

# Bugaboo Bookkeeping

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## Crypto Tax Prep Checklist

*Gather everything your accountant or crypto tax preparer will need*

Complete this checklist before your first meeting with your crypto tax preparer. The more complete your records, the faster (and cheaper) the reconciliation. Missing records are common — note what you can't find rather than skipping it.

**Tax Year:** \_\_\_\_\_ | **Cost Basis Method:** ■ FIFO ■ HIFO ■ Spec ID

### Exchange Records

- List every exchange you used this year (see lines below)
- Download complete transaction history from each exchange (CSV or API export)
- Confirm exports include: buys, sells, trades, deposits, withdrawals, fees
- Coinbase / Coinbase Pro — download transactions + tax forms (1099-B/DA if issued)
- Binance / Binance.US — download full trade history + deposit/withdrawal history
- Kraken — download full ledger export (not just trades)
- Gemini — download full transaction history
- Other exchanges used: \_\_\_\_\_
- Other exchanges used: \_\_\_\_\_

### Self-Custody Wallets

- List all software wallets used (MetaMask, Trust Wallet, Phantom, etc.)
- List all hardware wallets (Ledger, Trezor, Coldcard, etc.)
- Record all public wallet addresses (you will need these for reconciliation)
- Note any wallet-to-wallet transfers between your own wallets
- Note any transfers to/from exchanges (must match exchange records)
- Wallet addresses: \_\_\_\_\_
- Wallet addresses: \_\_\_\_\_

### DeFi & Protocol Activity

- List all DeFi protocols used (Uniswap, Aave, Compound, Curve, etc.)
- Document all liquidity pool entries and exits (LP token creation/redemption)

- Record all staking rewards received — date and fair market value at receipt
- Record all yield farming / lending rewards received
- Document any cross-chain bridge transactions
- Note any wrapped token conversions (e.g., ETH → WETH)

## NFTs, Airdrops & Other Income

- List all NFTs purchased — date, price paid in USD, platform (OpenSea, Blur, etc.)
- List all NFTs sold — date, sale price in USD, original cost
- List all airdrops received — date received, amount, fair market value at receipt
- Document any hard forks received (ETH Classic, Bitcoin Cash, etc.)
- Record any crypto received as payment for services (ordinary income)
- Note any crypto mining income — treated as ordinary income at FMV

## Bankrupt Exchanges & Lost Funds

- List any funds held on bankrupt or frozen exchanges:
  - ■ FTX / FTX.US — note amount frozen, any distributions received
  - ■ Celsius Network — note amount frozen, distribution details
  - ■ BlockFi — note amount frozen, distribution details
  - ■ Voyager Digital — note amount, any recovery distributions
  - ■ Other: \_\_\_\_\_
- Document any verified theft or hack (amount, date, circumstances, police report if filed)

## Final Review Before Submitting

- All exchange exports downloaded and labeled by exchange name + year
- All wallet addresses documented
- All DeFi/staking activity noted
- Any bankrupt exchange situation documented
- Prior year tax return available (needed to check carryover losses)
- Prior year 8949 or crypto tax report available (needed for continuity)

**Not sure where to start? Get a Crypto Tax Diagnostic — \$500 flat · We've processed 1M+ transactions across Koinly, CoinLedger, ZenLedger & more. [bugaboobookkeeping.com/crypto-tax](https://bugaboobookkeeping.com/crypto-tax)**