

## **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.
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- The bottom of the page features a decorative graphic consisting of several overlapping, semi-transparent shapes in shades of beige and light brown, creating a modern, layered effect.