VAIL

Virtual Assets Instruction Letter

Law Offices

KYLE E. KRULL, P.A.

Life & Estate Planning 5209 W. 164th Street Overland Park, KS 66085 (913) 851-4880 www.kylekrull.com 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	2	
Signature:		
	John Doe	
Birth Date: 01/0	1/1900	
Street Address:	117 Union St	
City / State / Zip: _	Santa Cruz / CA / 95060	

Email Accounts

ount Name (example: My Gn	nail Account):	ATIOO ACCO			
Designated	Jane D Agent:)oe				
		0 1				
Password: _	mypassword					
Instructions						
☐ Delet	e without Read	ing				
\square Read	& Respond to a	ny messages				
Notif	y My Contact Lis	st				
Othe	: Please delete th	ne account after no	otifying my contact I	ist using the dra	afted email Su	ubject: "Far
ount Name (mail Account):		ok		
ount Name (example: My Gn Agent: Jane [mail Account): Doe	Microsoft Outloo	ok		
Designated Web Access	example: My Gn Agent:Jane [Link (URL):	mail Account): Doe https://outlook.live	Microsoft Outloo	ok		
Designated Web Access User Name:	example: My Gn Agent:Jane [Link (URL):	mail Account): Doe https://outlook.live	Microsoft Outloo	ok		
Designated Web Access User Name:	example: My Gn Agent:Jane [Link (URL): myusername mypassword	mail Account): Doe https://outlook.live	Microsoft Outloo	ok		
Designated Web Access User Name: Password:	example: My Gn Agent:Jane [Link (URL): myusername mypassword	mail Account): Doe https://outlook.live	Microsoft Outloo	ok		
Designated Web Access User Name: Password: _ Instructions Delet	example: My Gn Agent:Jane [Link (URL): myusername mypassword	mail Account): Doe https://outlook.live	Microsoft Outloo	ok		
Designated Web Access User Name: Password: _ Instructions Delet	example: My Gn Agent:Jane [Link (URL): myusername mypassword e without Read	mail Account): Doe https://outlook.live	Microsoft Outloo	ok		
Designated Web Access User Name: Password: _ Instructions Delet Read Notif	example: My Gn Agent:Jane [Link (URL): myusername mypassword e without Read & Respond to a y My Contact Lis	nail Account): Doe https://outlook.live. ing iny messages	Microsoft Outloo	ok		

Banking & Financial

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

Designated Agent:	unt l	Name (example: My PayPal Account): PayPal Account
Neb Access Link (URL):	Acco	ount Number:92346392
Isser Name:mypassword)esi	gnated Agent:
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 Int Name: Designated Agent: Web Access Link (URL): Josef Name:	Veb	https://www.paypal.com
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 ant Name: cocount Number: Designated Agent: Web Access Link (URL): Jassword:	lser	Name:myusername
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 ant Name: Designated Agent: Web Access Link (URL): Designated Sink (URL):	'ass	word:
beneficiaries to the funds in this account have been named and detailed within my Will Int Name: Coccount Number: Consignated Agent: Consignated Age	nstr	ructions:
Account Number:	_	Please withdraw all existing Paypal funds into the linked bank account #141987439
Account Number: Designated Agent: Web Access Link (URL): User Name: Password:	_	beneficiaries to the funds in this account have been named and detailed within my Will
Veb Access Link (URL): User Name: Password:		
Jser Name:	Desi	gnated Agent:
Password:	V eb	Access Link (URL):
	Jser	· Name:
nstructions:	² ass	
		word:
	nstr	
	nstr -	

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
jane doe Designated Agent:
Web Access Link (URL):www.facebook.com
User Name:
Password:mypassword
Instructions:
☐ Delete / Close Account Without Reading
☐ Read & Respond to Any Messages
igsipNotify Account Provider (e.g., Facebook) and Follow Instructions
☐ Post a Notice in My Account
$\hfill\Box$ Post This Message in My Account (below) then Notify Account Provider (provide an attachment if you need more space)
ther 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
\square Notify Account Provider (e.g., Facebook) and Follow Instructions
☐ Post a Notice in My Account
$\hfill\Box$ 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	
$\hfill\Box$ 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	
\square Notify Account Provider (e.g., Facebook) and Follow Instructions	
☐ Post a Notice in My Account	
$\hfill\Box$ Post This Message in My Account (below) then Notify Account Provider (provide an tachment if you need more space)	at-
☐ 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	
$\hfill\Box$ 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:	
\square Delete / Close Account Without Reading	
☐ Read & Respond to Any Messages	
\square Notify Account Provider (e.g., Facebook) and Follow Instructions	
☐ Post a Notice in My Account	
\square Post This Message in My Account (below) then Notify Account Provider (provide an tachment if you need more space)	at-
	
☐ Other Instructions:	

Memorabilia Accounts

YouTube, Shutterfly, blogs, etc.

ount Name (example: My YouTube Account):	_
Designated Agent:	
Web Access Link (URL):	
User Name:	
Password:	
Instructions:	
$\hfill \square$ Notify Account Provider (e.g., YouTube) and Follow Instructions	
☐ Other Instructions:	
count Name:	
count Name:	
Designated Agent:	
Designated Agent: Web Access Link (URL):	
Designated Agent:	
Designated Agent: Web Access Link (URL): User Name: Password:	
Designated Agent: Web Access Link (URL): User Name: Password: Instructions:	
Designated Agent:	
Designated Agent:	
Designated Agent:	

3. Account Name:	
Designated Agent:	-
Web Access Link (URL):	-
User Name:	
Password:	
Instructions:	
$\hfill \square$ Notify Account Provider (e.g., YouTube) and Follow Instructions	
☐ Other Instructions:	
4. Account Name:	
Designated Agent:	-
Web Access Link (URL):	-
User Name:	
Password:	
Instructions:	
$\hfill \square$ 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.

ount Nam	e (example: My	vvebsite)			
Designa ⁻	ed Agent:		 	 	
Web Acc	ess Link (URL): _		 	 	
User Nai	ne:		 	 	
Passwor	d:				
Instructi	ons:				
ount Nan	ne (example: My	Website):			
ount Nan		Website):			
Dunt Nan Designa	ne (example: My	Website):			
Designa Web Acc	ne (example: My executed and seed Agent:	Website):			
Designa Web Acc	ne (example: My red Agent: ress Link (URL): _	Website):			
Designa Web Acc	ne (example: My end Agent:	Website):			
Designa Web Acc User Nai	ne (example: My end Agent:	Website):			
Designa Web Acc User Nai	ne (example: My end Agent:	Website):			
Designa Web Acc User Nai	ne (example: My end Agent:	Website):			

	ple: My Website)	-		
Designated Ager	nt:			
Web Access Link	(URL):			
User Name:			 	
Password:			 	
Instructions:				
	ple: My Website)	:		
ount Name (exam	ple: My Website) nt:	:		
ount Name (exam Designated Ager	ple: My Website) nt: (URL):	:		
ount Name (exam Designated Ager Web Access Link	ple: My Website) nt: (URL):	:		
Designated Ager Web Access Link User Name:	ple: My Website) nt: (URL):	:		
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