



Convertible Note Purchase: 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"> • Promissory Note - should be right on the face of the note • Useful search terms: "date" or "[current year]" or "[names of nearby months]"
<input type="checkbox"/>	Amount Invested	<ul style="list-style-type: none"> • Your check size
<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

Warrants: It is important to determine whether you have been given warrants. Check termsheet, closing instructions, correspondence, signature pages, etc. to see if your promissory note is accompanied by warrants. If it is, you should create a new round for yourself (called, for example, "December 2016 Warrants"), enter a new transaction granting you these warrants, and make sure you upload the warrant document(s) to Seraf - they will contain important rights and obligations. If you enter the round properly, Seraf will automatically create an Important Date for the expiration of the warrants, but you should set a reminder for 18-24 months in advance to look at the question of exercising them.