My Timely Family

PRIVATE & IMPORTANT INFORMATION

Printable Private Information Template

Complete only the sections you want. After completing this form, upload it through Private & Important Information in My Timely Family. Do not leave completed copies where others can access them.

PRIVATE BY DEFAULT

This form may contain passwords, account numbers, PINs, security codes, safe information and other highly sensitive details. Keep it secure until it has been uploaded.

Your Name: _____

Date Completed: _____

Accounts & Logins - websites, usernames, recovery information

Passwords - include only what you want preserved

PINs & Codes - access codes, door codes, device PINs, other private codes

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Financial & Safe Deposit Information

Financial Accounts - institution, account type, account number, contact information, instructions

Safe Deposit Box - bank/institution, branch address, box number, key location, authorized people, contact, instructions

Safe / Lockbox - location, combination or key location, access instructions, contents notes

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Home Security & Private Instructions

Home & Security - alarm company, alarm code, gate code, garage access, security instructions

Private Instructions - directions or information someone may need to know

Other Private Information

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Additional Notes

Use this page for information that does not fit elsewhere. Avoid writing anything you do not want stored with your private information.

Additional Private Notes

After completing this form:

1. Sign in to My Timely Family.
2. Open Timely Access > Private & Important Information.
3. Choose Upload a Completed Form.
4. Upload this form, confirm it appears in your private list, then secure or destroy extra paper copies as appropriate.