, 2022 and 2021

WORKIVA 401(k) PLAN

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INDEPENDENT AUDITOR'S REPORT

To the Plan Administrator and Participants of
Workiva 401(k) Plan

Scope and Nature of the ERISA Section 103(a)(3)(C) Audit

We have performed audits of the financial statements of Workiva 401(k) Plan (the Plan), an employee benefit plan subject to the Employee Retirement Income Security Act of 1974 (ERISA), as permitted by ERISA Section 103(a)(3)(C) (ERISA Section 103(a)(3)(C) audit). The financial statements comprise the statements of net assets available for benefits as of December 31, 2022 and 2021, the related statements of changes in net assets available for benefits for the years then ended, and the related notes to the financial statements.

Management, having determined it is permissible in the circumstances, has elected to have the audits of the Plan's financial statements performed in accordance with ERISA Section 103(a)(3)(C) pursuant to 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. As permitted by ERISA Section 103(a)(3)(C), our audits need not extend to any statements or information related to assets held for investment of the Plan (investment information) by a bank or similar institution or insurance carrier that is regulated, supervised, and subject to periodic examination by a state or federal agency, provided that the statements or information regarding assets so held are prepared and certified to by the bank or similar institution or insurance carrier in accordance with 29 CFR 2520.103-5 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA (qualified institution).

Management has obtained certifications from a qualified institution as of December 31, 2022 and 2021, and for the years then ended, stating that the certified investment information, as described in Note 4 to the financial statements, is complete and accurate.

Opinion

In our opinion, based on our audits and on the procedures performed as described in the Auditor's Responsibilities for the Audit of the Financial Statements section:

- The amounts and disclosures in the accompanying financial statements, other than those agreed to or derived from the certified investment information, are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (GAAP).
- The information in the accompanying financial statements related to assets held by and certified to by a qualified institution agrees to, or is derived from, in all material respects, the information prepared and certified by an institution that management determined meets the requirements of ERISA Section 103(a)(3)(C).

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Plan and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our ERISA Section 103(a)(3)(C) audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with GAAP, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. Management's election of the ERISA Section 103(a)(3)(C) audit does not affect management's responsibility for the financial statements.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Plan's ability to continue as a going concern for one year after the date that the financial statements are issued.

Management is also responsible for maintaining a current Plan instrument, including all Plan amendments, administering the Plan, and determining that the Plan's transactions that are presented and disclosed in the financial statements are in conformity with the Plan's provisions, including maintaining sufficient records with respect to each of the participants, to determine the benefits due or which may become due to such participants.

Auditor's Responsibilities for the Audit of the Financial Statements

Except as described in the Scope and Nature of the ERISA Section 103(a)(3)(C) Audit section of our report, our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Plan's ability to continue as a going concern for a reasonable period of time.

Our audits did not extend to the certified investment information, except for obtaining and reading the certification, comparing the certified investment information with the related information presented and disclosed in the financial statements, and reading the disclosures relating to the certified investment information to assess whether they are in accordance with the presentation and disclosure requirements of GAAP.

Accordingly, the objective of an ERISA Section 103(a)(3)(C) audit is not to express an opinion about whether the financial statements as a whole are presented fairly, in all material respects, in accordance with GAAP.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Matter

Supplemental Schedule Required by ERISA

The supplemental schedule of assets (held at end of year) as of December 31, 2022 is presented for purposes of additional analysis and is not a required part of the financial statements but is supplemental information required by the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information included in the supplemental schedule, other than that agreed to or derived from the certified investment information, has been subjected to auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS. For information included in the supplemental schedule that agreed to or is derived from the certified investment information, we compared such information to the related certified investment information.

In forming our opinion on the supplemental schedule, we evaluated whether the supplemental schedule, other than the information agreed to or derived from the certified investment information, including their form and content, are presented in conformity with the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA.

In our opinion:

- The form and content of the supplemental schedule, other than the information in the supplemental schedule that agreed to or is derived from the certified investment information, are presented, in all material respects, in conformity with the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA.
- The information in the supplemental schedule related to assets held by and certified to by a qualified institution agrees to, or is derived from, in all material respects, the information prepared and certified by an institution that management determined meets the requirements of ERISA Section 103(a)(3)(C).

UHY LLP

West Des Moines, Iowa
October 5, 2023

WORKIVA 401(k) PLAN

STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS

	December 31,	
	2022	2021
Assets		
Non-interest-bearing cash	\$ 425	\$ 475
Investments, at fair value	95,794,511	88,030,354
Receivables:		
Participant contributions	1,941,641	1,546,804
Employer contributions	256,189	-
Notes receivable from participants	659,703	609,283
Total receivables	2,857,533	2,156,087
Total assets	98,652,469	90,186,916
Liabilities		
Due to broker	2,197,830	-
Net assets available for benefits	<u>\$ 96,454,639</u>	<u>\$ 90,186,916</u>

