

Corporate Buy-Sell Agreement

- 🔊 The purpose of this software template is to assist you in the preparation of sample estate planning documents.
- 🔊 The Buy-Sell Agreement is intended for use by the shareholders of a closely-held corporation and the corporation. It restricts the sale or other transfer of shares of stock and provides for a shareholder's interest to be purchased by either the corporation or the other shareholders under certain circumstances (death or retirement of a shareholder, etc.)
- 🔊 You must have these documents reviewed and approved by an Estate Planning Attorney to ensure that the documents meet your particular needs, as well as to ensure that the documents conform to the latest requirements of state and federal laws.
- 🔊 You will want to customize the document to reflect your desires concerning payment terms and valuation of stock.

Date: **[Date]**

To: **[Names of Shareholders]**

From: **[Owner/Founder]**
[Company]

Subject: **Buy Sell Agreement**

Attached is a "Buy-Sell" Agreement to establish the arrangement as to how we will handle a variety of situations which may occur during the course of our business relationship.

I believe that it embodies everything we discussed.

Please read the agreement carefully.

We recommend that you also have it reviewed by your own qualified legal counsel.

Time is of the essence.

Please sign and return it to me asap.

Thank you very much!

From Business Power Tools

NOTICE:

We wish we could provide an agreement that was tailored exactly to your business. While this is not always possible, we believe that we've come very close and that this document provides you with the head-start that you need to get your deal moving. Nevertheless, we must make this disclaimer:

- 🔊 Do Not Use this Agreement 'As-Is.'
- 🔊 This Agreement is Not Legal Advice.
- 🔊 Read it Thoroughly and Make All Appropriate Changes to Fit Your Requirements.
- 🔊 Have this Agreement Reviewed & Approved by a Qualified Attorney at Law Before Using it.
- 🔊 Business Power Tools Accepts No Liability for the Effectiveness of this Document for Your Purposes.

Free Access to Attorneys, Accountants & Consultants in Your Area

We're building a network of business experts who are eager to help you when you need it. They can review your work, make suggestions, handle unique situations and introduce you to influential people.

On our website you can search by expertise and location, then e-mail or jump straight to their website. Although they are professionals and charge for their services, most offer an initial consultation free of charge. They're in your area and you can contact them directly.

- Please visit our website under [Advisor Referral Network](#).
- [Click here to learn more about Business Power Tools](#)

Need a Business Attorney to review this document?

If you don't have an attorney of your own or you don't find one in our [Business Advisor Referral Network](#), you can have your legal docs reviewed by an attorney with the [Burk & Reedy Law Firm](#).

Editing Your Sample Contract

Since this entire agreement is formatted in Word, you can edit it like any other Word document.

Make sure you have filled in all the variables within the “[]” which may contain unedited text or numbers.

- Text in green is the supporting commentary — Delete before printing.
- Upon completion, delete any unnecessary blank lines that remain.
- You may format this document any way you like.
- Delete this section.

Buy-Sell Agreement

🔊 This introductory paragraph lists the date and the parties to this Agreement. We formatted this agreement uniquely to make it easy on others (judge, arbitrator(s), etc. God forbid) to readily understand who is involved, when the agreement begins and some basic summary background information.

[illegible]

 You'll need to either add all of the participants here by copying and pasting this section below or create a new agreement for each person.

and **[Owner/Founder]**,
(individually “Shareholder” and jointly “Shareholders”)
a [State] [Corporation/Partnership/Sole Proprietorship/Resident]
located at [Address].

Summary

A. The Company is a [State] corporation having an authorized capitalization of [10,000,000] shares of common stock ("Stock"), [7,250,000] shares of common stock of which are presently issued and outstanding.

B. Each Shareholder presently owns the following shares of the Stock:

Shareholders	Shares
■ [Steve Jones]	[00,000,000]
■ [John Doe]	[00,000,000]
■ [Jane Doe]	[00,000,000]

C. The Shareholders and the Company desire to enter into an agreement respecting limitations on the transfer of the Stock, respecting disposition of such shares upon the death of a Shareholder, and certain other matters.

