

AI Procedures + Written Information Security Plan

for tax, CPA and bookkeeping practices

Your security plan was written before your staff started using AI. We bring it current — or write it from scratch — sized to your firm, priced by firm size, finished before tax season.

Why now

- **AI is now a Circular 230 question.** In June 2026 the IRS Office of Professional Responsibility said practitioners who use AI should keep client data in approved tools and have written procedures, with records, showing they follow them. Most WISPs predate that guidance and say nothing about AI.
- **The WISP requirement has not gone away.** IRS Publication 4557 and the FTC Safeguards Rule require paid preparers to maintain a written information security plan.
- **A downloaded template is not a tested plan.** Free templates and \$29 fillables exist. What they do not do is check your actual controls, cover the AI tools your staff use today, or train your people.

Choose by where you are

Offer	Best for	What you receive	Price
AI Procedures + WISP Refresh	You have a WISP (template or custom) and want it current	Review of your existing plan · written AI-use procedures and approved-tool list · recordkeeping template · updates to the WISP sections the AI procedures touch · 30-minute staff walkthrough	\$995
Complete Plan — solo practice	One preparer, no plan or an unread template	Full WISP on the IRS Pub. 5708 framework written to your environment · AI procedures · control check (MFA, encryption, backups, email security) with fixes ordered by risk · attestation form · annual-review checklist	\$1,500
Complete Plan — 2 to 5 staff	Small office, shared systems	Everything in the solo plan, plus vendor oversight list, incident-response and breach-notification procedure, offboarding checklist, and a one-hour recorded staff training with desk guide	\$3,500
Complete Plan — 6 to 15 staff	Multi-preparer or multi-office firm	Everything above, scoped per office and role; staff training delivered live; tool memo (keep / restrict / replace) on the AI and cloud tools in use; 30-minute pre-season follow-up	\$7,500
Annual review + AI update	Any firm that wants next year to be an afternoon, not a project	Each autumn: control re-check, AI-tool and vendor refresh, policy updates, re-attestation	\$750 / year

Fixed prices. 50% on signature, 50% on delivery, by invoice. Refresh delivered in about one week; complete plans in three weeks. Remediation work you choose to outsource is quoted separately at \$225 per hour.

How it runs

Week 1: a 60-minute discovery interview with the owner and whoever runs IT, plus your systems, vendors and existing policies.
Week 2: control check, draft plan and AI procedures, two 20-minute check-ins. Week 3: training, your edits, final documents and the annual-review checklist.

Who does the work

Every hour is delivered by Brent Pearson, principal of Napa Logic, which has built payroll, capital-management and consumer-finance platforms for financial-technology clients since 2014. Separately, he is the founder and Chief Compliance Officer of an Oregon-registered investment adviser, so he maintains the same kind of written security and AI procedures for his own firm.

Next step

A 20-minute call to confirm firm size and start date; a statement of work the same day. Firms that start by November 20 are complete before tax season.

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Book a call: <https://meetings-na2.hubspot.com/brent-pearson>