



**Creating Order, Relieving Stress, Improving Your Life...**

## Don't Leave Important Contacts Behind When Moving

by Nancy Peham, HelpingHandsPS.com  
Copyright 2004 - 2013

When you move out of your current house or apartment, you'll probably walk from room to room opening closet and cupboard doors taking one final look to be sure you haven't left anything important behind. But, when it comes to more intangible possessions, it's not so clear cut. What about personal and professional contact information and other records.

To help make your transition go smoothly, don't forget to do the following:

- Start by notifying the post office of your address change. You may pick up a form while you are there, or complete the process online by logging on to [United States Postal Service - Movers Guide](#). You can either print the form, or complete and submit it online (online submission charges a fee of \$1 and requires use of a credit or debit card.)
- Contact the IRS for a change of address form at 1-800-829-1040, or link to [IRS Publication 8822](#) (in PDF format) and print the form yourself. If you think you'll be claiming moving expenses you can also download [IRS Form 3903](#) (in PDF format).
- Inform credit card companies of your move by filling out the change of address form on the back of your payment slip, online, or by calling their toll free number.
- For friends and relatives who may not know you're moving, send moving announcements, available at drug stores and card shops.
- Re-route your magazine subscriptions by following the directions found in each publication or contact One Switch, a US Postal Service strategic partner at 1-888-255-7982. There may be a charge for this service.
- If you belong to a book club, frequent flyer plan, auto club, professional, alumni, or other organization, let them know how to reach you.

# Helping Hands Personal Services - eNewsletter

- Before you leave town, contact family physicians, specialists, dentists and veterinarians and request that your records be forwarded to your new care providers. If you haven't chosen them yet, see if you can take your records with you, or write down your current providers' information and contact them at a later date.
- Contact lien holders and finance companies for all outstanding loans on tuition, mortgages, automobiles, homeowner's insurance, watercraft, furniture and appliances.
- Contact insurance companies, stockbrokers, investment companies, accountants, attorneys, banks, credit unions, and your employer.
- Change your voter registration information by calling the number on your current card or call the Secretary of State's office, Elections Division at 1-800-252-VOTE.
- Good news! The Social Security Administration gets your current address from IRS Form 8822, referred to earlier.
- Contact your county's Tax Assessor-Collector to handle vehicle registration change of address notification or log on to the [Texas Department of Motor Vehicles - Address Change](#) For additional DMV information log on to the [Texas DMV Home Page](#).
- Don't forget to cancel water delivery, phone, utilities, lawn, pool, cable or satellite TV, home security and other services at your old residence and arrange for their start dates at your new destination. Don't wait until the last minute to handle these essential day-to-day necessities.

In order to keep track of who you've contacted and when, create a comprehensive list and write down the date you made contact as well as the effective date of the change. Not only will it keep you sane, but it may come in handy the next time you move...if you're brave enough to ever go through it again!

*Nancy Peham, owner of Helping Hands Personal Services is a professional organizer and home stager in the Dallas area. Nancy is also available as a speaker and to the media as an organizing expert. For more information, visit her website [www.HelpingHandsPS.com](http://www.HelpingHandsPS.com)*