



Before You Relocate

One Month before Moving

- Obtain an IRS Change of Address form, call 1-800-829-1040.
- Gather moving supplies, boxes, tape, rope.
- If moving far away, make any necessary travel arrangements like airline, hotel, and rental car reservations, or plan your travel route if driving.
- Call a moving company or make truck rental reservations to move you.
- Finalize real estate and apartment rental needs.
- Place legal, medical, and insurance records in a safe and accessible place.
- Give your mailers your new address (using Address Change Notification Cards):
 - ☐ Friends and family members
 - ☐ Banks, insurance companies, and other financial institutions
 - ☐ Charge card and credit card companies
 - ☐ Doctors, dentists, and other service providers
 - ☐ State and Federal Tax authorities and any other government agencies as needed.
 - ☐ IRS
- Save moving receipts (many moving expenses are tax deductible).
- Make maps of your new neighborhood to familiarize yourself and your family with your new area.
- Plan your moving budget

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Two Weeks before Moving

- Inform gas, electric, water, cable, local telephone and trash removal services of your move. Sign up for services at your new address.
- Get new cable service for your new home.
- Inform long distance Phone Company of your move. Sign up for long distance service at your new address.
- Recruit moving-day help.
- Confirm travel reservation.
- Arrange to close or transfer your bank account, if appropriate.

The Day before Moving

- Set aside moving materials like a tape measure, pocket knife, packing boxes, tape and markers.
- Pick up rental truck.
- Check oil and gas in your car.
- If traveling, make sure you have tickets, charge cards, and other essentials.

Packing Tips

- Keep the following supplies and accessories on hand:
 - ☐ Boxes, all sizes
 - ☐ Bubble wrap or other cushioning material
 - ☐ Marking pens
 - ☐ Tape measure
 - ☐ Furniture pads or old blankets
 - ☐ Packing tape and scissors
 - ☐ Money and credit cards
- Label each box with the room in the new home to which it should be delivered.
- Number the boxes and keep a list of what is in each box.
- Clearly mark fragile items.
- Pack a bag of personal items you'll need during the move (change of clothes, toiletries, medicine, maps, food, and drinks). Keep it in an easy-to-find place when you pack.
- Keep a medical kit accessible.
- If you have children, pack a bag of games and activities for the trip.

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