

# **VAIL**

## **Virtual Assets Instruction Letter**

Law Offices

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You can use this form to create a "Virtual Asset Instruction Letter" or "VAIL." A VAIL lists all of your online accounts and assets, with web addresses, user names, and passwords to give your designated representative the ability to identify and access these accounts.

Place this VAIL in a safe location, such as a safe deposit box, that can only be accessed by your legal representative. In addition to this written list, consider saving your VAIL to a flash memory drive. For security purposes, we do NOT recommend saving this document on your computer's hard drive.

Feel free to print and make copies of any pages should you need to provide additional information.

## Your Virtual Assets

This form divides your virtual / digital assets into five categories:

1. Email
2. Banking & Financial: include online shopping accounts, automatic bill payments, credit card, checking, PayPal, eBay, saving and investment accounts.
3. Social Media: include Facebook, Twitter, Linked-In, Pinterest, etc.
4. Online Memorabilia: Shutterfly, YouTube, blogs
5. Other: any other virtual assets such as websites, legal or other documents stored online, online subscriptions, music, books, etc.

## Designated Agent

With each account, we give you space to identify the person you would like to handle the account – your Designated Agent. While the executor of your estate is someone you trust, that person may not possess the knowledge or technical savvy to handle your virtual / digital assets. You may want to designate a younger family member to administer some or all of your digital assets.

## Instructions

You also may specify that the responsible person do something in particular with your account, such as post a prepared message upon your passing, delete the account immediately or wait a certain period of time, so that photos can be printed or saved and distributed to family members. Outline your directions in the "Instructions" section for each account.

## Personal Information

*I am creating this Virtual Asset Instruction Letter (VAIL) designating certain Virtual Assets (as hereinafter defined) that I may own at the time of my death be given to the persons named herein, and I direct my Executor to distribute such property at the time of my death in accordance with the terms and provisions of this letter. For purposes of this letter, a "Virtual Asset" shall mean any intangible personal property which is stored and/or accessed by any electronic means whatsoever, whether on a personal computer, computer network, portable electronic storage device or media, or through and/or over the internet.*

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Your Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

# Email Accounts

1. **Account Name** (example: My Gmail Account): \_\_\_\_\_

Designated Agent: \_\_\_\_\_

Web Access Link (URL): \_\_\_\_\_

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Instructions:

Delete without Reading

Read & Respond to any messages

Notify My Contact List

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. **Account Name** (example: My Gmail Account): \_\_\_\_\_

Designated Agent: \_\_\_\_\_

Web Access Link (URL): \_\_\_\_\_

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Instructions:

Delete without Reading

Read & Respond to any messages

Notify My Contact List

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Banking & Financial

Online shopping accounts, automatic bill payments, credit card accounts, PayPal, eBay, checking, saving and investment accounts.

1. **Account Name** (example: My PayPal Account): \_\_\_\_\_

Account Number: \_\_\_\_\_

Designated Agent: \_\_\_\_\_

Web Access Link (URL): \_\_\_\_\_

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Instructions:

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2. **Account Name:** \_\_\_\_\_

Account Number: \_\_\_\_\_

Designated Agent: \_\_\_\_\_

Web Access Link (URL): \_\_\_\_\_

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Instructions:

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**3. Account Name:** \_\_\_\_\_

Account Number: \_\_\_\_\_

Designated Agent: \_\_\_\_\_

Web Access Link (URL): \_\_\_\_\_

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Instructions:

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**4. Account Name:** \_\_\_\_\_

Account Number: \_\_\_\_\_

Designated Agent: \_\_\_\_\_

Web Access Link (URL): \_\_\_\_\_

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Instructions:

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5. **Account Name:** \_\_\_\_\_

Account Number: \_\_\_\_\_

Designated Agent: \_\_\_\_\_

Web Access Link (URL): \_\_\_\_\_

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Instructions:

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6. **Account Name:** \_\_\_\_\_

Account Number: \_\_\_\_\_

Designated Agent: \_\_\_\_\_

Web Access Link (URL): \_\_\_\_\_

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Instructions:

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# Social Media Accounts

Facebook, Twitter, Linked-In, Pinterest, etc.

