

## **Address Change Checklist**

April 9, 2008

The list below provides you with an indication of several items that must be considered when changing your address. This list is meant to be as comprehensive as possible to identify all of the businesses, agencies and organizations who should be notified of an address change. Each individual is different and the list below may or may not be applicable to everyone. It is meant as a guideline to assist you in the process.

Change of address cards are available at your local Post Office to advise your correspondents of your new address. The cards are free.

An alternative to mail or in-person visits is to use the Internet. Several organizations will allow you to change your mailing address via a form available online.

**Service Ontario** – Accessible at:

[http://www.gov.on.ca/ont/portal!/ut/p/.cmd/cs/.ce/7\\_0\\_A/.s/7\\_0\\_252/\\_s.7\\_0\\_A/7\\_0\\_252/\\_l/en?docid=STEL02\\_040172](http://www.gov.on.ca/ont/portal!/ut/p/.cmd/cs/.ce/7_0_A/.s/7_0_252/_s.7_0_A/7_0_252/_l/en?docid=STEL02_040172), they will allow you to change your address for the Ministry of Transportation (Drivers licence, vehicle permit), Ministry of Natural Resources (Outdoor card) and Ministry of Health and Long Term Care (Health Card, OHIP).

Revenue Canada for your income tax: <http://www.cra-arc.gc.ca/tax/individuals/topics/income-tax/changeaddress-e.html>

Service Canada for your Canada Pension or Old Age Security: <http://www.hrsdc.gc.ca/en/isp/common/proceed/vupiinfo.shtml>

### **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 you may have.
- For security purposes, most credit card companies require you to contact them via telephone or mail.

### **Schools, Daycare, Church**

- Let your child's school and/or daycare know when your address is changing.
- Include your church in the notice of address change.

### **Utilities**

- This includes all electrical companies, gas, and any other utility your property requires. Advise them of the new address and effective date.
- Ensure you provide sufficient notice
- Since Water is managed by the Town of Lakeshore, we will manage the address change internally
- Electronically – Union Gas, visit their website at: <http://www.uniongas.com/> or call the Customer Service Centre at 1-888-774-3111.
- Bell Canada at [http://www.bell.ca/support/PrsCSrvGnl\\_Moving\\_Centre.page](http://www.bell.ca/support/PrsCSrvGnl_Moving_Centre.page) or call 310-BELL.
- Hydro One at <http://www.hydroone.com/en/>, via email at [CustomerCommunications@HydroOneNetworks.com](mailto:CustomerCommunications@HydroOneNetworks.com) or call 1 (888) 664-9376.
- ELK Energy at 519-776-5291 or visit their website at <http://www.elkenegy.com/index.htm>

### **Financial Institutions**

- Notify all banks, credit unions, financial advisor, investment firms, and mortgage brokers of your change of address.

### **Insurance Companies**

- Contact your broker or the individual companies for your life, motor, medical, property, contents, pet and any other insurance of the change of address.
- You may want to note with property insurance companies that it is a change of address only, you are not moving.

### **Phone / Cellular Phone / Internet / Cable / Satellite Companies**

- Contact providers and advise them of your change of address and the date that it will become effective.
- Ensure they know that it is a change of address and you are not moving so they do not disconnect your current phone.
- This includes any other communication providers you may have who are not listed above.

### **Ministry of Transportation / Motor Vehicles Branch / Registry**

- This notification includes your driver's license, vehicle and plate registration.
- Most provinces allow 90 days for you to change your address.

### **Employment**

- Inform your employer (s) of your address change.
- This includes Employment Insurance if you are currently collecting.
- This also includes any company pension plan

### **Doctor / Dentist / Optician / Health Insurance**

- Ensure your medial providers; including your Health insurance (OHIP) is notified of the address change.

### **Canada Customs and Revenue Agency**

- This includes child tax benefit, Canada Pension Plan, GST Rebate, and income tax.
- When you notify your local tax office, you will need to quote your tax account number.

### **Library**

- If you are a local library user, they should be notified.

### **Subscriptions**

- Notify all organizations, newsletters, newspapers, charities and magazines that you subscribe to of your new address.

### **Other**

- Friends and family
- Other organizations to consider include clubs, service organizations, memberships, sports facilities, reward programs, and volunteer organizations.