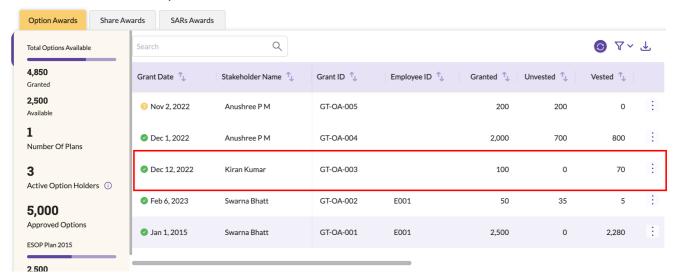
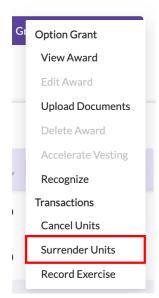
Record Surrender Option Awards

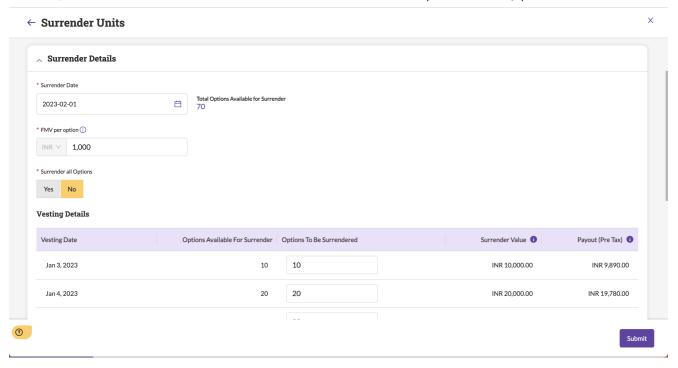
Modified on: Mon, 20 Feb, 2023 at 2:31 PM

In order to record surrenders on behalf of an employee, the admin needs to navigate to Equity Awards section from the side panel. As a next step, select an employee you want to record surrender for. Click on the three-dot menu and select Surrender Units from the Option.

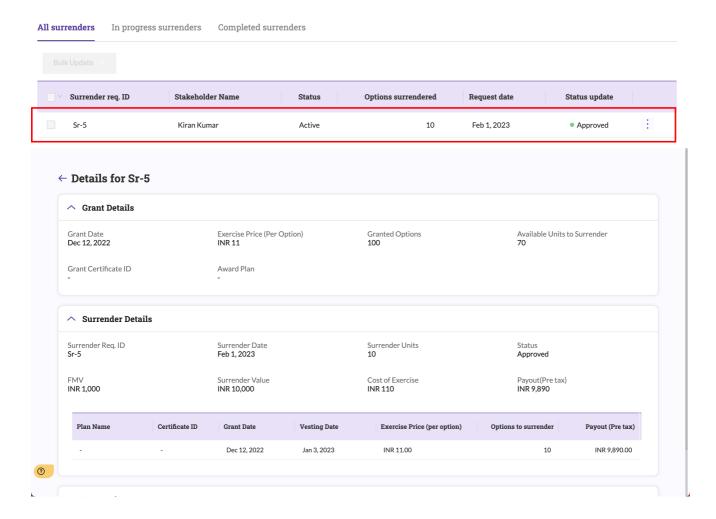




Admin will be redirected to a page, where they can record the surrender. Admin can record the surrender by filling up a few details like surrender date, FMV per option, Number of options they want to surrender, and supporting documents (if any). The platform will calculate the Surrender Value and Payout(Pre Tax) automatically.



Once the surrender is recorded, the same will be reflected under the Surrender tab on the side panel. An admin can view the recorded surrender and its detail by clicking on the three-dot menu and then clicking on View details.



For a video tutorial <u>click here.</u> (https://www.awesomescreenshot.com/video/14955763? key=7a27ab7e439f61a1a5ceea0082383dcf)