CORY WASHINGTON & CO.

SMARTER RISK. STRONGER BUSINESS.

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BOOKKEEPING & TAX PREP FIRM — COVERAGE CHECKLIST

Pull out your current policy and check the box next to any coverage you can confirm is already in place — anything unchecked is worth a quick conversation with your advisor. Coverage checklist for bookkeepers and tax-preparation offices. Priorities reflect typical exposure; confirm against payroll services and seasonal staff.

CORE **PREVALENT** **SITUATIONAL** *— Core: almost always needed · Prevalent: commonly carried by businesses in this class · Situational: depends on specific exposure*

	COVERAGE	WHY THIS BUSINESS NEEDS IT	PRIORITY
☐	**Tax Preparer / Bookkeeper E&O**	Covers client penalties and interest from preparation errors.	CORE
☐	**Cyber Liability**	Covers breaches of client data, notification costs, and regulatory response.	CORE
☐	**Crime / Fidelity**	Covers theft of client payroll or tax deposits by employees.	CORE
☐	**Business Owners Policy / GL**	Covers office premises and property.	PREVALENT

COMMON COVERAGE GAP FOR THIS CLASS

The most commonly missed gap for this class is crime coverage for client funds. Firms that process payroll or make tax deposits can lose client money to employee theft or fraud, which E&O policies exclude. Seasonal preparers also handle sensitive data under IRS and FTC rules. Firms should carry crime coverage, keep deposits in client accounts rather than pooling them, and maintain a written security plan.

IMPORTANT — PLEASE READ