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.