

"ADDRESS CHANGE CHECK LIST" Canadian Relocation Systems

Canada Customs and Revenue Agency: child tax benefit, Canada Pension Plan GST rebate, income tax. When you notify your local tax office you will need to quote your tax account number.

Credit Card Companies: When you receive your statements, fill out the change of address form. This is usually on the reverse of the statement. Don't forget to notify any card protection insurers that you may have.

Doctor, Dentist & Opticians Health Care Insurance: If you are moving to another province/territory you have 90 days to register in your new province. Make sure you keep paying in your old province so you have full coverage. When the change is done you will get any credit due from your old provincial health care system.

Financial Institutions: Notify all your banks/credit unions/financial adviser/investment firms/mortgage brokers of your change of address and maybe consider transferring your accounts to a branch nearer to your new home.

Insurance Companies: Contact your broker or the individual companies for your Life, Motor, Medical, Pet and Contents and any other insurance. When contacting your house contents insurers, check with them to see what cover you have regarding moving house, you may find that you are fully covered and have no need to take out extra cover with your removal company.

Library: Return any books to the library, probably a good idea to do so even if they are overdue!

Ministry of Transportation/Motor Vehicles Branch/Registry: drivers license, vehicle and plate registrations. Most Provinces allow 90 days for you to change after you become a resident. Some provinces have mandatory inspection programs before you can register/insure your vehicle/s.

Phone/Cellular Phone/Internet/Cable/Satellite company: Contact providers and advise them of your change of address and the date that you wish your new number to operate from. Make sure that if your phone is to be disconnected that it only gets booked for the day after your move out, so you have access to a phone, or use your cellular. Change and/or redirect your e-mail. Notify other communication service providers.

Schools, Daycares: Let your child's school/daycare know when you intend them to be leaving, and advise the new school/daycare when you intend your children to start.

Utilities: Electricity, Gas, and Water, Contact your existing and new utility companies. Advise them of your new address and date of moving. Give plenty of notice, and always assume that they haven't listened to you the first time, so phone them up a second time to confirm your address.

Subscriptions: Notify all organisations, newsletters newspapers, charities and magazines which you subscribe to, of your new address.

Clubs, Service Organizations
Memberships
Reward programs
Work Place
Volunteer

You can obtain Change of Address Announcement Cards at your local Post Office to advise your correspondents of your new address. The cards are free, but you must put the appropriate postage on them.

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