In consideration of the mutual covenants, conditions and agreements herein contained, the parties agree as follows:

1. Restrictions on Transfer of Stock

(a) No Transfer by Shareholder. No Shareholder shall sell, assign, transfer, give, pledge, hypothecate or otherwise encumber any of his Stock, whether now owned or hereafter acquired, or contract to do any of those things, except as permitted by and in accordance with the terms of this Agreement.

(b) Transfer to Grantor Trust. A Shareholder may transfer his Stock to a grantor trust for his benefit. The term "Shareholder," as used herein, shall include, without limitation, a Shareholder grantor who has so transferred his Stock, and the term "personal representative," as used herein, shall also include, without

limitation, the trustee of a grantor trust holding title to Stock.

(c) No Transfer by Company. By execution of this Agreement, the Company agrees that it will not cause or permit the transfer of any of the Stock to be made on its books unless the transfer is permitted by and has been made in accordance with the terms of this Agreement. The Company further agrees not to issue any common stock, including treasury stock, except in accordance with the terms of this Agreement.

(d) Agreement Supersedes By-laws. The terms of this Agreement shall supersede the terms of any By-law of the Company related to the matters stated herein.

(e) Community Property Rights of Shareholders. Notwithstanding any provision of this Agreement to the contrary, Stock which is the community property of a Shareholder and his or her spouse, whether held in the name of one spouse, both spouses or a grantor trust for the benefit of the spouses, shall be deemed to be owned by the community estate. The provisions of this Agreement relating to the rights of the Company and the other Shareholders to purchase the Stock of a deceased Shareholder shall apply to Stock owned by the community estate only upon the death of the last spouse to die. The provisions of this Agreement relating to the rights of the Company and the other Shareholders to purchase the Stock of a withdrawing Shareholder shall apply to Stock owned by the community estate upon the withdrawal of the last spouse who is employed by the Company.

2. Right of First Refusal

(a) Receipt of Bona Fide Offer. If any Shareholder or trustee of a grantor trust ("Selling Shareholder" receives a bona fide, written offer for the purchase of all but not less than all of his Stock ("Stock to be Sold"), which offer he desires to accept, the Company and the other Shareholders shall have the option, as hereafter described, to purchase all of the Stock to be Sold.

(b) Notice of Offer; Company's Right to Purchase. The Selling Shareholder shall promptly give the Company and the other Shareholders written notice of the receipt of any bona fide offer, including a copy of such offer, a statement identifying the real party in interest making the offer, the offering price, all other terms and conditions of the proposed sale, and a statement of his desire to accept the offer. The Company shall have the right, exercisable within thirty (30) days of actual receipt of such notice, to purchase from the Selling Shareholder all, but not less than all, of the Stock to be Sold at the price and on the terms set forth in the offer.

(c) Shareholders' Right to Purchase. If the Company does not exercise its right to purchase the Stock to be Sold, the remaining Shareholders shall have the right to purchase, at the price and upon the terms set forth in the offer, all, but not less than all, of the Stock to be Sold, exercisable within thirty (30) days after the Company's right to purchase has terminated.

(d) Division of Stock Among Purchasing Shareholders. If more than one Shareholder desires to purchase the Stock to be Sold, the Shareholders may divide the Stock to be Sold in any manner they desire. In the absence of unanimous agreement, the Stock to be Sold shall be divided among the purchasing Shareholders in proportion to their stock ownership as of the date the offer was made to the Selling Shareholder.

(e) Sale Pursuant to Offer. If neither the Company nor any Shareholder exercises its right to purchase the Stock to be Sold, the Selling Shareholder shall have the right to sell all, but not less than all, of the Stock to be Sold, on the terms and conditions set forth in the offer. Such sale shall be consummated and the Stock to be Sold shall be transferred to the offeror within thirty (30) days following the termination of the Shareholders' right to purchase or, if later, according to the terms of the offer. Thereafter, a new offer must be made to the Company and the other Shareholders before the Selling Shareholder can transfer any portion of his Stock, and the provisions of this Paragraph 2. shall apply to such transfer.