WORKIVA 401(k) PLAN

STATEMENTS OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS

	Year Ended December 31,	
	2022	2021
Additions		
Investment income (loss):		
Interest and dividends	\$ 3,028,222	\$ 2,737,398
Net appreciation (depreciation) in fair value of investments	(21,105,951)	8,638,818
Total investment income (loss)	(18,077,729)	11,376,216
Contributions:		
Participants	19,147,587	13,535,402
Company	5,343,255	-
Rollovers	6,555,984	4,378,684
Total contributions	31,046,826	17,914,086
Interest income on notes receivable from participants	37,202	21,174
Other income	18,368	17,431
Total additions	13,024,667	29,328,907
Deductions		
Benefits paid to participants or beneficiaries	6,746,149	5,753,002
Administrative expenses	10,795	8,400
Total deductions	6,756,944	5,761,402
Net increase in net assets available for benefits	6,267,723	23,567,505
Net assets available for benefits:		
Beginning of year	90,186,916	66,619,411
End of year	<u>\$ 96,454,639</u>	<u>\$ 90,186,916</u>

WORKIVA 401(k) PLAN
NOTES TO FINANCIAL STATEMENTS
December 31, 2022 and 2021

NOTE 1 — DESCRIPTION OF PLAN

The following description of the Workiva 401(k) Plan (the Plan) provides only general information. Participants should refer to the Plan agreement for more complete information of the Plan's provisions.

General and Eligibility

The Plan is a defined contribution plan covering all employees of Workiva Inc. (the Company) that are 18 years of age and older. Eligible employees can make deferral contributions starting on the first day of the month coinciding with or next to the employment commencement date. Participants are also entitled to employer matching contributions at the time deferral contributions start. The Plan is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA).

Contributions and Investment Options

Each year, participants may contribute up to 85% of their pre- tax annual compensation not to exceed the maximum allowed under the Internal Revenue Code (IRC). Participants may also contribute amounts representing distributions from other qualified defined benefit or defined contribution plans. The Company may make discretionary matching or profit sharing contributions to participating employees. As of January 1, 2022, the Company began to match employee contributions at 100% match up to 6% of eligible compensation with a maximum limit of \$3,000 for the year. There were no discretionary or profit sharing contributions for the years ended December 31, 2022 or 2021.

Participants may direct the investment of contributions into various investment options offered by the Plan. Participants may currently invest contributions into mutual funds and two common collective trust fund. Participants may change their investment options daily.

Participant Accounts

Each participant's account is credited with the participant's deferral contribution, and an allocation of (a) the Company's contributions and (b) Plan earnings, and is charged with an allocation of administrative expenses. Allocations are based on participant earnings or account balances, as defined in the Plan. Any participant loan fee incurred with respect to a particular participant or beneficiary is allocated against the participant's account on a direct basis. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account.

Vesting

Participants are immediately vested in their contributions and Company match contributions plus actual earnings thereon. The Company's discretionary profit sharing contributions become 25% vested after one year of service, as defined, and continue vesting thereafter at 25% per year to become 100% vested after four years of service.

WORKIVA 401(k) PLAN
NOTES TO FINANCIAL STATEMENTS
December 31, 2022 and 2021

NOTE 1 — DESCRIPTION OF PLAN (Continued)

Payment of Benefits

Upon termination of service or reaching retirement age, participants may elect to receive a lump sum distribution equal to the value of his or her account, may choose to receive installment payments available under the Plan, or may roll over the amount into another qualified plan. Participants with an account balance less than \$5,000 may roll the amount into another qualified plan or receive a mandatory lump sum distribution upon termination of service. Employees, regardless of age, who have a financial hardship, may request a lump sum withdrawal from their 401(k) elective deferral account, subject to limitations as defined in the Plan.

Notes Receivable From Participants

Participants may borrow from their fund accounts up to a maximum equal to the lesser of 50% of their nonforfeitable account balance or \$50,000, reduced by the excess of the participant's highest outstanding participant note receivable balance during the prior 12-month period over the participant's current outstanding note receivable balance. Generally, note receivable terms range from one to five years, unless the note receivable is for a principal residence, which may be repaid over a term established by the Plan administrator at the time of the loan. The notes receivable are secured by the vested balance in the participant's account and bear interest at a rate commensurate with local prevailing rates as determined by Bank of America, N.A. (Bank of America). Principal and interest are paid ratably through payroll deductions. Notes receivable from participants outstanding at December 31, 2022 mature through October 2031 and bear interest ranging from 5.25% to 8.25%.

Forfeitures

Forfeitures of nonvested participants' accounts are used to pay administrative expenses and offset Company's future contributions to the Plan. As of December 31, 2022 and 2021, the Plan had unallocated account balances amounting to \$32,895 and \$856, respectively. For the years ended December 31, 2022 and 2021, no forfeitures were utilized during the year.

NOTE 2 — SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The financial statements of the Plan are prepared under the accrual basis of accounting.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America (GAAP) requires Plan management to make estimates and assumptions that affect the reported amounts of assets, liabilities, changes therein, and disclosure of contingent assets and liabilities. Actual results could differ from those estimates.

WORKIVA 401(k) PLAN
NOTES TO FINANCIAL STATEMENTS
December 31, 2022 and 2021

NOTE 2 — SIGNIFICANT ACCOUNTING POLICIES (Continued)

Investment Valuation and Income Recognition

The Plan's investments are stated at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. See Note 8 for discussion of fair value measurements.

Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date. Net appreciation (depreciation) in fair value of investments includes the Plan's gains and losses on investments bought and sold as well as held during the year. Management fees and operating expenses charged to the Plan for investments in mutual funds are deducted from income earned on a daily basis and are not separately reflected. Consequently, management fees and operating expenses are reflected as a reduction of investment return for such investments.

Notes Receivable From Participants

Notes receivable from participants are measured at their unpaid principal balance plus any accrued but unpaid interest. Delinquent notes are treated as distributions based upon the terms of the Plan document; therefore, there is no allowance for credit losses as of December 31, 2022 or 2021.

Payment of Benefits

Benefits are recorded when paid.

NOTE 3 — ADMINISTRATIVE EXPENSES

Certain administrative functions are performed by officers or employees of the Company. No such officer or employee receives compensation from the Plan. Certain other administrative expenses are paid directly by the Plan.

NOTE 4 — INFORMATION CERTIFIED AND PROVIDED BY BANK OF AMERICA

The following is a summary of the Plan's asset and income information as of and for the years ended December 31, 2022 and 2021, included throughout the Plan's financial statements and supplemental schedule, that was prepared or derived from information provided by Bank of America and furnished to the Plan administrator. The Plan administrator has obtained a certification from Bank of America that the information provided to the Plan administrator is complete and accurate.

Accordingly, as permitted by 29 CFR 2520.103-8 of the Department of Labor's (DOL) Rules and Regulations for Reporting and Disclosure under ERISA, the Plan administrator instructed the Plan's independent auditors not to perform any auditing procedures with respect to the information which appears throughout the financial statements and supplementary schedule related to the following assets:

WORKIVA 401(k) PLAN
NOTES TO FINANCIAL STATEMENTS
December 31, 2022 and 2021

NOTE 4 — INFORMATION CERTIFIED AND PROVIDED BY BANK OF AMERICA (Continued)

	<u>2022</u>	<u>2021</u>
Non-interest-bearing cash	\$ 425	\$ 475
Investments at fair value	95,794,511	88,030,354
Notes receivable from participants	659,703	609,283
Investment income (loss):		
Interest and dividends	\$ 3,028,222	\$ 2,737,398
Net appreciation (depreciation) in fair value of investments	(21,105,951)	8,638,818
Interest income on notes receivable from participants	37,202	21,174

NOTE 5 — PLAN TERMINATION

Although it has not expressed any intent to do so, the Company has the right under the Plan to discontinue its contributions at any time and to terminate the Plan, subject to the provision of ERISA. In the event of Plan termination, participants will become 100% vested in their accounts.

NOTE 6 — TAX STATUS

The Plan adopted a non-standardized form of a prototype plan sponsored by Merrill Lynch, Pierce, Fenner & Smith Inc. (an affiliate of Bank of America). The prototype plan has received a letter from the Internal Revenue Service (IRS) as to its qualified status, dated June 30, 2020. The Plan administrator believes that the Plan is designed, and is currently being operated in accordance with applicable provisions of the IRC.

The Plan follows the accounting guidance for uncertainty in income taxes and management has evaluated the Plan's tax positions and concluded that the Plan has maintained its tax exempt status and has taken no uncertain tax positions that require adjustments to the financial statements.

NOTE 7 — RISKS AND UNCERTAINTIES

Investment securities are exposed to various risks, such as interest rate, market and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term. Such changes could materially affect participants' account balances and the amounts reported in the statement of net assets available for benefits.

WORKIVA 401(k) PLAN
NOTES TO FINANCIAL STATEMENTS
December 31, 2022 and 2021

NOTE 8 — FAIR VALUE MEASUREMENTS

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants. GAAP requires the use of valuation techniques that are consistent with the market approach, the income approach and/or the cost approach. Inputs to valuation techniques refer to the assumptions that market participants would use in pricing the asset or liability. Inputs may be observable, meaning those that reflect the assumptions market participants would use in pricing the asset or liability developed based on market data obtained from independent sources, or unobservable, meaning those that reflect the Plan's own assumptions about the assumptions market participants would use in pricing the asset or liability developed based on the best information available in the circumstances.

The fair value hierarchy for valuation inputs that give the highest priority to quoted prices in active markets for identical assets or liabilities and the lowest priority to unobservable inputs. The fair value hierarchy is as follows:

- Level 1 - defined as unadjusted quoted prices in active markets accessible at the measurement date for identical, unrestricted assets or liabilities;
- Level 2 - defined as quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar instruments in inactive markets, inputs other than quoted prices that are observable for the asset or liability, and inputs that are derived principally from or corroborated by observable market data by correlation or other means; and
- Level 3 - defined as unobservable inputs in which little or no market data exists, therefore requiring an entity to develop its own assumptions.

Investments carried at fair value are classified, in their entirety, based on the lowest priority level of input that is significant to the fair value measurement. The assessment of the significance of a particular input to the fair value measurement requires judgment and may affect the placement of assets within the levels of the fair value hierarchy.

A description of the valuation methodologies used for instruments measured at fair value, as well as the general classification of such instruments pursuant to the valuation hierarchy, is set forth below:

- *Mutual funds and money market fund*: Valued based on quoted prices in active markets.
- *Common collective trusts*: Valued at the quoted redemption values, also known as net asset value (NAV), determined by using available market information and appropriate valuation methods, as provided by the Bank of America and represent the value at which the Plan, or the participant, could initiate a transaction with the Bank of America.

