

Change of Address Checklist

By Nicole Nichols-West

☐ Personal

- ☐ **Friends and family** You can update your address quickly online using social networks, or email everyone in your contact list.
- ☐ **Subscriptions** Most magazine subscriptions have a change of address card enclosed with each issue; so do book clubs. For uninterrupted delivery, also notify any newspapers to which you subscribe.
- ☐ **Health/ fitness club or salon.** If you want to keep receiving coupons and offers, send in your change of address promptly
- ☐ **School/daycare** Educational institutions and/or childcare facilities will need a correct address on file for important mailings.
- ☐ **Church** Update your address with your place of worship, especially if you subscribe to a newsletter or other publication.
- ☐ **Pharmacy** Avoid hassles next time you visit the pharmacy by updating your address promptly so it matches your drivers license.

☐ Finance

- ☐ **Financial institutions** Your bank or credit union will need to be notified as well as your stock broker or financial manager. Remember your safe deposit box if you have one.
- ☐ **Insurance companies** You will need to legally change your address to ensure coverage at your new home.
- ☐ **Tax preparer** Your CPA or whoever does your taxes will need a current address on file for you so your preparation won't be delayed.

☐ Government

- ☐ **Post office** Fill out the correct change of address form at the post office or online, and switch your PO Box as well if needed.
- ☐ **Drivers license** Change your address with the DMV — you can get a ticket for failing to have a correct address on your license.
- ☐ **Social security/welfare office** If you receive benefits, inform the appropriate agency of your change of address as soon as possible.
- ☐ **IRS** You'll need a current address on file for your taxes to be filed and refunds issued, as well as to receive important notices from the Department of Revenue.

☐ Utilities

- ☐ **Water and sewer service providers** If you stay in the same city, usually transfer is easy. If you move further, they may return your deposit by mail upon disconnection of services.
- ☐ **Electric provider** Again, if you move to an area serviced by another company, you will need to arrange for service to shut off and your deposit mailed to you.
- ☐ **Natural gas or propane provider** Arrange to have service shut off, and propane tanks disposed of if needed; any deposit can be sent to you by mail.

- ☐ **Cable/satellite service** Many companies will move your service for you on receipt of your new address. Otherwise, cancel service and find a new provider in your new locale.
- ☐ **Phone service:** Your local, long distance and mobile services will need to be transferred to your new home, or a new provider selected for one or all services.
- ☐ **Internet service** Depending on your location, you may be able to transfer service or may be forced to choose a new provider.
- ☐ **Trash pickup** This is usually handled either by the city or a local company. Find out what is expected at your new home and arrange service if needed.
- ☐ **Offices**
 - ☐ **Attorney** Especially if you are involved in a court case, your lawyer will need your current mailing address. Notify the courts as well if needed.
 - ☐ **Doctor** All your doctors (pediatrician, family physicians, specialists) will need your new contact information. Ask for a referral to a new doctor if you are moving far.
 - ☐ **Dentist** Your dentist and orthodontist should have your address updated in your records so they can mail you reminder cards. Ask for a referral if needed.
 - ☐ **Medical mail order company** If you receive medication or medical supplies (or anything else) by mail on a regular basis, change your address promptly so you don't miss a shipment.
 - ☐ **Veterinarian** You can ask for a referral to a vet near your new home, and also obtain your pets' records. Make sure all tags are up to date, and notify shippers if you get meds for them by mail.
- ☐ **Creditors/service providers**
 - ☐ **Lenders** Any institution which is currently financing a loan for you will need your new address. So will a mortgage holder or car lot.
 - ☐ **Credit card issuers** These must have a current address on file and you will need to be careful not to miss any payments.
 - ☐ **Lawn service/pool service** If you are staying in the area, give them your new address. If not, shop for a new provider.
 - ☐ **Dogwalker/petsitter** Give them your new address if you will still be close enough for them to provide services. If not, find a new one.
 - ☐ **Nanny/babysitter** Find out if your current provider can come to your new home, or seek a new provider as soon as possible for a smooth transition.