(f) No Further Rights After Transfer of Stock. A Shareholder shall have no further rights under this Agreement when he ceases to own any Stock in the Company.

3. Disposition of Stock Upon Death or Withdrawal.

(a) Death. Within six (6) months after receiving actual notice of the death of a Shareholder ("Deceased Shareholder"), the Company may elect to purchase all, but not less than all, of the Stock of the Deceased Shareholder at a purchase price computed according to Paragraph 8. herein (the "Purchase Price") and upon the terms described in Paragraph 7. (the "Purchase Terms"), unless such purchase is prohibited by [State] law. In order to exercise such option, the Company shall give written notice of its election to the Deceased Shareholder's personal representative and to the other Shareholders.

(b) Withdrawal. Except in the case of death, in the event the employment by the Company of a Shareholder ("Withdrawing Shareholder") as a full-time employee is terminated for any reason, the Company may elect to purchase all, but not less than all, of the Stock owned by the Withdrawing Shareholder or the Trust at the Purchase Price and upon the Purchase Terms, no later than thirty (30) days from the date of withdrawal ("Date of Withdrawal"), unless such purchase is prohibited by [STATE] law. In order to exercise such option, the Company shall give written notice of its election to the Withdrawing Shareholder and to the other Shareholders.

(c) Shareholders Right to Purchase Stock. If the Company does not elect to purchase all of the Stock of a Deceased or Withdrawing Shareholder, the remaining Shareholders may elect to purchase, within thirty (30) days following the termination of the Company's right to elect to purchase, at the same price and upon the same terms, all, but not less than all, of the Deceased or Withdrawing Shareholder's Stock.

(d) Division of Stock Among Purchasing Shareholders. If more than one (1) Shareholder desires to purchase the Deceased or Withdrawing Shareholder's Stock, the Shareholders may purchase the Stock for the Purchase Price and upon the Purchase Terms and divide it among themselves in any manner they desire. In the absence of unanimous agreement, the Stock shall be divided among the purchasing Shareholders in proportion to their stock ownership as of the applicable Date of Death or Withdrawal.

4. Repayment of Amounts Owed Deceased Shareholder

Within six (6) months after the death of a Shareholder, the Company shall pay to the personal representative of the Deceased Shareholder any valid indebtedness owed to the deceased Shareholder at the applicable date of death, as evidenced by promissory notes or as reflected in the books of the Company. This Paragraph 4 shall not apply to any amounts due under this Agreement.

5. Further Option to Purchase Stock

(a) Right to Purchase. In the event any of the Stock shall be levied upon, sequestered, administered by a receiver or a trustee in bankruptcy, sold or proposed to be sold in foreclosure or execution or under any power of sale contained in any note or loan agreement, or by operation of law, including transfer by or as a result of divorce, death of a spouse [except as provided in Paragraph 1. (e)], or otherwise ("Occurrence"), the Company may elect, for a period of sixty (60) days after actual receipt of such notice of Occurrence ("Date of Occurrence"), to purchase all or any portion of such Stock at the Purchase Price and on the Purchase Terms by giving notice of such right to the person then having legal title to such Stock. Such right shall apply even though the Stock may actually have been sold or transferred at the time of the exercise of this option.

(b) Immediate Delivery of Stock. The Stock shall be immediately delivered to the Company upon demand, even though the entire Purchase Price has not been paid.

6. Insurance Funding

(a) Life Insurance. Each Shareholder ("Owner Shareholder") may apply, as owner and beneficiary, for a life insurance policy upon the life of any other Shareholder ("Insured Shareholder") in an amount up to the Purchase Price.

