

Checklist

Change of address

You haven't received your favorite magazine this month, or your dental appointment reminder. You discover that your pager has been deactivated because you never received the renewal notice...

Don't worry. This nightmare scenario probably won't ever happen! You can use the "change of address" checklist to help you keep all your contacts informed of the change. Don't forget that Apart-Zone.com has a section with links to companies and organizations that accept on line address changes.

Here's a tip

The Canada Post Corporation offer, free of charge, a booklet containing 17 standardized change of address post cards that you can use to inform the people and companies, who regularly send you mail, of the change. A useful mailing list, shorter than the list below, is printed on the back of this booklet. No envelope is necessary, just stick a stamp on the post card and post it.

At least two weeks before moving you must go to your local post office to fill out the "Change of address notice" which will cost \$30.00. This notice informs Canada Post of the change and all mail sent to your old address will be redirected to the new address automatically for the six months following the date of moving mentioned in the form.

Old address

(Street number, apartment, name or number of street, post box, city, province, postal code)

New address

(Street number, apartment, name or number of street, post box, city, province, postal code)

People, companies and organizations to inform of your change of address:

- Canada Post ("Change of address notice" fill out form)**
- Accountant
- Associations, social clubs
- Automobile club
- Book clubs, CDs and films (Columbia, Quebec Loisirs)
- Cable TV, satellite or other
- Cell phone and pager providers
- Clients (if you are a freelance (independent) worker)
- Contacts (at home and abroad)
- Credit cards (financial institutions, big stores)
- Dentist
- Doctor (family doctor, specialists etc.)

- Driving license
 - Employer
 - Fidelity cards (points, bonuses, air miles etc.)
 - Financial institutions
 - Friends (at home and abroad)
 - Health institutions (do it only when you present your card during a visit)
 - Health insurance
 - Insurance company (home, car, life, invalidity)
 - Internet access providers
 - Lawyer
 - Library
 - Long distance savings providers (other than your telephone company)
 - Magazines
 - Newspapers
 - Optician
 - Pensions (retirement, invalidity, veterans, social assistance, employment insurance, CSST etc.)
 - Public service
 - Relations (at home and abroad)
 - Religious institutions
 - Schools and day care services
 - Solicitor
 - Suppliers (if you are a freelance worker)
 - Traders
 - Unions, professional associations
 - Vehicle registration
 - Veterinary clinic
 - Your appropriate Ministry of Revenue
 - Other companies or organizations that you have asked to send you information on a regular basis (specialized catalogs, brochures, circulars etc.)** _____
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