

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.