

## DIGITAL ESTATE INFORMATION FOR

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### LOCATIONS OF HARD COPY FILES AND MEDIA BACKUP

Safe and key/combination: \_\_\_\_\_

Birth certificates: \_\_\_\_\_

Social Security cards: \_\_\_\_\_

Vaccination records: \_\_\_\_\_

Marriage license: \_\_\_\_\_

Divorce documents: \_\_\_\_\_

Child Support documents: \_\_\_\_\_

Car titles: \_\_\_\_\_

Stock/Bond Certificates: \_\_\_\_\_

Deeds/Real Property documents: \_\_\_\_\_

Bank statements: \_\_\_\_\_

Mortgage contract: \_\_\_\_\_

Retirement statements: \_\_\_\_\_

Bills: \_\_\_\_\_

External hard drives: \_\_\_\_\_

Flash drives: \_\_\_\_\_

CDs: \_\_\_\_\_

DVDs: \_\_\_\_\_

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

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“Disposition Desires”: The person(s) to whom you want to pass the digital content on your death

“Beneficiaries Designated”: The person(s) on file with the financial institution as beneficiary of the particular account

“How account is held”: List whether the account is separate /joint with rights of survivorship /joint as tenants in common /community, etc.

“Directions to Executor” Give your executor direction on how to handle the item

### ELECTRONIC DEVICE ACCESS

<b>Device</b>	<b>Username</b>	<b>PIN</b>	<b>Password/ Answers to Security Questions</b>	<b>Directions to Executor</b>	<b>Disposition Desires</b>
Home Computer					
Office Computer					
Operating System					
Voicemail home					
Voicemail work					
Voicemail mobile					
Security system					
Tablet/iPad					
Kindle/e-Reader					
GPS					
Internet Router					
DVR/TiVo					
Television					

WiFi					

**E-MAIL ACCOUNTS**

<b>Description. ie: Work, School, Personal</b>	<b>E-mail address</b>	<b>Username</b>	<b>PIN</b>	<b>Password/ Answers to Security Questions</b>	<b>Directions to Executor</b>	<b>Disposition Desires</b>

### DOMAIN NAMES

<b>Website/Domain Name</b>	<b>Webhost</b>	<b>Username</b>	<b>PIN</b>	<b>Password/ Answers to Security Questions</b>	<b>Directions to Executor</b>	<b>Disposition Desires</b>

### ON-LINE STORAGE

<b>Name, ie. Dropbox, Google Drive</b>	<b>Website</b>	<b>Username</b>	<b>PIN</b>	<b>Password/ Answers to Security Questions</b>	<b>Directions to Executor</b>	<b>Disposition Desires</b>



**STOCKS, BONDS, INVESTMENTS, SECURITIES**

<b>Name of Institution / Type of Account</b>	<b>Website</b>	<b>Account No.</b>	<b>User Name</b>	<b>Password/ Answers to Security Questions</b>	<b>How Account is Held</b>	<b>Beneficiary Designations</b>

**TAXES**

<b>Item, ie. Federal income tax, property tax</b>	<b>Website</b>	<b>User Name</b>	<b>PIN</b>	<b>Password/ Answers to Security Questions</b>	<b>Directions to Executor</b>

### RETIREMENT

<b>Name of Institution/ Type of Account</b>	<b>Website</b>	<b>Account No.</b>	<b>User Name</b>	<b>Password/ Answers to Security Questions</b>	<b>Beneficiaries Designated</b>

### INSURANCE

<b>Type of Policy / Name of Institution, ie: Liberty Mutual Life</b>	<b>Website</b>	<b>Account/ Policy No.</b>	<b>User Name</b>	<b>Password/ Answers to Security Questions</b>	<b>Disposition Desires /Beneficiary designations</b>

**CREDIT CARDS**

<b>Institution</b>	<b>Website</b>	<b>Account No.</b>	<b>User Name</b>	<b>Password/ Answers to Security Questions</b>	<b>PIN</b>	<b>How Account is Held</b>	<b>Directions to Executor</b>

**OTHER DEBTS**

<b>Institution</b>	<b>Website</b>	<b>Account No.</b>	<b>User Name</b>	<b>Password/ Answers to Security Questions</b>	<b>How Account is Held</b>	<b>Directions to Executor</b>





**OTHER ONLINE ACCOUNTS**

<b>Institution, ie. Amazon, E-bay</b>	<b>Website</b>	<b>Account No.</b>	<b>User Name</b>	<b>Password/ Answers to Security Questions</b>	<b>Directions to Executor for Accounts Payable</b>	<b>Disposition Desires for Accounts Receivable</b>

**SOCIAL NETWORKS**

<b>Institution Example: Twitter, Facebook</b>	<b>Website</b>	<b>User Name</b>	<b>Password/ Answers to Security Questions</b>	<b>Directions to Executor</b>	<b>Disposition Desires</b>

**DIGITAL MEDIA ACCOUNTS**

<b>Institution, ie. Kindle, iTunes</b>	<b>Website(s) / Links</b>	<b>User Name</b>	<b>Password/ Answers to Security Questions</b>	<b>Directions to Executor</b>	<b>Disposition Desires</b>

**LOYALTY PROGRAMS / UNUSED GIFT CARDS**

<b>Name of Institution/ Type of program, ie. Starbucks, Frequent Flyer Rewards</b>	<b>Website</b>	<b>Account No.</b>	<b>User Name</b>	<b>Password/ Answers to Security Questions</b>	<b>Disposition Desires</b>



**SPECIFIC DIGITAL ASSETS**

<b>Type of Asset, ie. e-books, computer graphics/art, photographs, etc.</b>	<b>Device saved / website</b>	<b>Account No</b>	<b>User Name</b>	<b>Password/Answers to Security Questions</b>	<b>Directions to Executor</b>	<b>Disposition Desires</b>

NOTES: \_\_\_\_\_  
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