

Shared Expense Agreement

A written arrangement for splitting a cost among friends or family — who pays upfront, what each share is, and when everyone settles up.

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1. Participants

Lists everyone in the split with contact details, so each share has a name attached.

2. The expense

Describes what is being paid for and the total amount, referencing the underlying receipt or invoice.

3. Payer of record

Names the person paying the full cost upfront who is owed the shares.

4. Shares

States each person's exact share, whether equal or weighted, in figures.

5. Settlement deadline

Sets the date shares are due, or the recurring date for ongoing costs.

6. Payment method

Specifies where and how shares are paid, so every payment leaves a traceable record.

7. Late or missing shares

States what happens when someone does not pay — a reminder step, and what the group does about a persistent non-payer.

8. Joint ownership

For shared purchases, records who holds the item and how a departing member's share is valued and bought out.

Signatures — A

Signatures — B

Witness signature

Date: _____

Date: _____

Date: _____

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PREVIEW