



409A Valuations

Client Onboarding Checklist

For Stock Option Pricing, Equity Compensation
Planning (Safe Harbor Compliance)

Company Information

- Legal company name and EIN
- State of incorporation
- Date of incorporation
- Industry and business description

Valuation Trigger & Purpose

- Reason for 409A valuation (new funding round, 12-month refresh, pre-IPO, material event, acquisition talks)
- Valuation date
- Planned option grant dates and recipients
- Last 409A valuation date (if applicable)

Capitalization Table

- Complete cap table showing all equity holders
- Common stock outstanding
- Preferred stock by series (including rights and preferences)
- Stock options granted and available (option pool size)
- Warrants, convertible notes, and SAFEs

Financial Statements (Last 3-5 Years)

- Audited, reviewed, or compiled financial statements (if available)
- Monthly/quarterly management financials (last 12 months)
- Balance sheet, P&L, and cash flow statements
- Current year-to-date financials

Tax Returns (Last 3-5 Years)

- Federal tax returns (Form 1120 or 1120-S)
- State tax returns

Funding & Investment History

- All prior funding round details (dates, amounts, valuations, investors)
- Term sheets and investment agreements (Series A, B, C, etc.)

- Convertible note or SAFE agreements
- Board presentations or investor decks from funding rounds

Projections & Business Plan

- 5-year financial projections (revenue, expenses, EBITDA, cash flow)
- Key assumptions and growth drivers
- Customer acquisition cost (CAC) and lifetime value (LTV) metrics
- Monthly recurring revenue (MRR) or annual recurring revenue (ARR) data (if SaaS)
- Business plan or pitch deck

Operations & Key Metrics

- Customer count and concentration
- Revenue by customer segment or product line
- Gross margin and unit economics
- Employee headcount and burn rate
- Intellectual property details (patents, trademarks, proprietary technology)

Market & Competitive Analysis

- List of comparable publicly traded companies

- Recent M&A transactions in your industry
- Market size and addressable market analysis

Prior Valuations

- Previous 409A reports (if any)
- Prior fundraising valuations (preferred stock pricing)

Typical Timeline: 2-3 weeks after receiving complete documentation

Questions? Contact: team@countsure.com | +1 (646) 543-5898