Client Crypto Documentation Template

Structured documentation for client crypto holdings -- pairs with the Readiness Assessment.

CONFIDENTIAL -- Do NOT record actual private keys or recovery phrases in this document.

Client Information

Client Name: ____

Account / Client ID: ____

Date Created: ____

Last Updated: ____

Primary Advisor: ____

Section 1: Exchange & Custodial Accounts

List all exchanges, brokerages, or custodial services where the client holds crypto.

Account 1

Platform Name: ____________________________________

Account Type: [ ] Individual [ ] Joint [ ] IRA [ ] Trust [ ] Other: ________

Primary Assets Held: ______________________________

Approximate Value: $ ______________________________

2FA Enabled? [ ] Yes - Authenticator App [ ] Yes - SMS [ ] No

Withdrawal Tested? [ ] Yes, on (date): ________ [ ] No

Beneficiary on File? [ ] Yes [ ] No [ ] N/A

Notes: ____

Account 2

Platform Name: ____________________________________

Account Type: [ ] Individual [ ] Joint [ ] IRA [ ] Trust [ ] Other: ________

Primary Assets Held: ______________________________

Approximate Value: $ ______________________________

2FA Enabled? [ ] Yes - Authenticator App [ ] Yes - SMS [ ] No

Withdrawal Tested? [ ] Yes, on (date): ________ [ ] No

Beneficiary on File? [ ] Yes [ ] No [ ] N/A

Notes: ____

Account 3

Platform Name: ____________________________________

Account Type: [ ] Individual [ ] Joint [ ] IRA [ ] Trust [ ] Other: ________

Primary Assets Held: ______________________________

Approximate Value: $ ______________________________

2FA Enabled? [ ] Yes - Authenticator App [ ] Yes - SMS [ ] No

Withdrawal Tested? [ ] Yes, on (date): ________ [ ] No

Beneficiary on File? [ ] Yes [ ] No [ ] N/A

Notes: ____

Section 2: Self-Custody Wallets

List hardware wallets, software wallets, or other non-custodial solutions.

Wallet 1

Wallet Type: [ ] Hardware (Ledger, Trezor, etc.) [ ] Mobile App [ ] Desktop [ ] Other: ________
Wallet Name / Model: ______________________________
Primary Assets Held: ______________________________
Approximate Value: $ ______________________________
Recovery Phrase Exists? [ ] Yes [ ] No [ ] Unknown
Recovery Phrase Location: [ ] Documented securely [ ] Client knows location [ ] Unknown
Client Tested Recovery? [ ] Yes [ ] No
Notes: ____

Wallet 2

Wallet Type: [ ] Hardware (Ledger, Trezor, etc.) [ ] Mobile App [ ] Desktop [ ] Other: ________
Wallet Name / Model: ______________________________
Primary Assets Held: ______________________________
Approximate Value: $ ______________________________
Recovery Phrase Exists? [ ] Yes [ ] No [ ] Unknown
Recovery Phrase Location: [ ] Documented securely [ ] Client knows location [ ] Unknown
Client Tested Recovery? [ ] Yes [ ] No
Notes: ____

Section 3: Total Crypto Summary

Metric	Value
Total Estimated Crypto Value	$ _____________
% of Total Portfolio	_____ %
Within Recommended Range (1-5%)?	[ ] Yes [ ] No
Primary Custody Method	[ ] Custodial [ ] Self-custody [ ] Mixed

Section 4: Security Posture

Item	Status
All accounts have MFA (authenticator app preferred)	[ ] Yes [ ] No [ ] Partial
Client uses unique passwords per account	[ ] Yes [ ] No [ ] Unknown
Client uses a password manager	[ ] Yes [ ] No
Email account secured with MFA	[ ] Yes [ ] No
SIM swap protection enabled (carrier PIN)	[ ] Yes [ ] No [ ] Unknown
Client aware of phishing risks	[ ] Yes [ ] Needs education
Last security review date	Date: _____________

Security Gaps Identified:

1. ____
2. ____
3. ____

Section 5: Recovery Phrase & Access Documentation

CRITICAL: Do NOT record actual recovery phrases or private keys in this document or any digital system.

Recovery phrase(s) exist for all self-custody wallets: [ ] Yes [ ] No [ ] N/A

Stored in secure physical location: [ ] Yes [ ] No

Location known to client: [ ] Yes [ ] No

Documented for estate purposes: [ ] Yes [ ] No

Client has tested wallet recovery: [ ] Yes [ ] No

Storage Method (check all that apply):

[ ] Written on paper, stored in safe / lockbox

[ ] Metal backup (fireproof / waterproof)

[ ] Bank safe deposit box

[ ] With attorney (sealed envelope)

[ ] Split across multiple locations

[ ] Stored digitally (phone notes, email, cloud) -- HIGH RISK

[ ] Other: ______________________

Section 6: Estate Planning & Beneficiary Access

Estate plan exists: [ ] Yes [ ] No

Estate plan addresses crypto assets: [ ] Yes [ ] No

Executor / beneficiary knows crypto exists: [ ] Yes [ ] No

Executor / beneficiary knows where to find access info: [ ] Yes [ ] No

Instructions for beneficiaries documented: [ ] Yes [ ] No

Attorney aware of crypto holdings: [ ] Yes [ ] No [ ] N/A

Designated Contacts for Crypto Access:

Role	Name	Relationship	Has Access Instructions?
Executor			[ ] Yes [ ] No
Beneficiary 1			[ ] Yes [ ] No
Beneficiary 2			[ ] Yes [ ] No
Attorney			[ ] Yes [ ] No

Section 7: Transaction History & Tax

Item	Status
Client maintains transaction records	[ ] Yes [ ] Partial [ ] No
Client uses crypto tax software	[ ] Yes - Name: ________ [ ] No
CPA / tax preparer aware of crypto holdings	[ ] Yes [ ] No
Cost basis documented	[ ] Yes [ ] Partial [ ] No

Section 8: Advisor Notes

Initial Assessment Notes:

____

____

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Recommended Actions:

Priority	Action Item	Target Date	Done?
1			[ ]
2			[ ]
3			[ ]
4			[ ]
5			[ ]

Follow-up Schedule:

Review Type	Frequency	Next Date
Security Review	Annual	
Allocation Check	Quarterly	
Estate Plan Review	Annual	
Full Documentation Update	Annual	

Change Log:

Date	Change Description	Updated By