



Moving house checklist

– who to tell you’re moving

Use our checklist to help you to keep in touch and save time, trouble and maybe some money into The bargain

Moving means setting up or amending your household accounts. And it’s a golden opportunity to change for the better the way you pay for your services – by shifting payments on to Direct Debit.

Designed to make your life easier

Direct Debit is a great way to take control of your finances. It can ensure your bills are paid on time, with the least inconvenience to you. And satisfaction is guaranteed, or your money back. You can even save money – many companies offer discounts to their Direct Debit customers because they welcome the efficiency and pass the savings back to you!

How to change over

Changing to Direct Debit is easy. Many bills already carry a form you can complete, or you can ask the supplier to send you one. If you are amending your details through telephone helpdesks or via the internet don’t forget to ask about changing your payment option as many service providers can do this while you are on the phone or online to them.

Moving house checklist - the big count down

Mon	Tues	Wed	Thur	Fri	Sat	Sun
1 1 month	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 14 days	17	18	19	20	21
22	23 7 days	24	25	26	27	28 2 days
29	30 Moving home!					

This icon highlights the regular payments that can generally be made by Direct Debit - but it’s always worth asking, whatever the account.

Good luck with your move!

A month or more beforehand

- ☐ **Schools and school buses**
Write to your new local authority for information about schools in the area. Notify the current school’s head teacher of your child’s leaving date.
- ☐ **Doctor/Dentist/Optician/Vet**
De-register if you are moving away and research alternatives nearer to your new address. Liaise with your hospital if you are undergoing regular treatment.

- ☐ **Stocks and shares**
You need to notify the registrar of any change of address, you will find details on your certificates or dividend documentation - or ask your broker to do this for you.

14 days

- ☐ **Telephone, mobile and internet service providers** 

Contact providers to advise them of your change of address and the date from which this will be applicable. It may be possible to transfer your existing landline number to your new address, if not you will need to set up new details.
- ☐ **Relatives and friends**

Go through your personal address book and send off change of address details.
- ☐ **Subscriptions** 

Notify all organisations/clubs/charities to which you subscribe.

- ☐ **Bank/building society** 

Notify your bank of your change of address and, if you use your local branch a lot, consider transferring your account to a branch nearer to your new home. Don't forget any items that may be retained by the bank for safe keeping.
- ☐ **Mail order firms** 

Notify any mail order companies of your new address.
- ☐ **Electricity and gas** 

Contact your existing energy suppliers to advise the date when you will be moving, giving them enough time to arrange for your meters to be read. Now is a good time to consider switching suppliers to get a better deal; there are a number of websites offering a switching service.

7 days

- ☐ **Mail redirection** 

Redirection service application forms are available at all Post Offices or visit the Royal Mail website www.royalmail.com for more information.
- ☐ **Credit/store cards** 

Make contact with the organisations that operate your credit and store cards and give them your new address, not forgetting any card protection insurers that you may have.
- ☐ **TV licence** 

Fill in the change of address part of your existing licence or visit www.tvlicensing.co.uk. If you don't already, consider changing your payment method to Direct Debit at the same time.
- ☐ **Vehicle registration**

Complete the relevant section on the reverse side or at the bottom of your registration document and send it in, or visit www.dvla.gov.uk Failure to notify DVLA could result in a fine.
- ☐ **Motor insurance and breakdown cover** 

Call your insurers or insurance agent to keep your cover valid and let your breakdown recovery firm know of your new details to avoid any roadside issues.
- ☐ **Window cleaner/newspapers/milk**

Settle and cancel outstanding local supplier accounts.
- ☐ **Driving licence**

Complete section 1 on your licence and return it to DVLC, Swansea, SA99 1BY. For more information visit www.dvla.gov.uk
- ☐ **Premium bonds**

Write to the National Savings and Investments, quoting your bond number. For more information visit www.nsandi.com
- ☐ **Employers, past and current**

Don't lose track of outstanding employee benefits such as pension schemes, and don't forget to notify your current employer of your move.

2 days

- ☐ **Water** 

At least 48 hours notice is required by both your existing and your new authority to arrange for disconnection and re-connection of supply.
- ☐ **Insurance** 

Notify your broker or individual insurance companies re household contents, life and any other insurances.
- ☐ **Tax office** 

Your wages and salaries office at your place of work will know the address of your tax office.
- ☐ **Standing Orders and Direct Debits** 

Give your new address to companies to whom you pay Standing Orders or Direct Debits, or with which you have a hire purchase agreement or a loan. Most Standing Orders can be converted to Direct Debits - be sure to ask.
- ☐ **Local authority**

Notify relevant authorities in both your current area and new area regarding council tax and electoral registration.