## UNITED STATES SECURITIES AND EXCHANGE COMMISSION WASHINGTON, D.C. 20549

# SCHEDULE 14A

Proxy Statement Pursuant to Section 14(a) of the Securities Exchange Act of 1934

Filed by the Registrant  $\square$ 

Filed by a Party other than the Registrant  $\Box$ 

Check the appropriate box:

Preliminary Proxy Statement

□ Confidential, for Use of the Commission Only (as permitted by Rule 14a-6(e)(2))

□ Definitive Proxy Statement

Definitive Additional Materials

□ Soliciting Material Pursuant to §240.14a-12

## FACTSET RESEARCH SYSTEMS INC.

(Name of Registrant as Specified In Its Charter)

(Name of Person(s) Filing Proxy Statement, if other than the Registrant)

Payment of Filing Fee (Check the appropriate box):

- ⊠ No fee required.
- $\Box$  Fee computed on table below per Exchange Act Rules 14a-6(i)(1) and 0-11
  - 1 Title of each class of securities to which transaction applies:
  - 2 Aggregate number of securities to which transaction applies:
  - 3 Per unit price or other underlying value of transaction computed pursuant to Exchange Act Rule 0-11 (set forth the amount on which the filing fee is calculated and state how it was determined):
  - 4 Proposed maximum aggregate value of transaction:
  - 5 Total fee paid:

□ Fee paid previously with preliminary materials.

- $\Box$  Check box if any part of the fee is offset as provided by Exchange Act Rule 0-11(a)(2) and identify the filing for which the offsetting fee was paid previously. Identify the previous filing by registration statement number, or the Form or Schedule and the date of its filing.
  - 1 Amount Previously Paid:
  - 2 Form, Schedule or Registration Statement No.:
  - 3 Filing Party:
  - 4 Date Filed:

### \*\*\* Exercise Your *Right* to Vote \*\*\* Important Notice Regarding the Availability of Proxy Materials for the Stockholder Meeting to Be Held on December 17, 2020.

#### FACTSET RESEARCH SYSTEMS INC.

FACTSET RESEARCH SYSTEMS INC. 45 GLOVER AVENUE

NORWALK, CT 06850

Meeting Information

Meeting Type: Annual Meeting For holders as of: October 22, 2020 Date: December 17, 2020 Time: 3:00 PM EST Location: Meeting live via the Internet-please visit www.virtualshareholdermeeting.com/FDS2020.

The company will be hosting the meeting live via the Internet this year. To attend the meeting via the Internet please visit www.virtualshareholdermeeting.com/FDS2020 and be sure to have the information that is printed in the box marked by the arrow  $\rightarrow$  XXXX XXXX XXXX XXXX (located on the following page).

You are receiving this communication because you hold shares in the company named above.

This is not a ballot. You cannot use this notice to vote these shares. This communication presents only an overview of the more complete proxy materials that are available to you on the Internet. You may view the proxy materials online at www.proxyvote.com or easily request a paper copy (see reverse side).

We encourage you to access and review all of the important information contained in the proxy materials before voting.

See the reverse side of this notice to obtain proxy materials and voting instructions.

**Before You Vote** 

How to Access the Proxy Materials

Proxy Materials Available to VIEW or RECEIVE: NOTICE AND PROXY STATEMENT ANNUAL REPORT How to View Online: following page) and visit: www.proxyvote.com. How to Request and Receive a PAPER or E-MAIL Copy: If you want to receive a paper or e-mail copy of these documents, you must request one. There is NO charge for requesting a copy. Please choose one of the following methods to make your request: 1) BY INTERNET: www.proxyvote.com 2) BY TELEPHONE: 1-800-579-1639 3) BY E-MAIL\*: sendmaterial@proxyvote.com

\* If requesting materials by e-mail, please send a blank e-mail with the information that is printed in the box marked by the arrow  $\rightarrow$  <u>XXXX XXXX XXXX XXXX</u> (located on the following page) in the subject line. Requests, instructions and other inquiries sent to this e-mail address will NOT be forwarded to your investment advisor. Please make the request as instructed above on or before December 3, 2020 to facilitate timely delivery.

## How To Vote

Please Choose One of the Following Voting Methods

#### Vote By Internet:

Before The Meeting:

Go to www.proxyvote.com. Have the information that is printed in the box marked by the arrow  $\rightarrow xxxx xxxx xxxx xxxx xxxx$  (located on the following page) available and follow the instructions.

## During The Meeting:

Go to www.virtualshareholdermeeting.com/FDS2020. Have the information that is printed in the box marked by the arrow  $\rightarrow$  XXXX XXX XXX XXXX (located on the following page) available and follow the instructions. Vote By Mail: You can vote by mail by requesting a paper copy of the materials, which will include a proxy card.

#### Voting Items

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#### THE BOARD OF DIRECTORS RECOMMENDS THAT YOU VOTE <u>FOR</u> EACH OF THE FIVE NOMINEES IN PROPOSAL 1 AND <u>FOR</u> PROPOSALS 2 AND 3.

 To elect five directors to the Board of Directors: Robin A. Abrams, Laurie Siegel and Malcolm Frank each be elected to serve a three-year term expiring in concurrence with the Annual Meeting of Stockholders for 2023.

- 1a. Robin A. Abrams
- 1b. Laurie Siegel
- 1c. Malcolm Frank

Siew Kai Choy and Lee Shavel each be elected to serve a one-year term expiring in concurrence with the Annual Meeting of Stockholders for 2021.

- 1d. Siew Kai Choy
- 1e. Lee Shavel

- To ratify the appointment of the accounting firm of Ernst & Young LLP as our independent registered public accounting firm for the fiscal year ending August 31, 2021.
- To vote on a non-binding advisory resolution to approve the compensation of our named executive officers.

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