RETIREMENT FASTLANE

FREE PRINTABLE WORKSHEETS

The Business Owner's Retirement Exit

Value It, Sell It or Pass It On, and Turn Your Business into a Secure Retirement

Daniel Larsen, CFA

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These worksheets come from *The Business Owner's Retirement Exit* by Daniel Larsen, CFA, part of the Retirement Fastlane series. Print as many copies as you like for your own personal, non-commercial use. Fill them out in pencil and update them as your plans change.

For educational purposes only; not individualized investment, tax, legal, or insurance advice. Examples and figures follow the book (2027 figures as of November 18, 2026). See the Important Disclaimer in the book before relying on anything here.

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Worksheet A: My Number and My Gap

Use with Chapter 1.

Item	Amount
Desired retirement spending per year (before taxes)	
Social Security per year (both spouses, at planned claiming ages)	
Other income (pensions, rental income, consulting)	
Income needed from investments	
Investments needed (income needed ÷ withdrawal rate, e.g., 4%)	
Retirement and investment assets outside the business	
My number: after-tax proceeds needed from the business	
Estimated after-tax proceeds today (Worksheet G)	
Gap	
Target exit date	

Worksheet B: Adjusted Earnings and Value Range

Use with Chapter 2.

Item	Year 1	Year 2	Year 3
Pre-tax profit			
+ Interest			
+ Depreciation and amortization			
+ Owner compensation above market rate			
+ Personal expenses run through business			
+ One-time expenses			
– Other adjustments			
Adjusted EBITDA			

Value estimate	Low	Middle	High
Multiple (from appraiser or advisor)			
Enterprise value			
– Debt paid at closing			
± Working capital adjustment			
– Transaction costs			
Pre-tax proceeds			

Worksheet C: Value-Building Scorecard

Use with Chapter 3. Rate 1 (weak) to 5 (strong).

Area	Score today	Target score	Next step	Owner	Due date
Owner independence					
Management team					
Financial records					
Recurring revenue					
Customer diversification					
Key employee retention					
Documented systems					
Contracts, leases, and legal					
Growth plan					

Worksheet D: Exit Options and Buyers

Use with Chapter 4.

Option	Likely buyers	Likely price range	Cash at closing	Fits my priorities?
Strategic buyer				
Private equity				
Individual buyer				
Management buyout				
ESOP				
Partner buyout				
Family transfer				
Liquidation				

My priorities, ranked (1 = most important): price ___ cash at closing ___ speed ___ employees ___ family ___ legacy ___ my role ___

Worksheet E: Data Room Checklist

Use with Chapter 5.

Document	Ready?	Notes
Three to five years of financial statements and tax returns		
Monthly financials for current year		
Quality of earnings report		
Customer list and top-customer contracts		
Supplier and vendor contracts		
Organizational chart, employee list, compensation, and benefits		
Employment agreements and retention plans		
Leases and real estate documents		
Equipment and vehicle lists		
Licenses, permits, and certifications		
Insurance policies and claims history		
Litigation and compliance matters		
Intellectual property		
Corporate documents (articles, bylaws or operating agreement, minutes)		
IT systems and data security		

Worksheet F: Offer Comparison

Use with Chapter 6.

Feature	Offer A	Offer B	Offer C
Headline price			
Structure (asset / stock)			
Cash at closing			
Escrow / holdback (amount, term)			
Seller note (amount, rate, term)			
Earnout (maximum, metrics)			
Rollover equity			
Estimated taxes			
Certain after-tax proceeds			
My role, term, and pay			
Employees and legacy			

Worksheet G: Estimated After-Tax Proceeds

Use with Chapter 7. Your CPA should prepare the final figures.

Item	Amount
Pre-tax proceeds (Worksheet B)	
Tax basis in business	
Total gain	
Portion taxed as ordinary income (recapture, non-compete, etc.)	
Portion taxed as long-term capital gain	
Estimated federal income tax	
Net investment income tax (if applicable)	
Estimated state tax	
Estimated after-tax proceeds	
Amount received later (notes, escrow, earnouts)	

Worksheet H: Advanced Strategies to Evaluate

Use with Chapter 8.

Strategy	May apply?	Deadline or timing	Advisor	Decision
QSBS (Section 1202)				
ESOP / Section 1042				
Charitable remainder trust				
Donor-advised fund				
Pre-sale gifts to family or trusts				
Installment sale				
Personal goodwill				

Worksheet I: Saving Outside the Business

Use with Chapter 9.

Item	Current	Proposed
Plan type(s)		
My annual contribution		
Spouse's contribution (if employed in business)		
Employee contribution cost		
Administrative cost		
Estimated tax savings		
Balance projected at exit		

Worksheet J: Family Transfer and Fairness

Use with Chapter 10.

Child	Role in business	Business interest to receive	Other assets to receive	Total value	Notes

Transfer method: gift _____ sale _____ combination _____ **Note terms:** _____

Worksheet K: Post-Sale Paycheck

Use with Chapter 11.

Item	Amount
After-tax proceeds	
Reserved for taxes not yet paid	
Retirement accounts	
Other investments	
Total investable assets	
Withdrawal rate	
Income from investments	
Social Security	
Note payments, rent, consulting	
Total income	
Spending goal (including taxes and health care)	
Margin	

Worksheet L: Annual Protection Review

Use with Chapter 12.

Item	Last reviewed	Current?	Action needed
Buy-sell agreement (price, funding, structure)			
Life insurance (buy-sell, key person, personal)			
Disability insurance (income, overhead, buyout)			
Contingency plan and letter of instruction			
Durable power of attorney covering business			
Will and trust			
Key employee retention incentives			
Prenuptial or postnuptial agreement			

Worksheet M: Post-Closing Calendar

Use with Chapter 11.

Deadline or event	Date	Responsible (me, CPA, attorney, advisor)	Done?
Working capital true-up			☐
Escrow / holdback release			☐
Indemnification claim deadline			☐
Estimated tax payments (4)			☐
Earnout measurement dates			☐
Seller note payment dates			☐
Non-compete end date			☐
Health coverage decision			☐
Estate documents and beneficiaries updated			☐
Annual plan review			☐