1. **Account Name** (example: My Facebook Account): \_\_\_\_\_

Designated Agent: \_\_\_\_\_

Web Access Link (URL): \_\_\_\_\_

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Instructions:

- Delete / Close Account Without Reading
- Read & Respond to Any Messages
- Notify Account Provider (e.g., Facebook) and Follow Instructions
- Post a Notice in My Account
- Post This Message in My Account (below) then Notify Account Provider (provide an attachment if you need more space)

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Other Instructions:

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2. **Account Name:** \_\_\_\_\_

Designated Agent: \_\_\_\_\_

Web Access Link (URL): \_\_\_\_\_

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

**Instructions:**

- Delete / Close Account Without Reading
- Read & Respond to Any Messages
- Notify Account Provider (e.g., Facebook) and Follow Instructions
- Post a Notice in My Account
- Post This Message in My Account (below) then Notify Account Provider (provide an attachment if you need more space)

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Other Instructions:

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3. Account Name: \_\_\_\_\_

Designated Agent: \_\_\_\_\_

Web Access Link (URL): \_\_\_\_\_

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Instructions:

- Delete / Close Account Without Reading
- Read & Respond to Any Messages
- Notify Account Provider (e.g., Facebook) and Follow Instructions
- Post a Notice in My Account
- Post This Message in My Account (below) then Notify Account Provider (provide an attachment if you need more space)

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Other Instructions:

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4. Account Name: \_\_\_\_\_

Designated Agent: \_\_\_\_\_

Web Access Link (URL): \_\_\_\_\_

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Instructions:

- Delete / Close Account Without Reading
- Read & Respond to Any Messages
- Notify Account Provider (e.g., Facebook) and Follow Instructions
- Post a Notice in My Account
- Post This Message in My Account (below) then Notify Account Provider (provide an attachment if you need more space)

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Other Instructions:

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5. Account Name: \_\_\_\_\_

Designated Agent: \_\_\_\_\_

Web Access Link (URL): \_\_\_\_\_

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Instructions:

- Delete / Close Account Without Reading
- Read & Respond to Any Messages
- Notify Account Provider (e.g., Facebook) and Follow Instructions
- Post a Notice in My Account
- Post This Message in My Account (below) then Notify Account Provider (provide an attachment if you need more space)

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Other Instructions:

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6. Account Name: \_\_\_\_\_

Designated Agent: \_\_\_\_\_

Web Access Link (URL): \_\_\_\_\_

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Instructions:

- Delete / Close Account Without Reading
- Read & Respond to Any Messages
- Notify Account Provider (e.g., Facebook) and Follow Instructions
- Post a Notice in My Account
- Post This Message in My Account (below) then Notify Account Provider (provide an attachment if you need more space)

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Other Instructions:

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# Memorabilia Accounts

YouTube, Shutterfly, blogs, etc.

1. **Account Name** (example: My YouTube Account): \_\_\_\_\_

Designated Agent: \_\_\_\_\_

Web Access Link (URL): \_\_\_\_\_

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Instructions:

Notify Account Provider (e.g., YouTube) and Follow Instructions

Other Instructions:

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2. **Account Name:** \_\_\_\_\_

Designated Agent: \_\_\_\_\_

Web Access Link (URL): \_\_\_\_\_

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Instructions:

Notify Account Provider (e.g., YouTube) and Follow Instructions

Other Instructions:

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3. **Account Name:** \_\_\_\_\_

Designated Agent: \_\_\_\_\_

Web Access Link (URL): \_\_\_\_\_

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Instructions:

Notify Account Provider (e.g., YouTube) and Follow Instructions

Other Instructions:

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4. **Account Name:** \_\_\_\_\_

Designated Agent: \_\_\_\_\_

Web Access Link (URL): \_\_\_\_\_

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Instructions:

Notify Account Provider (e.g., YouTube) and Follow Instructions

Other Instructions:

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## Other Accounts

Any other virtual assets such as websites, legal or other documents stored online, online subscriptions, music, books, etc.

1. **Account Name** (example: My Website): \_\_\_\_\_

Designated Agent: \_\_\_\_\_

Web Access Link (URL): \_\_\_\_\_

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Instructions:

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2. **Account Name** (example: My Website): \_\_\_\_\_

Designated Agent: \_\_\_\_\_

Web Access Link (URL): \_\_\_\_\_

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Instructions:

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3. **Account Name** (example: My Website): \_\_\_\_\_

Designated Agent: \_\_\_\_\_

Web Access Link (URL): \_\_\_\_\_

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Instructions:

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4. **Account Name** (example: My Website): \_\_\_\_\_

Designated Agent: \_\_\_\_\_

Web Access Link (URL): \_\_\_\_\_

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Instructions:

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