WORKIVA 401(k) PLAN
NOTES TO FINANCIAL STATEMENTS
December 31, 2022 and 2021

NOTE 8 — FAIR VALUE MEASUREMENTS (Continued)

The following tables show assets measured at fair value as of December 31, 2022 and 2021 on the Plan's statements of net assets available for benefits and the input categories associated with those assets:

Description	Level 1	Level 2	Level 3	Total
December 31, 2022				
Money market fund	\$ 42,654	\$ -	\$ -	\$ 42,654
Mutual funds	93,695,203	-	-	93,695,203
Common collective trusts	-	2,056,654	-	2,056,654
	<u>\$93,737,857</u>	<u>\$ 2,056,654</u>	<u>\$ -</u>	<u>\$ 95,794,511</u>

Description	Level 1	Level 2	Level 3	Total
December 31, 2021				
Money market fund	\$ 158,748	\$ -	\$ -	\$ 158,748
Mutual funds	86,192,840	-	-	86,192,840
Common collective trusts	-	1,678,766	-	1,678,766
	<u>\$86,351,588</u>	<u>\$ 1,678,766</u>	<u>\$ -</u>	<u>\$ 88,030,354</u>

NOTE 9 — PARTY-IN-INTEREST TRANSACTIONS

The Plan issues notes receivable to participants subject to Plan provisions. These party-in-interest transactions are exempt from prohibited transaction rules of ERISA.

The Plan uses Merrill Lynch, Pierce, Fenner & Smith Inc. (an affiliate of Bank of America) for recordkeeping services. The Plan paid \$10,795 and \$8,400 for these services for the years ended December 31, 2022 and 2021, respectively.

NOTE 10 — SUBSEQUENT EVENTS

The Plan administrator has evaluated subsequent events through October 5, 2023, the date the financial statements were available to be issued.

WORKIVA 401(k) PLAN**SCHEDULE H, LINE 4i - SCHEULE OF ASSETS (HELD AT END OF YEAR)****EIN: 47-2509828, Plan No. 001****December 31, 2022**

(a)	(b) Identity of Issue, Borrower, Lessor or Similar Party	(c) Description of Investment, Including Maturity Date, Rate of Interest, Collateral, Par or Maturity Value	(e) Current Value
	Columbia Trust Stable Government Fund I 50	Common collective trust fund	\$ 519,572
	Putnam Stable Value Fund Class 20	Common collective trust fund	1,537,082
	Vanguard FTSE Social Index Fund	Mutual fund	10,136
	PGIM Total Return Bond Fund	Mutual fund	11,890,574
	Vanguard Inflation-Protected Securities Fund	Mutual fund	539,876
	Vanguard Total Bond Market Index Fund	Mutual fund	1,325,090
	ClearBridge Small Cap Growth Fund	Mutual fund	473,147
	Columbia Dividend Income Fund	Mutual fund	1,091,519
	Franklin Small Cap Value Fund	Mutual fund	676,764
	MFS Mid Cap Growth Fund	Mutual fund	723,691
	MFS Mid Cap Value Fund	Mutual fund	504,748
	T Rowe Price Blue Chip Growth Fund	Mutual fund	1,764,716
	Vanguard 500 Index Fund	Mutual fund	25,824,431
	Vanguard Mid-Cap Index Fund	Mutual fund	10,358,557
	Vanguard Real Estate Index Fund	Mutual fund	1,136,699
	Vanguard Small-Cap Index Fund	Mutual fund	6,731,477
	American Funds New World Fund	Mutual fund	3,092,857
	MFS International Intrinsic Value Fund	Mutual fund	5,252,699
	Vanguard International Growth Fund	Mutual fund	5,124,638
	Vanguard Total International Stock Index	Mutual fund	3,201,083
	BlackRock LifePath Index 2025 Fund	Mutual fund	194,102
	BlackRock LifePath Index 2030 Fund	Mutual fund	366,113
	BlackRock LifePath Index 2035 Fund	Mutual fund	1,286,857
	BlackRock LifePath Index 2040 Fund	Mutual fund	927,481
	BlackRock LifePath Index 2045 Fund	Mutual fund	2,176,314
	BlackRock LifePath Index 2050 Fund	Mutual fund	2,668,699
	BlackRock LifePath Index 2055 Fund	Mutual fund	2,199,024
	BlackRock LifePath Index 2060 Fund	Mutual fund	3,282,779
	BlackRock LifePath Index Retirement Fund	Mutual fund	11,455
	First Eagle Global Fund	Mutual fund	494,809
	VanEck CM Commodity Index Fund	Mutual fund	364,868
	BLF FedFund	Money market fund	42,654
	Non-interest-bearing cash	Non-interest-bearing cash	425
*	Participants	Notes receivable (rates range from 5.25% to 8.25%)	659,703
			<u>\$ 96,454,639</u>
*	Party-in-interest		

Column (d) has been omitted from this schedule as is not applicable for participant-directed accounts.

