



## Basic Security Plan Considerations for Tax Professionals

- Know your customer information (names, addresses, email addresses, bank accounts/routing numbers)
- Have employee protocols
  - New hires (training, accesses, need to know)
  - Departing employees (physical and system accesses, keys/passwords/files/thumb drives)
- Protect passwords (length, upper case/lower case, numbers, special characters, phrases)
- Encrypt files and email; use anti-virus software and establish firewall protections
- Dispose properly (files, computers, printers, thumb drives)
- Know what your insurance covers and know who to contact in event of breach

*This document is not intended to be all inclusive, but as a starting point for security plan development. Security plans should be appropriate for the type and size of your business.*



## Security Plan Resources Available to Tax Professionals

- ➔ IRS Publication 5708, Creating a Written Information Security Plan for your Tax & Accounting Practice  
[www.IRS.gov](http://www.IRS.gov)
- ➔ IRS Publication 4557, Safeguarding Taxpayer Data  
[www.IRS.gov](http://www.IRS.gov)
- ➔ NIST Report 7621, Small Business Information Security  
[www.NIST.gov](http://www.NIST.gov)
- ➔ Federal Trade Commission Safeguards Rule  
[www.FTC.gov](http://www.FTC.gov)