



CRYPTOCURRENCY & COST BASIS DOCUMENTATION CHECKLIST

For estate planning, executor preparation, and tax records. Check each item as documents are collected; store copies in a secure, access-controlled location.

Asset owner: _____

Last updated: _____

1 | Identify every digital asset and where it is held

- ☐ List each cryptocurrency, stablecoin, NFT, token, and relevant DeFi position, including asset name, ticker, and blockchain network.
- ☐ List exchanges and custodial platforms; record account identifiers (not passwords), and whether accounts are individual, joint, trust, or business-owned.
- ☐ Record public wallet addresses, wallet type (hardware/software), and which platform or device controls the assets.
- ☐ Identify staking, lending, liquidity pools, bridged assets, and assets held on secondary chains or layer-2 networks.
- ☐ Record the location of separate, protected access and recovery instructions; identify the authorized contact or custodian.

2 | Preserve acquisition and cost-basis evidence

- ☐ Download transaction history (CSV and PDF where available) from every exchange and wallet service.
- ☐ Retain purchase confirmations, bank statements, invoices, trade confirmations, and records of fees paid.
- ☐ Record acquisition date/time, units acquired, acquisition method, and U.S. dollar value and basis for each tax lot.
- ☐ Document assets acquired by gift, inheritance, mining, staking, compensation, airdrop, or hard fork; identify supporting valuation records.
- ☐ Preserve evidence of wallet-to-wallet transfers and account-to-account movements so transfers are not mistaken for new purchases or sales.
- ☐ Retain the cost-basis tracking method and prior lot-allocation records used by the taxpayer or tax preparer.

3 | Keep a complete disposition and income trail

- ☐ Preserve dates, quantities, fees, proceeds, and U.S. dollar fair market values for sales, swaps, spending, and other disposals.
- ☐ Track income from staking, mining, airdrops, rewards, interest, and compensation; retain USD value when received.
- ☐ Flag NFT sales, DeFi transactions, bridge events, network fees, gifts, donations, thefts, or losses for separate tax review.
- ☐ Keep prior tax returns, Form 8949, Schedule D, income schedules, Forms 1099-DA/1099-MISC/1099-B as issued, and reconciliation workpapers.



ESTATE ADMINISTRATION & TAX HANDOFF

Additional documentation to preserve when the asset owner dies or a fiduciary begins administering digital assets.

4 | Establish date-of-death inventory and valuation

- ☐ Prepare a wallet- and account-level snapshot of assets and quantities held on the date of death.
- ☐ Save exchange statements, public-address balances, blockchain explorer records, and dated screenshots supporting ownership and quantities.
- ☐ Document date-of-death fair market value in USD for each asset; note price source, valuation time/time zone, and methodology.
- ☐ Preserve appraisals or specialist valuations for illiquid tokens, NFTs, restricted assets, and complex DeFi interests.
- ☐ Document any alternate valuation date or other special basis treatment only if reviewed and approved by the estate tax adviser.

5 | Record inheritance and later distributions

- ☐ Keep the death certificate, letters testamentary/administration or trustee authority, and relevant estate or trust instructions in the legal file.
- ☐ Record each transfer or liquidation: transaction hash, wallet addresses, platform, date/time, asset quantity, fees, USD value, and recipient.
- ☐ Retain the calculation and supporting documentation for each beneficiary's inherited basis and holding period, as advised by a tax professional.
- ☐ Maintain confirmations of beneficiary distributions and records of any estate-level sales or income after death.
- ☐ Reconcile beginning balances, transactions, and ending balances; explain missing records or unreconciled differences.

6 | Prepare the accountant / attorney handoff

- ☐ Provide a consolidated asset inventory, supporting statements, wallet addresses, transaction exports, and valuation records.
- ☐ Identify exchanges/platforms with missing files, closed accounts, uncertain ownership, or unknown original basis.
- ☐ Flag assets received as gifts, inherited before this estate, jointly owned, held by a trust, or held through a business.
- ☐ Record the names and contact information of the estate attorney, tax preparer, executor/trustee, and technical resource.
- ☐ Schedule periodic review of records and access arrangements, particularly after wallet or platform changes.

SECURITY REMINDER

Do not enter seed phrases, private keys, passwords, recovery codes, or full credentials in this worksheet, a will, or an ordinary email. Keep recovery instructions in a separate, appropriately secured arrangement coordinated with the estate-planning attorney.

IRS reference: irs.gov/filing/digital-assets | irs.gov/individuals/international-taxpayers/frequently-asked-questions-on-digital-asset-transactions | irs.gov/faqs/interest-dividends-other-types-of-income/gifts-inheritances/gifts-inheritances

This educational checklist is not a determination of ownership, access rights, fair market value, tax basis, or filing obligations. Counsel and a qualified tax professional should evaluate the facts of each estate.