WORKIVA 401(k) PLAN

**AUDITED FINANCIAL STATEMENTS
AND
SUPPLEMENTAL SCHEDULE**

Years Ended December 31, 2022 and 2021

WORKIVA 401(k) PLAN

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INDEPENDENT AUDITOR'S REPORT

To the Plan Administrator and Participants of
Workiva 401(k) Plan

Scope and Nature of the ERISA Section 103(a)(3)(C) Audit

We have performed audits of the financial statements of Workiva 401(k) Plan (the Plan), an employee benefit plan subject to the Employee Retirement Income Security Act of 1974 (ERISA), as permitted by ERISA Section 103(a)(3)(C) (ERISA Section 103(a)(3)(C) audit). The financial statements comprise the statements of net assets available for benefits as of December 31, 2022 and 2021, the related statements of changes in net assets available for benefits for the years then ended, and the related notes to the financial statements.

Management, having determined it is permissible in the circumstances, has elected to have the audits of the Plan's financial statements performed in accordance with ERISA Section 103(a)(3)(C) pursuant to 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. As permitted by ERISA Section 103(a)(3)(C), our audits need not extend to any statements or information related to assets held for investment of the Plan (investment information) by a bank or similar institution or insurance carrier that is regulated, supervised, and subject to periodic examination by a state or federal agency, provided that the statements or information regarding assets so held are prepared and certified to by the bank or similar institution or insurance carrier in accordance with 29 CFR 2520.103-5 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA (qualified institution).

Management has obtained certifications from a qualified institution as of December 31, 2022 and 2021, and for the years then ended, stating that the certified investment information, as described in Note 4 to the financial statements, is complete and accurate.

Opinion

In our opinion, based on our audits and on the procedures performed as described in the Auditor's Responsibilities for the Audit of the Financial Statements section:

- The amounts and disclosures in the accompanying financial statements, other than those agreed to or derived from the certified investment information, are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (GAAP).
- The information in the accompanying financial statements related to assets held by and certified to by a qualified institution agrees to, or is derived from, in all material respects, the information prepared and certified by an institution that management determined meets the requirements of ERISA Section 103(a)(3)(C).

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Plan and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our ERISA Section 103(a)(3)(C) audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with GAAP, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. Management's election of the ERISA Section 103(a)(3)(C) audit does not affect management's responsibility for the financial statements.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Plan's ability to continue as a going concern for one year after the date that the financial statements are issued.

Management is also responsible for maintaining a current Plan instrument, including all Plan amendments, administering the Plan, and determining that the Plan's transactions that are presented and disclosed in the financial statements are in conformity with the Plan's provisions, including maintaining sufficient records with respect to each of the participants, to determine the benefits due or which may become due to such participants.

Auditor's Responsibilities for the Audit of the Financial Statements

Except as described in the Scope and Nature of the ERISA Section 103(a)(3)(C) Audit section of our report, our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Plan's ability to continue as a going concern for a reasonable period of time.

Our audits did not extend to the certified investment information, except for obtaining and reading the certification, comparing the certified investment information with the related information presented and disclosed in the financial statements, and reading the disclosures relating to the certified investment information to assess whether they are in accordance with the presentation and disclosure requirements of GAAP.

Accordingly, the objective of an ERISA Section 103(a)(3)(C) audit is not to express an opinion about whether the financial statements as a whole are presented fairly, in all material respects, in accordance with GAAP.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Matter

Supplemental Schedule Required by ERISA

The supplemental schedule of assets (held at end of year) as of December 31, 2022 is presented for purposes of additional analysis and is not a required part of the financial statements but is supplemental information required by the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information included in the supplemental schedule, other than that agreed to or derived from the certified investment information, has been subjected to auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS. For information included in the supplemental schedule that agreed to or is derived from the certified investment information, we compared such information to the related certified investment information.

In forming our opinion on the supplemental schedule, we evaluated whether the supplemental schedule, other than the information agreed to or derived from the certified investment information, including their form and content, are presented in conformity with the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA.

In our opinion:

- The form and content of the supplemental schedule, other than the information in the supplemental schedule that agreed to or is derived from the certified investment information, are presented, in all material respects, in conformity with the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA.
- The information in the supplemental schedule related to assets held by and certified to by a qualified institution agrees to, or is derived from, in all material respects, the information prepared and certified by an institution that management determined meets the requirements of ERISA Section 103(a)(3)(C).

UHY LLP

West Des Moines, Iowa
October 5, 2023

WORKIVA 401(k) PLAN

STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS

	December 31,	
	2022	2021
Assets		
Non-interest-bearing cash	\$ 425	\$ 475
Investments, at fair value	95,794,511	88,030,354
Receivables:		
Participant contributions	1,941,641	1,546,804
Employer contributions	256,189	-
Notes receivable from participants	659,703	609,283
Total receivables	2,857,533	2,156,087
Total assets	98,652,469	90,186,916
Liabilities		
Due to broker	2,197,830	-
Net assets available for benefits	<u>\$ 96,454,639</u>	<u>\$ 90,186,916</u>

WORKIVA 401(k) PLAN

STATEMENTS OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS

	Year Ended December 31,	
	2022	2021
Additions		
Investment income (loss):		
Interest and dividends	\$ 3,028,222	\$ 2,737,398
Net appreciation (depreciation) in fair value of investments	(21,105,951)	8,638,818
Total investment income (loss)	(18,077,729)	11,376,216
Contributions:		
Participants	19,147,587	13,535,402
Company	5,343,255	-
Rollovers	6,555,984	4,378,684
Total contributions	31,046,826	17,914,086
Interest income on notes receivable from participants	37,202	21,174
Other income	18,368	17,431
Total additions	13,024,667	29,328,907
Deductions		
Benefits paid to participants or beneficiaries	6,746,149	5,753,002
Administrative expenses	10,795	8,400
Total deductions	6,756,944	5,761,402
Net increase in net assets available for benefits	6,267,723	23,567,505
Net assets available for benefits:		
Beginning of year	90,186,916	66,619,411
End of year	<u>\$ 96,454,639</u>	<u>\$ 90,186,916</u>

WORKIVA 401(k) PLAN
NOTES TO FINANCIAL STATEMENTS
December 31, 2022 and 2021

NOTE 1 — DESCRIPTION OF PLAN

The following description of the Workiva 401(k) Plan (the Plan) provides only general information. Participants should refer to the Plan agreement for more complete information of the Plan's provisions.

General and Eligibility

The Plan is a defined contribution plan covering all employees of Workiva Inc. (the Company) that are 18 years of age and older. Eligible employees can make deferral contributions starting on the first day of the month coinciding with or next to the employment commencement date. Participants are also entitled to employer matching contributions at the time deferral contributions start. The Plan is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA).

Contributions and Investment Options

Each year, participants may contribute up to 85% of their pre- tax annual compensation not to exceed the maximum allowed under the Internal Revenue Code (IRC). Participants may also contribute amounts representing distributions from other qualified defined benefit or defined contribution plans. The Company may make discretionary matching or profit sharing contributions to participating employees. As of January 1, 2022, the Company began to match employee contributions at 100% match up to 6% of eligible compensation with a maximum limit of \$3,000 for the year. There were no discretionary or profit sharing contributions for the years ended December 31, 2022 or 2021.

Participants may direct the investment of contributions into various investment options offered by the Plan. Participants may currently invest contributions into mutual funds and two common collective trust fund. Participants may change their investment options daily.

Participant Accounts

Each participant's account is credited with the participant's deferral contribution, and an allocation of (a) the Company's contributions and (b) Plan earnings, and is charged with an allocation of administrative expenses. Allocations are based on participant earnings or account balances, as defined in the Plan. Any participant loan fee incurred with respect to a particular participant or beneficiary is allocated against the participant's account on a direct basis. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account.

Vesting

Participants are immediately vested in their contributions and Company match contributions plus actual earnings thereon. The Company's discretionary profit sharing contributions become 25% vested after one year of service, as defined, and continue vesting thereafter at 25% per year to become 100% vested after four years of service.

WORKIVA 401(k) PLAN
NOTES TO FINANCIAL STATEMENTS
December 31, 2022 and 2021

NOTE 1 — DESCRIPTION OF PLAN (Continued)

Payment of Benefits

Upon termination of service or reaching retirement age, participants may elect to receive a lump sum distribution equal to the value of his or her account, may choose to receive installment payments available under the Plan, or may roll over the amount into another qualified plan. Participants with an account balance less than \$5,000 may roll the amount into another qualified plan or receive a mandatory lump sum distribution upon termination of service. Employees, regardless of age, who have a financial hardship, may request a lump sum withdrawal from their 401(k) elective deferral account, subject to limitations as defined in the Plan.

Notes Receivable From Participants

Participants may borrow from their fund accounts up to a maximum equal to the lesser of 50% of their nonforfeitable account balance or \$50,000, reduced by the excess of the participant's highest outstanding participant note receivable balance during the prior 12-month period over the participant's current outstanding note receivable balance. Generally, note receivable terms range from one to five years, unless the note receivable is for a principal residence, which may be repaid over a term established by the Plan administrator at the time of the loan. The notes receivable are secured by the vested balance in the participant's account and bear interest at a rate commensurate with local prevailing rates as determined by Bank of America, N.A. (Bank of America). Principal and interest are paid ratably through payroll deductions. Notes receivable from participants outstanding at December 31, 2022 mature through October 2031 and bear interest ranging from 5.25% to 8.25%.

Forfeitures

Forfeitures of nonvested participants' accounts are used to pay administrative expenses and offset Company's future contributions to the Plan. As of December 31, 2022 and 2021, the Plan had unallocated account balances amounting to \$32,895 and \$856, respectively. For the years ended December 31, 2022 and 2021, no forfeitures were utilized during the year.

NOTE 2 — SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The financial statements of the Plan are prepared under the accrual basis of accounting.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America (GAAP) requires Plan management to make estimates and assumptions that affect the reported amounts of assets, liabilities, changes therein, and disclosure of contingent assets and liabilities. Actual results could differ from those estimates.

WORKIVA 401(k) PLAN
NOTES TO FINANCIAL STATEMENTS
December 31, 2022 and 2021

NOTE 2 — SIGNIFICANT ACCOUNTING POLICIES (Continued)

Investment Valuation and Income Recognition

The Plan's investments are stated at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. See Note 8 for discussion of fair value measurements.

Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date. Net appreciation (depreciation) in fair value of investments includes the Plan's gains and losses on investments bought and sold as well as held during the year. Management fees and operating expenses charged to the Plan for investments in mutual funds are deducted from income earned on a daily basis and are not separately reflected. Consequently, management fees and operating expenses are reflected as a reduction of investment return for such investments.

Notes Receivable From Participants

Notes receivable from participants are measured at their unpaid principal balance plus any accrued but unpaid interest. Delinquent notes are treated as distributions based upon the terms of the Plan document; therefore, there is no allowance for credit losses as of December 31, 2022 or 2021.

Payment of Benefits

Benefits are recorded when paid.

NOTE 3 — ADMINISTRATIVE EXPENSES

Certain administrative functions are performed by officers or employees of the Company. No such officer or employee receives compensation from the Plan. Certain other administrative expenses are paid directly by the Plan.

NOTE 4 — INFORMATION CERTIFIED AND PROVIDED BY BANK OF AMERICA

The following is a summary of the Plan's asset and income information as of and for the years ended December 31, 2022 and 2021, included throughout the Plan's financial statements and supplemental schedule, that was prepared or derived from information provided by Bank of America and furnished to the Plan administrator. The Plan administrator has obtained a certification from Bank of America that the information provided to the Plan administrator is complete and accurate.

Accordingly, as permitted by 29 CFR 2520.103-8 of the Department of Labor's (DOL) Rules and Regulations for Reporting and Disclosure under ERISA, the Plan administrator instructed the Plan's independent auditors not to perform any auditing procedures with respect to the information which appears throughout the financial statements and supplementary schedule related to the following assets:

WORKIVA 401(k) PLAN
NOTES TO FINANCIAL STATEMENTS
December 31, 2022 and 2021

NOTE 4 — INFORMATION CERTIFIED AND PROVIDED BY BANK OF AMERICA (Continued)

	<u>2022</u>	<u>2021</u>
Non-interest-bearing cash	\$ 425	\$ 475
Investments at fair value	95,794,511	88,030,354
Notes receivable from participants	659,703	609,283
Investment income (loss):		
Interest and dividends	\$ 3,028,222	\$ 2,737,398
Net appreciation (depreciation) in fair value of investments	(21,105,951)	8,638,818
Interest income on notes receivable from participants	37,202	21,174

NOTE 5 — PLAN TERMINATION

Although it has not expressed any intent to do so, the Company has the right under the Plan to discontinue its contributions at any time and to terminate the Plan, subject to the provision of ERISA. In the event of Plan termination, participants will become 100% vested in their accounts.

NOTE 6 — TAX STATUS

The Plan adopted a non-standardized form of a prototype plan sponsored by Merrill Lynch, Pierce, Fenner & Smith Inc. (an affiliate of Bank of America). The prototype plan has received a letter from the Internal Revenue Service (IRS) as to its qualified status, dated June 30, 2020. The Plan administrator believes that the Plan is designed, and is currently being operated in accordance with applicable provisions of the IRC.

The Plan follows the accounting guidance for uncertainty in income taxes and management has evaluated the Plan's tax positions and concluded that the Plan has maintained its tax exempt status and has taken no uncertain tax positions that require adjustments to the financial statements.

NOTE 7 — RISKS AND UNCERTAINTIES

Investment securities are exposed to various risks, such as interest rate, market and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term. Such changes could materially affect participants' account balances and the amounts reported in the statement of net assets available for benefits.

WORKIVA 401(k) PLAN
NOTES TO FINANCIAL STATEMENTS
December 31, 2022 and 2021

NOTE 8 — FAIR VALUE MEASUREMENTS

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants. GAAP requires the use of valuation techniques that are consistent with the market approach, the income approach and/or the cost approach. Inputs to valuation techniques refer to the assumptions that market participants would use in pricing the asset or liability. Inputs may be observable, meaning those that reflect the assumptions market participants would use in pricing the asset or liability developed based on market data obtained from independent sources, or unobservable, meaning those that reflect the Plan's own assumptions about the assumptions market participants would use in pricing the asset or liability developed based on the best information available in the circumstances.

The fair value hierarchy for valuation inputs that give the highest priority to quoted prices in active markets for identical assets or liabilities and the lowest priority to unobservable inputs. The fair value hierarchy is as follows:

- Level 1 - defined as unadjusted quoted prices in active markets accessible at the measurement date for identical, unrestricted assets or liabilities;
- Level 2 - defined as quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar instruments in inactive markets, inputs other than quoted prices that are observable for the asset or liability, and inputs that are derived principally from or corroborated by observable market data by correlation or other means; and
- Level 3 - defined as unobservable inputs in which little or no market data exists, therefore requiring an entity to develop its own assumptions.

Investments carried at fair value are classified, in their entirety, based on the lowest priority level of input that is significant to the fair value measurement. The assessment of the significance of a particular input to the fair value measurement requires judgment and may affect the placement of assets within the levels of the fair value hierarchy.

