Start with the facts.

Type into the shaded fields or print and write. Use your offer and grant documents; a blank means unknown, not zero. Save a copy after completing it.

01 Your offer

Record the source document and date so each confirmed term is traceable.

Company

Offer date / source document

Annual gross salary + currency

Bonus, pension and benefits

02 What you would own

Instrument + share class

Number of grant units

Fully diluted share count

Fully diluted ownership (%)

Share-count date + inclusions (option pool, convertibles, etc.)

Exercise price per option + currency

Total exercise cost for modelled options

Tax scheme + jurisdiction

Written grant approval / document date

Quick check

Ownership = grant units / fully diluted share count x 100. Exercise cost = options being exercised x exercise price. An option count alone does not tell you its value.

Check what you keep.

Capture the terms that affect vesting, leaving and payout. Ask for written answers where the offer is unclear.

03 Vesting and leaving

Vesting start date

Cliff + total vesting duration

Vesting frequency + performance conditions

Treatment on resignation, dismissal or redundancy

Post-departure exercise deadline

Final option expiry date

Acquisition treatment + any acceleration

04 Who receives the sale proceeds first?

Debt, investor preferences + share-class payout rights

Documents or employer explanation supporting these terms

Ask how these terms affect your particular grant. A headline company valuation or sale price is not a promise of proceeds for your share class.

Model, then ask.

Keep future assumptions separate from confirmed terms. Test a zero payout alongside several illustrative sale values.

05 Scenario assumptions

Comparison period (years)

Future dilution (%)

Vested at modelled date (%)

Assumed timing of liquidity

Illustrative sale values (not forecasts)

Cash outcome if equity pays zero

Costs, taxes, preferences or other factors omitted

06 Resolve the gaps

Unanswered question / person to ask / evidence needed / answer date

Worked example: salary versus equity

A: £90,000 salary + 0.25% equity. B: £80,000 salary + 0.50% equity. Four years, full vesting, 20% dilution, zero exercise costs.

£40,000 cash sacrificed / 0.002 extra ownership = £20m break-even

Simple pro-rata proceeds before tax. Excludes investor preferences, debt, fees and time value of money. This is arithmetic, not an exit forecast or offer recommendation.

Try your assumptions in the free offer comparison

getequitylens.com/calculators/offer-comparison

UK tax scheme guidance: gov.uk/tax-employee-share-schemes