(1) Premiums. Each Owner Shareholder shall pay all premiums. In the event "Split Dollar" insurance is purchased, the Owner Shareholder shall advise the Company of the amount of its premium contribution thirty (30) days prior to the payment date thereof. The Company shall promptly remit its share to the Owner Shareholder. In the event an Owner Shareholder fails to pay such premiums, the Insured Shareholder may pay the premium and request reimbursement from the Owner Shareholder. The Owner Shareholder shall immediately reimburse any such advances.

(2) Exercise of Policy Options. Each Owner Shareholder shall provide written notice to the Insured Shareholder (and, in the event of a "Split Dollar" policy, to the Company as well) of his intent to exercise any policy rights, options or privileges.

(b) Termination of Agreement; Disposition of Life Insurance Policies. In the event this Agreement is terminated under any of the provisions of Paragraph 12., each Insured Shareholder shall have the option, exercisable within thirty (30) days of such termination, to purchase any life insurance policy insuring his life for a price equal to the policy's interpolated terminal reserve value (plus any unearned premium and dividends or cash accumulations, if any, less any policy indebtedness or cash withdrawals) by giving written notice within such period to the Owner Shareholder. If an Insured Shareholder fails to purchase any policy, the Owner Shareholder may retain or surrender the policy, as he desires.

7. Purchase Terms

(a) Date & Place of Payment. All payments for the purchase and sale of Stock shall be made, unless otherwise agreed by the purchasers and sellers, at the principal offices of the Company during regular business hours. The precise date and hour of settlement shall be fixed by the purchasers (within the time limits allowed by this Agreement) by written notice to the sellers given at least five (5) days prior to the date specified. In the event of disagreement, the precise time of settlement shall be fixed by the President of the Company by five (5) days' written notice to the purchasers and sellers.

(b) Payment Terms upon Death or Withdrawal of a Shareholder or Sale upon Occurrence.

(1) Claim for Life Insurance. Upon the death of a Shareholder, the Owner Shareholder shall promptly make a claim for the proceeds of any applicable life insurance policy. If the insurance proceeds are equal to or in excess of the Purchase Price and the Owner Shareholder elects to purchase the Stock pursuant to the terms of this Agreement, the purchasing party shall pay the full Purchase Price to the personal representative in cash upon receipt of such proceeds. The excess proceeds, if any, shall be retained by the Owner Shareholder free of any obligations under this Agreement. If the life insurance proceeds are less than the Purchase Price and the Owner Shareholder elects to purchase the Stock pursuant to the terms of this Agreement, the entire life insurance proceeds shall be paid to the personal representative upon receipt. The remaining balance of the Purchase Price shall be paid in accordance with the terms of Paragraph 7. (b) (2) below.

(2) Payment. The Purchase Price of Stock purchased from a Deceased or Withdrawing Shareholder or from a Shareholder upon an Occurrence shall be paid as follows: [percent in cash within thirty (30) days of Date of Death, Date of Withdrawal or Date of Occurrence and the remaining balance in sixty (60) equal monthly installments, commencing thirty (30) days from the date of the initial payment. The principal balance shall bear interest at the annual rate of [10]% ([Ten] Percent) and shall be evidenced by a promissory note secured by the Stock to be purchased. The purchasing party may prepay any Promissory Note executed pursuant to this Paragraph 7 without penalty.

🔊 See the 'Promissory Note' included with AgreementBuilder

(3) Exercise of Policy Options. In order to make the payments described in this Paragraph 7., an Owner Shareholder may exercise any insurance policy loan or cash withdrawal option insuring the Deceased or Withdrawing Shareholder or the Shareholder subject to an Occurrence.

(c) Delivery of Stock. Upon the payment of the Purchase Price, the Shareholder, transferee, or

personal representative shall promptly deliver the Stock certificates to the Company, duly endorsed for transfer. All transfer taxes and expenses shall be paid by the Selling Shareholder.

