# Helpful Checklists

# **Moving Checklist**

## **One Month Before Moving**

- $\Box$  Call 1-800-829-1040 to obtain an IRS change of address form.
- $\Box$  Update driver, pet and other license data, and voter, vehicle and vessel registrations.
- $\Box$  Gather moving supplies, boxes, tape and rope.
- $\Box$  Make any necessary travel arrangements like airline, hotel and car reservations.
- □ Call a moving company or make truck rental reservations to move yourself.
- $\Box$  Finalize real estate needs.
- □ Place legal, medical and insurance records in a safe accessible place.
- $\hfill\square$  Use the change of address form to tell your Post Office of your move.
- □ Redirect newspaper and magazine subscriptions.
- $\Box$  Inform friends and family members.
- $\Box$  Notify banks, insurance companies and other financial institutions.
- $\Box$  Notify doctors, dentists and other service providers.
- $\Box$  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**

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

### The Day Before Moving

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