A description of the valuation methodologies used for instruments measured at fair value, as well as the general classification of such instruments pursuant to the valuation hierarchy, is set forth below:

- *Mutual funds and money market fund*: Valued based on quoted prices in active markets.
- *Common collective trusts*: Valued at the quoted redemption values, also known as net asset value (NAV), determined by using available market information and appropriate valuation methods, as provided by the Bank of America and represent the value at which the Plan, or the participant, could initiate a transaction with the Bank of America.

WORKIVA 401(k) PLAN
NOTES TO FINANCIAL STATEMENTS
December 31, 2022 and 2021

NOTE 8 — FAIR VALUE MEASUREMENTS (Continued)

The following tables show assets measured at fair value as of December 31, 2022 and 2021 on the Plan's statements of net assets available for benefits and the input categories associated with those assets:

Description	Level 1	Level 2	Level 3	Total
December 31, 2022				
Money market fund	\$ 42,654	\$ -	\$ -	\$ 42,654
Mutual funds	93,695,203	-	-	93,695,203
Common collective trusts	-	2,056,654	-	2,056,654
	<u>\$93,737,857</u>	<u>\$ 2,056,654</u>	<u>\$ -</u>	<u>\$ 95,794,511</u>

Description	Level 1	Level 2	Level 3	Total
December 31, 2021				
Money market fund	\$ 158,748	\$ -	\$ -	\$ 158,748
Mutual funds	86,192,840	-	-	86,192,840
Common collective trusts	-	1,678,766	-	1,678,766
	<u>\$86,351,588</u>	<u>\$ 1,678,766</u>	<u>\$ -</u>	<u>\$ 88,030,354</u>

NOTE 9 — PARTY-IN-INTEREST TRANSACTIONS

The Plan issues notes receivable to participants subject to Plan provisions. These party-in-interest transactions are exempt from prohibited transaction rules of ERISA.

The Plan uses Merrill Lynch, Pierce, Fenner & Smith Inc. (an affiliate of Bank of America) for recordkeeping services. The Plan paid \$10,795 and \$8,400 for these services for the years ended December 31, 2022 and 2021, respectively.

NOTE 10 — SUBSEQUENT EVENTS

The Plan administrator has evaluated subsequent events through October 5, 2023, the date the financial statements were available to be issued.

WORKIVA 401(k) PLAN

SCHEDULE H, LINE 4i - SCHEULE OF ASSETS (HELD AT END OF YEAR)

EIN: 47-2509828, Plan No. 001

December 31, 2022

(a)	(b) Identity of Issue, Borrower, Lessor or Similar Party	(c) Description of Investment, Including Maturity Date, Rate of Interest, Collateral, Par or Maturity Value	(e) Current Value
	Columbia Trust Stable Government Fund I 50	Common collective trust fund	\$ 519,572
	Putnam Stable Value Fund Class 20	Common collective trust fund	1,537,082
	Vanguard FTSE Social Index Fund	Mutual fund	10,136
	PGIM Total Return Bond Fund	Mutual fund	11,890,574
	Vanguard Inflation-Protected Securities Fund	Mutual fund	539,876
	Vanguard Total Bond Market Index Fund	Mutual fund	1,325,090
	ClearBridge Small Cap Growth Fund	Mutual fund	473,147
	Columbia Dividend Income Fund	Mutual fund	1,091,519
	Franklin Small Cap Value Fund	Mutual fund	676,764
	MFS Mid Cap Growth Fund	Mutual fund	723,691
	MFS Mid Cap Value Fund	Mutual fund	504,748
	T Rowe Price Blue Chip Growth Fund	Mutual fund	1,764,716
	Vanguard 500 Index Fund	Mutual fund	25,824,431
	Vanguard Mid-Cap Index Fund	Mutual fund	10,358,557
	Vanguard Real Estate Index Fund	Mutual fund	1,136,699
	Vanguard Small-Cap Index Fund	Mutual fund	6,731,477
	American Funds New World Fund	Mutual fund	3,092,857
	MFS International Intrinsic Value Fund	Mutual fund	5,252,699
	Vanguard International Growth Fund	Mutual fund	5,124,638
	Vanguard Total International Stock Index	Mutual fund	3,201,083
	BlackRock LifePath Index 2025 Fund	Mutual fund	194,102
	BlackRock LifePath Index 2030 Fund	Mutual fund	366,113
	BlackRock LifePath Index 2035 Fund	Mutual fund	1,286,857
	BlackRock LifePath Index 2040 Fund	Mutual fund	927,481
	BlackRock LifePath Index 2045 Fund	Mutual fund	2,176,314
	BlackRock LifePath Index 2050 Fund	Mutual fund	2,668,699
	BlackRock LifePath Index 2055 Fund	Mutual fund	2,199,024
	BlackRock LifePath Index 2060 Fund	Mutual fund	3,282,779
	BlackRock LifePath Index Retirement Fund	Mutual fund	11,455
	First Eagle Global Fund	Mutual fund	494,809
	VanEck CM Commodity Index Fund	Mutual fund	364,868
	BLF FedFund	Money market fund	42,654
	Non-interest-bearing cash	Non-interest-bearing cash	425
*	Participants	Notes receivable (rates range from 5.25% to 8.25%)	659,703
			<u>\$ 96,454,639</u>
*	Party-in-interest		

Column (d) has been omitted from this schedule as is not applicable for participant-directed accounts.