8. Purchase Price

☞ You may agree on specific numbers or you might want to use a formula:

☞ For example 'x times revenue,' 'x times profit' or 'x times EBITDA'

(a) Purchase Price upon Death, or Withdrawal of Shareholder or Sale upon Occurrence. For purposes of Paragraphs 3 and 5, the Purchase Price of each share of Stock shall be the value ("Agreed Value") established by the mutual agreement of the Shareholders preceding the Date of Death, Withdrawal or Date of Occurrence, as the case may be, divided by the number of shares outstanding at the Date of Death, Withdrawal or Date of Occurrence.

(b) Agreed Value for [Year 1]. The Agreed Value for [Year] shall be [Ten Million Dollars (\$10,000,000.00)]. The Agreed Value for subsequent years shall be established by the Shareholders each year, in writing, and must be signed by all Shareholders. A form for this purpose is attached hereto as Exhibit "A" and incorporated herein.

☞ -- OR how about this... --

(b) The Agreed Value of [Company] at any given time, for the purposes of this Buy Sell Agreement, shall be [2 X the trailing 12 months Revenue / 10 X the trailing 12 months EBITDA]

(c) Purchase Price in Lieu of Establishment of Current Agreed Value. In the event the Shareholders do not establish an Agreed Value for more than two (2) years prior to the Date of Death or Withdrawal or Date of Occurrence, then the Agreed Value shall be calculated by an independent Certified Public Accountant acceptable to a majority of the Shareholders. The accountant shall determine the fair market value of the Stock as of the Date of Death or Withdrawal or Date of Occurrence, as appropriate, by whatever means he deems appropriate. This fair market value shall then become the Agreed Value. The accountant may apply whatever discounts he believes appropriate, including discounts for lack of marketability. The fees and expenses of the accountant shall be paid by the Company.

9. Stock Certificates

(a) Legend. Each certificate of Stock owned by any Shareholder shall be marked on its face with the following legend:

"The shares of stock represented by this certificate are subject to all the terms of an Agreement between [Company Formal Name], and all of its Shareholders, a copy of which is on file at the office of the Company. Among other things, the Agreement limits the right of the owner to pledge or encumber the shares represented hereby and provides that in certain circumstances all or any part of the shares represented hereby may be purchased by the Company or the Shareholders at a purchase price computed according to the provisions of the Agreement."

(b) Future Shares Subject to Agreement and Legend. If any Shareholder shall acquire additional shares of Stock of the Company, such Shares shall be subject to all the terms of this Agreement and the certificates representing such Shares shall be endorsed with the legend described in Paragraph 9. (a) herein above.

10. S Corporation Election

The Shareholders and the Company acknowledge that the Company may elect S Corporation status under Sections 1361, et seq., of the Internal Revenue Code. The Shareholders agree to do nothing, including, without limitation, transferring the stock to an Individual Retirement Account, which would cause the election to terminate. In the event a Shareholder takes any action or attempts to take any action which might, in any way, threaten or terminate the S election, that Shareholder shall be treated as though his

stock had been levied upon pursuant to Paragraph 5 above as of the date of such action or attempted action.

11. Covenant Not to Compete

🔊 Employee non-compete agreements generally don't fly in [State] – check with your attorney

- (a) Period & Applicable Territory. For a period of five (5) years from the date any Shareholder sells all or any portion of its Stock to the Company or to the other Shareholders for any reason, such Shareholder agrees that he shall not, directly or indirectly, alone or as a member of a partnership, association or joint venture, or as an officer, director, shareholder, consultant, lender or employee of any entity, or in any other capacity, carry on or engage in any business that is similar to the business of the Company within the county in the State of [State] in which the Company's primary place of business is located.
- (b) Shareholders May Purchase Small Amounts of Competitive Stock. The foregoing provisions shall not prohibit any Shareholder from purchasing for investment any security or interest in any entity which is competitive with the business of the Company, so long as Shareholder's aggregate holdings in any such entity do not exceed two percent (2%) of the entity's total equity.
- (c) Covenant Authorized by Law. The covenant contained in this paragraph is intended as an agreement authorized by law, allowing the seller of a business to give a covenant not to compete to the purchaser of the goodwill.
- (d) Remedies upon Breach or Attempted Breach. If any Shareholder shall breach or attempt to breach the terms of this Paragraph 11, the non-breaching Shareholders shall be entitled to injunctive and other equitable relief, in addition to such other rights or remedies as they may have at law. No remedy shall be exclusive of any other remedy.

