



PRESS release

FOR IMMEDIATE RELEASE

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-or-
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CBIZ ANNOUNCES CONVERSION OPTION FOR HOLDERS OF ITS 4.875% CONVERTIBLE SENIOR SUBORDINATED NOTES DUE 2015

Cleveland, Ohio (September 3, 2015)--CBIZ, Inc. (NYSE: CBZ) (the "Company") today notified holders of the \$48.4 million outstanding principal amount of its 4.875% Convertible Senior Subordinated Notes ("Notes") (CUSIP: No. 124805AC6) due October 1, 2015, that they are entitled to convert all or a portion of their Notes into cash and, if applicable, shares of the Company's common stock.

Holders may convert the Notes at any time prior to the close of business on September 30, 2015. The Company will pay \$1,000 in cash for each \$1,000 principal amount of Notes and may elect to pay any premium above par value in cash or in common stock.

The Company has notified holders with respect to the conversion option specifying the applicable terms, conditions and procedures. This notice is available through The Depository Trust Company and U.S. Bank, N.A. Holders of the Notes desiring to exercise their conversion right should contact U.S. Bank, N.A., which is serving as conversion agent. The address of the conversion agent is as follows:

U. S. Bank National Association
Corporate Actions
111 Fillmore Avenue
St. Paul, MN 55107-1402
Attn: Mike Tate
Phone: 651-466-6783
Fax: 651-466-7367
E-mail: cts.conversions@usbank.com

Named one of America's 2015 Best Employers and ranked as the #1 employer in the consulting and accounting industry by *Forbes* magazine, CBIZ, Inc. provides professional business services that help clients better manage their finances and employees. CBIZ provides its clients with financial services including accounting, tax, financial advisory, government health care consulting, risk advisory, real estate

consulting, and valuation services. Employee services include employee benefits consulting, property and casualty insurance, retirement plan consulting, payroll, life insurance, HR consulting, and executive recruitment. As one of the largest accounting, insurance brokerage and valuation companies in the United States, the Company's services are provided through more than 100 Company offices in 34 states.

Forward-looking statements in this release are made pursuant to the safe harbor provisions of the Private Securities Litigation Reform Act of 1995. Such forward-looking statements are subject to certain risks and uncertainties that could cause actual results to differ materially from those projected. Such risks and uncertainties include, but are not limited to, the Company's ability to adequately manage and sustain its growth; the Company's dependence on the current trend of outsourcing business services; the Company's dependence on the services of its CEO and other key employees; competitive pricing pressures; general business and economic conditions; and changes in governmental regulation and tax laws affecting the Company's insurance business or its business services operations. A more detailed description of such risks and uncertainties may be found in the Company's filings with the Securities and Exchange Commission.

For further information regarding CBIZ, call our Investor Relations Office at (216) 447-9000 or visit our web site at www.cbiz.com.