

Change of Address Checklist

	To Notify:	Deadline	Date Requested	How to Update	Notes/Person Responsible
✓	Ex. Bank of America	(MM/DD/YY)	(MM/DD/YY)	(in person, mail, online, etc.)	husband/wife
	Fill out change of address form at local post office or online at www.usps.com .				
	Employment Payroll Department/HR				
	Bank Account/Credit Union:				
	Bank Account/Credit Union:				
	Bank Account/Credit Union:				
	Credit Card #1:				
	Credit Card #2:				
	Credit Card #3:				
	Student Loan(s):				
	Retirement Account(s):				
	Investment Account(s):				
	Health Insurance Company				
	Clinic of Primary Care Provider				
	Dentist's Office				
	Health/Fitness Club				
	Church/Charitable Organizations:				
	Magazine Subscriptions:				
	Children's School(s)				
	Friends & Family (send mass email w/ new address)				
	To Do:				
	Set up or transfer account with electric company.				
	Set up or transfer account with public works (e.g. city water).				
	Set up or transfer account for cable & internet.				
	Update address with phone company/cell phone service.				
	Order new driver's license.				
	Order new checks.				
	Order new stationery.				