12. Term of Agreement

This Agreement shall terminate upon: (a) cessation of the Company's business; (b) acquisition of all the Stock by one of the Shareholders; or (c) agreement of all of the Shareholders.

13. General

- (a) Resolution of Shareholder Disputes. In the event the Shareholders become deadlocked and no one Shareholder or group of Shareholders can direct the Company, the Shareholders agree to submit the dispute to binding arbitration.
- (b) Amendment, Modification, Termination. This Agreement may be amended, modified or terminated at any time or from time to time, but only by written agreement executed by the Company and all of the Shareholders. No such amendment, modification or termination, however, shall affect the right of any person to receive, or the obligation of any person to pay, on the terms and conditions of this Agreement, the Purchase Price for Stock sold pursuant to this Agreement, if such purchase or sale is to occur hereunder immediately upon any event, and that event, has, in fact, occurred prior to such amendment, modification or termination.
- (c) Binding Upon Additional Shareholders. Any person who becomes an owner of Stock ("Future Shareholder") shall thereupon become a party to this Agreement. Every Future Shareholder shall sign this Agreement, and thereafter shall have all the rights and obligations of a Shareholder under this Agreement.
- (d) Notices. All notices under this Agreement shall be given by registered or certified mail, postage prepaid, and shall be effective when mailed to the respective parties at their addresses on the books of the Company.
- (e) Gender. Unless expressly provided otherwise, words used herein, regardless of the number and gender specifically used, shall be deemed and construed to include any other number, singular or plural,

and any other gender as the context requires.

- (f) Governing Law. This Agreement shall be governed by the laws of the State of [STATE].
- (g) Counterpart Documents. This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed to be an original and all of which together shall constitute one instrument.
- (h) Complete Agreement. This Agreement sets forth the entire agreement among the parties and supersedes all prior agreements, whether written or oral.
- (i) Binding on Heirs. This Agreement shall extend to and be binding upon the heirs, successors, assigns and legal representatives of the parties hereto.
- (j) Attorneys' Fees; Costs. In the event any action, including litigation or arbitration, is taken to interpret or enforce this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party its reasonable expenses and costs, including reasonable attorneys' fees and post-judgment or post-decision enforcement, collection and appeal expenses. The term "non-prevailing party" shall include a party filing a voluntary dismissal of an action.
- (k) Representation by Counsel. The parties acknowledge that the Shareholders have been advised to retain independent counsel to assist them in the interpretation of this Agreement and the protection of their respective rights. The parties acknowledge that they have read this Agreement and that they understand its meaning and legal consequences, as explained by their respective counsel.

Understood, Agreed & Approved

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be duly executed on the day and year first above written.

[Company Legal Name], [State] Corporation

[Owner/Founder], President

Shareholders

Additional Shareholders

Exhibit "A"

Agreed Value

🔊 You may agree on specific numbers or you might want to use a formula:

🔊 For example 'x times revenue,' 'x times profit' or 'x times EBITDA'

1. The Agreed Value for [Year 2] shall be [\$10,000,000.00 / 1 X Revenue / 10 X EBITDA]

2. The Agreed Value for [Year 3] shall be [\$10,000,000.00 / 1 X Revenue / 10 X EBITDA]

🔊 -- OR how about this --

2. The Agreed Value of [Company] at any given time, for the purposes of this Buy Sell Agreement, shall be [2 X the trailing 12 months Revenue / 10 X the trailing 12 months EBITDA]

Shareholders

Date

Date

Date

Date

Date

Date

Date