

WISP checklist for tax and accounting offices

A five-minute self-check from Brazos Data Solutions, free for any tax or accounting office.

The plan itself

- ☐ We have a written security plan, not just a template we downloaded
- ☐ One named person is responsible for it
- ☐ We've reviewed or updated it in the last 12 months

Access and logins

- ☐ Every employee has their own login, with no shared passwords
- ☐ Two-step login (MFA) is on for email, tax software, and remote access
- ☐ Former employees' access was shut off the day they left

Devices and data

- ☐ Every computer gets security updates automatically
- ☐ Antivirus is active on every machine
- ☐ Laptops and drives with client data are encrypted
- ☐ Client files are backed up, and we've tested restoring them

People and vendors

- ☐ Staff have had security or phishing training this year
- ☐ We know which outside vendors can access client data

If something goes wrong

- ☐ We have written steps for responding to a breach
- ☐ We know when we have to report a breach, and to whom

Based on the FTC Safeguards Rule and IRS Publications 4557 and 5708. This is a quick self-check, not legal advice.