

Year-End Stock Plan Reporting:

A Straightforward Checklist

Tax filings

3921 forms

- Generate forms
- Send one copy to the employees
- Keep one copy for company records
- File forms to IRS FIRE site by 2/28

Tax forms

- Give payroll necessary data from taxable events for employees for W-2
- Give payroll necessary data from taxable events for non-employees for 1099-NEC

Other

- 3922 forms (if the company has ESPP)
- _____

Demographic information

Review HRIS and equity platform data to ensure the following pieces of information are accurate:

- Legal first name and last name
- Home address
- SSN or TIN
- Employee or non-employee indicator

Additional data reviews that might prove to be helpful:

- Employee ID
- Personal email address
- Termination dates
- Employee cost centers, including the effective date of change if they have moved departments

Other

- All termination dates have been entered
- _____

Reconciliation

Exercise reconciliation

- Funds received match exercise records
- Exercised shares match share pool reports and/or transfer agent records
- Are there any early exercised awards? Is the individual still employed?

RSU/RSA reconciliation

- Release report matches share pool reports and/or transfer agent records
- All tax records are correct for employees and non-employees
- Terminated employees were not included in any release events

Termination review

- Equity platform is up to date with all terminations
- Everyone's last day to exercise is accurate in the equity platform
- All separation agreements with non-standard terms have been accurately reflected in the equity platform
- Copies of separation agreements are on file
- ISO disqualification dates have been updated
- Last day to exercise is correct for each person/grant

Grant reconciliation

- Awards granted in board minutes match grants in the equity platform
- All board-approved modifications have been entered into the equity platform
- Run share pool balance report to see what is remaining for issuance

Plan review

- Plan expiration date is _____

Other

- _____ _____

Exercises and releases

- All outstanding exercises have been completed or canceled by 12/31.
- Check to see if there are any outstanding limit or "good 'til" orders
 - Checked with the broker on how these will be handled
- All RSU/RSA releases have been processed for the year

Other

- _____ _____

Additional year-end items

- _____ _____
- _____ _____
- _____ _____