

# Helpful Checklists

## Moving Checklist

### One Month Before Moving

- Call 1-800-829-1040 to obtain an IRS change of address form.
- Update driver, pet and other license data, and voter, vehicle and vessel registrations.
- Gather moving supplies, boxes, tape and rope.
- Make any necessary travel arrangements like airline, hotel and car reservations.
- Call a moving company or make truck rental reservations to move yourself.
- Finalize real estate needs.
- Place legal, medical and insurance records in a safe accessible place.
- Use the change of address form to tell your Post Office of your move.
- Redirect newspaper and magazine subscriptions.
- Inform friends and family members.
- Notify banks, insurance companies and other financial institutions.
- Notify doctors, dentists and other service providers.
- Notify state and federal tax authorities and other government agencies.
- Save moving receipts (many moving expenses are tax deductible; speak with your tax advisor about your moving expenses).

### Two Weeks Before Moving

- Inform gas, water, electric, local telephone and trash removal services of your move.
- Sign up for services at your new address.
- Inform long distance phone company of your move.
- Recruit moving day help.
- Confirm travel reservations.
- Arrange to close or transfer your bank accounts, if appropriate.

### The Day Before Moving

- Set aside moving materials like tape measure, pocket knife, packing boxes and markers.
- Pick up rental truck.
- Check oil and gas in your car.
- If traveling, check that you have tickets, charge cards and other essentials.