

IMPORTANT UPDATE FOR VERITIV CORPORATION 2020 ANNUAL MEETING OF SHAREHOLDERS

Change in Format and Location of Annual Meeting of Shareholders

(as announced in the Definitive 14A Proxy Statement filed with the Securities and Exchange Commission on March 12, 2020)

Meeting Date: Wednesday, April 29, 2020
Meeting Time: 9:00 a.m. Eastern Time
Meeting Access: **Virtual Shareholder Meeting**

In response to the continued public health precautions regarding in-person gatherings given the coronavirus (COVID-19) pandemic and out of concern for the health and well-being of shareholders, company personnel and the broader community, please note that the 2020 Annual Meeting of Shareholders (“Annual Meeting”) of Veritiv Corporation (“Veritiv” or the “Company”) to be held on Wednesday, April 29, 2020 at 9:00 a.m., Eastern Time will take place as a virtual meeting only, via live audio webcast. Shareholders will not be able to attend the Annual Meeting in person.

Accessing the Live Audio Webcast

The live audio webcast of the Annual Meeting will begin promptly at 9:00 a.m. Eastern Time. Online access to the audio webcast will open 15 minutes prior to the start of the Annual Meeting to allow time for shareholders to login and test their device’s audio system.

Participating in the Virtual Meeting as a Shareholder of Record

If you were a shareholder of record of Veritiv common stock at the close of business on March 2, 2020 (the “Record Date”) (i.e., you held your shares in your own name as reflected in the records of our transfer agent, Computershare), you can participate in the meeting by accessing www.meetingcenter.io/204830417 and entering the 15-digit control number on the proxy card or Notice of Internet Availability of Proxy Materials you previously received. The meeting password is VRTV2020.

Registering to Participate in the Virtual Meeting as a Beneficial Owner

If you were a beneficial owner of Veritiv common stock as of the Record Date (i.e. you held your shares in “street name” through an intermediary, such as a broker, bank, trustee or other nominee), you must register in advance to participate in the Annual Meeting. To register, you must obtain a legal proxy, executed in your favor, from the holder of record and submit proof of your legal proxy reflecting the number of shares of Veritiv common stock you held as of the Record Date, along with your name and email address, to Computershare. Please forward the email from your broker, or attach an

image of your legal proxy to legalproxy@computershare.com. Requests for registration must be labeled as “Legal Proxy” and be received no later than 5:00 p.m., Eastern Time, on April [24], 2020. You will then receive a confirmation of your registration, with a 15-digit control number, by email from Computershare. At the time of the meeting, go to www.meetingcenter.io/204830417 and enter your control number and the meeting password, VRTV2020.

Asking Questions

Shareholders of record and registered beneficial owners who participate in the Annual Meeting can submit questions by clicking on the message icon in the upper right hand corner of the Meeting Center site. To return to the main page, click the “*f*” icon at the top of the screen.

Voting Shares

If you have not already voted your shares in advance, you will be able to vote your shares electronically during the Annual Meeting by clicking on the “Cast Your Vote” link on the Meeting Center site. Neither the proxy card nor the Notice of Internet Availability of Proxy Materials previously distributed will be updated to reflect the change in format and location and may continue to be used to vote your shares in connection with the Annual Meeting.

Your vote is important. Whether or not you plan to participate in the Annual Meeting, we urge you to vote and submit your proxy as soon as possible by one of the methods described in the proxy materials for the Annual Meeting to ensure that your shares are represented and voted at the Annual Meeting.

Shareholder List

A list of the names of shareholders entitled to vote at the Annual Meeting will be available during the virtual meeting for examination by shareholders of record and registered beneficial owners who participate in the Annual Meeting by clicking on the “Shareholder List” link on the Meeting Center site.