## SEC Form 4

 $\square$ 

# FORM 4

UNITED STATES SECURITIES AND EXCHANGE COMMISSION Washington, D.C. 20549

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

## STATEMENT OF CHANGES IN BENEFICIAL OWNERSHIP

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

## OMB APPROVAL OMB Number: 3235-0287

| hours per response:      | 0.5 |
|--------------------------|-----|
| Estimated average burden |     |

| 1. Name and Address<br>GROVE WAR     | 1 0               | 1*             | 2. Issuer Name and Ticker or Trading Symbol CBIZ, Inc. [ CBZ ] |                        | tionship of Reporting Pers<br>all applicable)<br>Director<br>Officer (give title           | 10% Owner<br>Other (specify |
|--------------------------------------|-------------------|----------------|----------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------|-----------------------------|
| (Last)<br>6050 OAK TREE<br>SUITE 500 | (First)<br>E BLVD | (Middle)       | 3. Date of Earliest Transaction (Month/Day/Year)<br>05/13/2010 |                        | below)<br>CFO                                                                              | below)                      |
| (Street)<br>CLEVELAND<br>(City)      | OH<br>(State)     | 44131<br>(Zip) | 4. If Amendment, Date of Original Filed (Month/Day/Year)       | 6. Indiv<br>Line)<br>X | ridual or Joint/Group Filing<br>Form filed by One Rep<br>Form filed by More than<br>Person | orting Person               |

### Table I - Non-Derivative Securities Acquired, Disposed of, or Beneficially Owned

| 1. Title of Security (Instr. 3) | 2. Transaction<br>Date<br>(Month/Day/Year) |      |   | 4. Securities A<br>Disposed Of (<br>5) |               |                              | Securities<br>Beneficially         | Form: Direct<br>(D) or Indirect<br>(I) (Instr. 4) | 7. Nature<br>of Indirect<br>Beneficial<br>Ownership |
|---------------------------------|--------------------------------------------|------|---|----------------------------------------|---------------|------------------------------|------------------------------------|---------------------------------------------------|-----------------------------------------------------|
|                                 |                                            | Code | v | Amount                                 | (A) or<br>(D) | Price                        | Transaction(s)<br>(Instr. 3 and 4) |                                                   | (Instr. 4)                                          |
| Restricted Stock <sup>(1)</sup> | 05/13/2010                                 | Α    |   | 25,000                                 | Α             | <b>\$0.00</b> <sup>(2)</sup> | 178,084                            | D                                                 |                                                     |

### Table II - Derivative Securities Acquired, Disposed of, or Beneficially Owned (e.g., puts, calls, warrants, options, convertible securities)

| 1. Title of<br>Derivative<br>Security<br>(Instr. 3) | 2.<br>Conversion<br>or Exercise<br>Price of<br>Derivative<br>Security | 3. Transaction<br>Date<br>(Month/Day/Year) | 3A. Deemed<br>Execution Date,<br>if any<br>(Month/Day/Year) | 4.<br>Transa<br>Code (<br>8) |   | of     |     | 6. Date Exercisable and<br>Expiration Date<br>(Month/Day/Year) |                    | 7. Title and Amount<br>of Securities<br>Underlying<br>Derivative Security<br>(Instr. 3 and 4) |                                        | 8. Price of<br>Derivative<br>Security<br>(Instr. 5) | 9. Number of<br>derivative<br>Securities<br>Beneficially<br>Owned<br>Following<br>Reported<br>Transaction(s)<br>(Instr. 4) | 10.<br>Ownership<br>Form:<br>Direct (D)<br>or Indirect<br>(I) (Instr. 4) | 11. Nature<br>of Indirect<br>Beneficial<br>Ownership<br>(Instr. 4) |
|-----------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------|-------------------------------------------------------------|------------------------------|---|--------|-----|----------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------|----------------------------------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------|
|                                                     |                                                                       |                                            |                                                             | Code                         | v | (A)    | (D) | Date<br>Exercisable                                            | Expiration<br>Date | Title                                                                                         | Amount<br>or<br>Number<br>of<br>Shares |                                                     |                                                                                                                            |                                                                          |                                                                    |
| Employee<br>Stock<br>Option <sup>(3)</sup>          | \$6.75                                                                | 05/13/2010                                 |                                                             | A                            |   | 75,000 |     | 05/13/2011                                                     | 05/13/2016         | Common<br>Stock                                                                               | 75,000                                 | \$0.00                                              | 312,000                                                                                                                    | D                                                                        |                                                                    |

#### Explanation of Responses:

1. Consists of restricted shares issued under the CBIZ, Inc. Amended and Restated 2002 Stock Incentive Plan. Restrictions lapse with respect to 25% of the granted restricted shares on each of the first, second, third and fourth anniversaries of the grant date, provided grantee is still providing services to CBIZ on such vesting dates, and grantee has complied with the applicable CBIZ client non-interference policy. 2. No consideration was provided for this grant.

3. Consists of Option granted 05/13/2010, vesting in 25% increments each year beginning 05/13/2011, and expiring on 05/13/2016

Michael W. Gleespen, Attorney-in Fact for Ware H. 05/17/2010 Grove

\*\* Signature of Reporting Person

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

\* If the form is filed by more than one reporting person, see Instruction 4 (b)(v).

\*\* Intentional misstatements or omissions of facts constitute Federal Criminal Violations See 18 U.S.C. 1001 and 15 U.S.C. 78ff(a).

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

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

Date