

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: 4/26/2022

Signature: 

Print Your Name: John Doe

Birth Date: 01/01/1900

Street Address: 117 Union St

City / State / Zip: Santa Cruz / CA / 95060

Email Accounts

1. **Account Name** (example: My Gmail Account): My Yahoo Account

Designated Agent: Jane Doe

Web Access Link (URL): Yahoo.com

User Name: myemailaddress@yahoo.com

Password: mypassword

Instructions:

☐ Delete without Reading

☐ Read & Respond to any messages

☒ Notify My Contact List

☒ Other: Please delete the account after notifying my contact list using the drafted email Subject: "Farewell"

2. **Account Name** (example: My Gmail Account): Microsoft Outlook

Designated Agent: Jane Doe

Web Access Link (URL): https://outlook.live.com/mail/0/

User Name: myusername

Password: mypassword

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): PayPal Account

Account Number: 92346392

Designated Agent: Jane Doe

Web Access Link (URL): https://www.paypal.com

User Name: myusername

Password: mypassword

Instructions:

Please withdraw all existing Paypal funds into the linked bank account #141987439
beneficiaries to the funds in this account have been named and detailed within my Will

2. **Account Name:** _____

Account Number: _____

Designated Agent: _____

Web Access Link (URL): _____

User Name: _____

Password: _____

Instructions:

3. Account Name: _____

Account Number: _____

Designated Agent: _____

Web Access Link (URL): _____

User Name: _____

Password: _____

Instructions:

4. Account Name: _____

Account Number: _____

Designated Agent: _____

Web Access Link (URL): _____

User Name: _____

Password: _____

Instructions:

5. **Account Name:** _____

Account Number: _____

Designated Agent: _____

Web Access Link (URL): _____

User Name: _____

Password: _____

Instructions:

6. **Account Name:** _____

Account Number: _____

Designated Agent: _____

Web Access Link (URL): _____

User Name: _____

Password: _____

Instructions:

Social Media Accounts

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

1. **Account Name** (example: My Facebook Account): facebook

Designated Agent: jane doe

Web Access Link (URL): www.facebook.com

User Name: myusername

Password: mypassword

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)

☒ Other Instructions:

You have my permission to request facebook to "memorialize" this account.

I want the family to come up with an agreed upon short memo of my legacy and you may include
a picture of your choosing to permanently replace the existing one if you wish. Please have Jane
handle the account

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)

☐ Other Instructions:

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)

☐ Other Instructions:

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)

☐ Other Instructions:

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)

☐ Other Instructions:

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)

☐ Other Instructions:

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:

2. **Account Name:** _____

Designated Agent: _____

Web Access Link (URL): _____

User Name: _____

Password: _____

Instructions:

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

☐ Other Instructions:

3. Account Name: _____

Designated Agent: _____

Web Access Link (URL): _____

User Name: _____

Password: _____

Instructions:

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

☐ Other Instructions:

4. Account Name: _____

Designated Agent: _____

Web Access Link (URL): _____

User Name: _____

Password: _____

Instructions:

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

☐ Other Instructions:

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:

2. **Account Name** (example: My Website): _____

Designated Agent: _____

Web Access Link (URL): _____

User Name: _____

Password: _____

Instructions:

3. **Account Name** (example: My Website): _____

Designated Agent: _____

Web Access Link (URL): _____

User Name: _____

Password: _____

Instructions:

4. **Account Name** (example: My Website): _____

Designated Agent: _____

Web Access Link (URL): _____

User Name: _____

Password: _____

Instructions:
