



Preferred Stock : Adding a Transaction

Getting going on Seraf is really nothing more than a little data entry. The trick is collecting the data. Before you begin entering your investments on Seraf, it is very helpful to gather together all of your documents, whether they be in paper file folders or your email.

Below you will find a list of the data points Seraf asks for, and some good hints on where to find them in your documents. Being mindful that if you cannot easily find a piece of information, you can always try searching the document, we've provided some suggested search terms that will often work for you.

Please keep in mind that not all of these data points are not required, but the more detail you provide, the better records you will have for yourself, and your family and advisors.

	Item	Where you can find it
<input type="checkbox"/>	Date	<ul style="list-style-type: none"> This does not have to be exact - the date of the first closing or the date you wrote your check is fine. The correct date is only important in cases of computing the capital gains dates for short term (less than one year) or long term (greater than one year) holding periods. Also, in the case of IRS Section 1202 stock for holding periods greater than 5 years.
<input type="checkbox"/>	Shares (<i>Total Shares Received</i>)	<ul style="list-style-type: none"> Stock Certificate Disclosure Schedule/Capitalization Table If you enter Amount invested and Share Price, Seraf will calculate this for you
<input type="checkbox"/>	Share Price	<ul style="list-style-type: none"> If you entered a share price for the round, it will automatically appear, but you can change it if necessary
<input type="checkbox"/>	Amount	<ul style="list-style-type: none"> Your check size
<input type="checkbox"/>	Share Certificate #	<ul style="list-style-type: none"> Share Certificate - each certificate has a unique number, often beginning with the letter of the round (for example, a Series A certificate number may be A-22) Check with company counsel - the round may not have certificates issued or even if it does, they may be held at the offices of company counsel for safe-keeping and they may need to tell you your certificate number or email you a scan of your certificate. It is a very good idea to keep a scan of your certificate on Seraf in case of problems down the road or for the benefit of your family and advisors.
<input type="checkbox"/>	1244 Qualified	<ul style="list-style-type: none"> As noted in the Help Center and Seraf Compass, if your investment part of the first \$1M invested in the company, you are eligible for very advantageous IRS Section 1244 tax treatment. Capitalization Table should indicate how much was invested in the round and any previous rounds Confirm with Company via email (where you can save a copy of the email as proof) Double-check with tax advisor