| SEC Form 4 |  |
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## FORM 4

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

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|   |               |  |                                       |            | APPROVAL                   |   |  |
|---|---------------|--|---------------------------------------|------------|----------------------------|---|--|
| Check this box if no longer subject to Section 16. Form 4 or Form 5 | STATEMEN      | STATEMENT OF CHANGES IN BENEFICIAL OWNERSHIP                               |                                       |            |                            |   |  |
| obligations may continue. See<br>Instruction 1(b).                  | hours per res | sponse:  | 0.5                                   |            |                            |   |  |
| 1. Name and Address of Reporting Person<br>Atkins Will              | k             | 2. Issuer Name and Ticker or Trading Symbol<br><u>POTBELLY CORP</u> [PBPB] | 5. Relationship of (Check all applica |            |                            |   |  |
|   |               | Date of Earliest Transaction (Month/Day/Voor)                              | Director<br>X Officer (               | give title | 10% Owner<br>Other (specif | y |  |

| Atkins Will | <u>l</u>   |          | POTBELLY CORP [ PBPB ]   |                               | Director                        | 10% Owner             |  |  |
|-------------|--|----------|--|-------------------------------|---------------------------------|-----------------------|--|--|
| (Last)      | (First)  | (Middle) | 3. Date of Earliest Transaction (Month/Day/Year)<br>04/26/2024 |                               | Officer (give title below)      | Other (specify below) |  |  |
| 111 N. CANA | <b>L</b>   |          |  |                               | VP, Contro                      | oller                 |  |  |
| SUITE 325   |  |          | 4. If Amendment, Date of Original Filed (Month/Day/Year)       | 6. Indi <sup>,</sup><br>Line) | vidual or Joint/Group Fil       | ing (Check Applicable |  |  |
| (Street)    |  |          | —  | X                             | Form filed by One Re            | eporting Person       |  |  |
| CHICAGO     | IL   | 60606    |  |                               | Form filed by More th<br>Person | an One Reporting      |  |  |
| (City)      | (State)  | (Zip)    | Rule 10b5-1(c) Transaction Indication                          | *                             |                                 |                       |  |  |
|             | Check this box to indicate that a transaction was made pursuant to a contract, instruction or written plan that is intended to satisfy the affirmative defense conditions of Rule 10b5-1(c). See Instruction 10. |          |  |                               |                                 |                       |  |  |
|             | 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) |  |      |   |        |               | 5. Amount of<br>Securities<br>Beneficially<br>Owned Following<br>Reported | Form: Direct                       | 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) |
| Common Stock                    | 04/26/2024                                 |  | F    |   | 817(1) | D             | \$10.63   | 40,664                             | 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) |   |     |     | 6. Date Exercisable and<br>Expiration Date<br>(Month/Day/Year) |                    | Amount of |  | 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 |   |  |  |  |

Explanation of Responses:

1. Shares withheld for payment of tax liability upon vesting of the restricted stock units granted on April 26, 2021.

Remarks:

| /s/ Will Atkins |  |
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\*\* Signature of Reporting Person Date

04/29/2024

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

 $^{\ast}$  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.