

Security worksheet and questionnaire

TAXFINAI - 10 October 2026. Orientation sheet: Tax Workflow organizes tax work; Close Review organizes accounting review. Access, AI processing, providers and commitments must be confirmed with current evidence. This worksheet is not a certification; no contractual answer is prefilled.

#	Question	Expected evidence	Answer to confirm
1	How are accounts invited and accessed?	Invitation and access procedure	
2	Which MFA and recovery controls apply?	MFA configuration and recovery procedure	
3	How are visibility and permissions assigned?	Current role and permission matrix	
4	How are sensitive actions and offboarding handled?	Approval and offboarding procedure	
5	Which actions appear in the audit trail?	Sample audit export	
6	How are data exported and removed on exit?	Export and deletion procedure	
7	How are imports and backups verified?	Backup and restore-check record	
8	Where is hosting and who are the subprocessors?	Current hosting and subprocessor list	
9	How are encryption and secrets managed?	Key and secret-management procedure	
10	How are integrations authorized and revoked?	OAuth permissions and revocation procedure	
11	What AI processing, retention and training commitments apply?	Applicable written AI provider commitment	
12	What written commitments and external evidence are available?	Applicable contract and current assurance material	

Provider: _____ Version: _____ Review date: _____

Access guidance: <https://www.cisa.gov/audiences/small-and-medium-businesses/secure-your-business/require-multifactor-authentication>