

Checklist for 409A valuations:

Company details

- ☐ Name of CEO
- ☐ Name of your external audit firm (if applicable)
- ☐ Name of your legal counsel
- ☐ Your amended and restated articles of incorporation

Industry information

- ☐ Your industry
- ☐ A list of relevant and comparable public companies.

Fundraising and options

- ☐ The most probable timing of a liquidity event
- ☐ Cap table
- ☐ Term Sheet
- ☐ The number of options you expect to issue in the next 12 months
- ☐ Your company presentation, business plan, or executive summary

Company financials

- ☐ Financial statements
- ☐ Forecasted revenue for the next 12 months and 24 months
- ☐ Forecasted EBITDA for the next 12 months and 24 months
- ☐ Cash burn and runway
- ☐ Non-convertible debt amount

Additional details

- ☐ Any materially relevant events since your last 409A valuation.
- ☐ Past 409A reports
- ☐ If this is your first-ever 409A, share a complete history of relevant events.

