

# Moving Checklist

## One Month Before Moving

- Call 1-800-829-1040 to obtain an IRS change of address form.
- 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.
  - Friends and family members.
  - Banks, insurance companies and other financial institutions.
  - Charge cards and credit card companies.
  - Doctors, dentists and other service providers.
  - 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.