Founder Vesting & Equity Split Checklist

Action Checklist — ClearLegalTips.com (2026)

Work through these steps with the Founder Vesting & Equity Split Agreement so your cap table is investor-ready.

Step 1 — Agree the Split

[ ] Discussed idea/IP, time commitment, role, and cash invested for each Founder
[ ] Set each Founder's percentage and share count
[ ] Wrote down the reasoning behind the split

Step 2 — Set Vesting

[ ] Chose the vesting period (48 months standard)
[ ] Set the cliff (12 months standard)
[ ] Entered each Founder's vesting start date

Step 3 — Protections

[ ] Set the repurchase price and good-leaver / bad-leaver terms
[ ] Chose acceleration (double-trigger recommended)
[ ] Confirmed IP assignment and transfer restrictions

Step 4 — Execute & File

[ ] All Founders signed and dated
[ ] Issued the shares
[ ] Each Founder filed an 83(b) election within 30 days (certified mail)
[ ] Had an attorney review before a priced round

INSTRUCTIONS FOR USE

Keep the signed agreement and each 83(b) certified-mail receipt with your company records. This template is provided for informational purposes only and does not constitute legal advice. Laws vary by state and change over time. Have an attorney review your completed document before relying on it. ClearLegalTips.com is not a law firm.