



MOVING HOUSE – CHANGE YOUR POSTAL ADDRESS CHECKLIST

Have you remember to inform everyone that you have moved? Use our 'Who to Notify' Checklist to inform them that you have moved to your new home and to give them your new postal address.

- ✓ Visit the **Post Office** to have your postal mail re-directed to your new address
- ✓ Contact your **Electricity, Gas and Water Suppliers**
- ✓ Notify your **Bank and Building Society**
- ✓ Give your new address to Organisations with which you have any **Standing Orders** and **Direct Debits** mandates
- ✓ Contact your **Insurance's / Pensions** or the individual Company for Life, Motor, Medical, Pet and Contents / Building Insurance
- ✓ Tell the Registrar of any **Stocks and Shares** of your new address
- ✓ **Premium Bonds** – write to the Bonds and Stock Office quoting your bond number(s)
- ✓ If you are self-employed you will need to inform **HMRC** of your new address, this also applies if you are claiming benefits
- ✓ For those of you who are responsible for a Limited Company, **Companies House** will need your new address
- ✓ Remember to contact your **Local Authority** and register your right to vote
- ✓ **Doctors, Dentist and Opticians** can easily be the ones you forget. Remember if you give blood inform the **National Blood Service** of your change of details.



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- ✓ The **DVLA** will also need to know your new address to update your Driving Licence and Vehicle Registration Certificate
- ✓ Old and new **Schools** including nursery / nanny will also need to be notified
- ✓ Contact **Land / Mobile Phone** providers including Internet accounts
- ✓ Did you know that your **TV Licence** does not automatically move with you – remember to contact them
- ✓ Your Pet is important to you – they also need their details changing at the **Vets**
- ✓ Inform any **Breakdown Services** e.g., AA / RAC
- ✓ **Cable / Satellite TV** will also need to know your new details
- ✓ If you want to stop receiving **Junk Mail** at your new address register your details with the Mailing Preference Service
- ✓ **Credit / Store Cards** – When you receive your Statement, fill out the change of address form
- ✓ The **Library** will also need to update their records
- ✓ Notify all Organisations, Charities and Magazines **Subscriptions** of your new address
- ✓ It is easy to forget to tell the issuers of **Loyalty Cards** e.g., Boots, Tesco
- ✓ Finally and probably most important of all is to send out ‘change of address’ cards to tell all your **Family** and **Friends** that you have moved



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