Crypto tax records checklist

HMRC expects you to keep your own records of every cryptoasset transaction: the token type, date, number of tokens, value in pounds, tokens left afterwards, and pooled cost before and after each disposal, backed by bank statements. Exchange reports don't track pooled costs. Tokens received from employment, mining, staking or lending are income and need separate records. Gains go on your Self Assessment return.

For every disposal (sell, swap, spend or gift)

- [ ] Type of token.
- [ ] Date of the disposal.
- [ ] Number of tokens disposed of.
- [ ] Number of tokens left afterwards.
- [ ] Value of the transaction in pounds sterling.
- [ ] Pooled cost before and after the disposal.

For tokens you receive as income

- [ ] Type of token and date received.
- [ ] Number received and total number held.
- [ ] Value in pounds sterling when received.
- [ ] Whether it came from employment, mining, staking, lending or another activity.
- [ ] Details of any later disposal of those tokens.

Supporting evidence

- [ ] Bank statements showing money in and out of exchanges.
- [ ] Exchange transaction histories, exported regularly in case an account closes.
- [ ] Wallet addresses, which HMRC suggests you may also want to keep.
- [ ] Transaction fees, which HMRC lists among allowable costs.

When you report

- [ ] Report gains in the cryptoasset section of your Self Assessment return, or through the real-time Capital Gains Tax service.
- [ ] Work out whether your gains for the year are over the £3,000 annual exempt amount.
- [ ] Use HMRC's Cryptoasset Disclosure Service for tax you owe from earlier years.

Countify is a trading name of SK and Company Accountants Ltd, registered in Scotland (SC589649). General guidance, not personal tax advice.
Guidance and the latest version: https://www.countify.co.uk/resources/checklists/crypto-tax-records-checklist