AI Use Policy

[Firm Name]

EFFECTIVE DATE	POLICY OWNER	APPLIES TO	VERSION
[Date]	[Name or role]	All partners and staff	1.0

1. Purpose

[Firm Name] wants partners and staff to use AI tools to do better work for clients. This policy explains which AI tools are approved, what information must stay out of them, and who to ask when something is unclear. It applies to every partner, employee, contractor, intern and seasonal worker.

2. Approved AI tools

Use only the AI tools on this list for firm work, and sign in with your firm account.

- [Approved tool 1, for example Claude]
- [Approved tool 2, for example Microsoft Copilot]
- [Approved tool 3]

Any AI tool not on this list is not approved. This includes AI websites, browser add-ons, phone apps, meeting note-takers and AI features inside tax or accounting software.

3. Information that must never go into an AI tool

Never type, paste or upload any of the following into an AI tool that is not on the approved list. For approved tools, follow the limits in section 8.

- Client names, Social Security numbers, EINs and anything that could identify a client
- Tax returns, W-2s, 1099s, bank statements and other source documents
- Passwords, sign-in codes and security details
- Employee records and personal details
- Financial records of the firm
- Anything covered by a confidentiality agreement or engagement letter

4. What you must do when you use AI

- Check everything AI produces before you use it or send it. AI can be wrong and still sound certain.
- You are responsible for the work you send, whether or not AI helped write it.
- Say that AI was used when a client, an engagement letter or the law requires it.
- Do not let AI make final decisions about people, such as hiring, pay or discipline.

5. How to request a new AI tool

Send the name of the tool and what you want to use it for to [Name or role]. Do not use the tool for firm work until it is added to the approved list.

6. Monitoring

[Firm Name] monitors the use of AI tools on firm computers and accounts. Monitoring shows which AI tools are used, by whom and for how long. It is used to keep this policy working and to protect client and firm information.

7. If this policy is not followed

Tell [Name or role] right away if you think client information or other restricted information was entered into an AI tool. Reporting a mistake quickly matters more than the mistake. Ignoring this policy on purpose may lead to disciplinary action.

ACCOUNTING FIRM RULES

8. Client tax and financial information

- Client information may go only into an approved AI tool used under a firm account, with a written agreement that the vendor protects the information and does not use it to train its AI.
- Tax return information goes into an AI tool only when the client's written consent covers it, or [Name or role] has confirmed that consent is not required. If a client declines, do that client's work without AI.
- Use the minimum the task needs, with identifiers removed where possible. Never enter client information into a free or personal AI account.

9. Accuracy, review and professional responsibility

- AI does not decide a tax position or sign off on work. A CPA or other licensed preparer reviews and is responsible for every return, financial statement, workpaper and piece of advice AI helps prepare.
- Check every number, calculation and tax citation against the source documents and current law. AI can invent a rule or a citation.
- Tell clients how the firm uses AI when an engagement letter, a client or the law requires it.

10. Security plan, records and incidents

- The firm's written information security plan lists every approved AI tool. [Name], who runs that plan, reviews the list and this policy at least once a year.
- Keep AI-assisted workpapers and client communications the same way the firm keeps its other records.
- Report client information entered into an unapproved AI tool to [Name] right away. Clients and regulators may need to be notified.

I have read and understand this AI Use Policy.

Name _____ Signature _____ Date _____

This template was written with Internal Revenue Code section 7216, IRS Circular 230, the FTC Safeguards Rule and the AICPA Confidential Client Information Rule in mind. It is a starting point, not legal or tax advice. Have a tax attorney review it before you adopt it.