

# Moving Office **Change of Address** Checklist

Moving office involves informing a number of organisations & companies about your change of address and new contact details.

This **Moving Office Change of Address Checklist** tells you who you need to inform when you move office and helps you keep a track of who has been informed of your new contact details.

Company Stakeholders

Insurance Companies

Gas

Electricity

Water

Royal Mail (set up Mail Redirection)

HM Revenue & Customs

Telecoms Provider

Company Mobile Phone Provider

ISP & Web Hosting Company

Local Authority

Accountant

Banks & Financial Institutions

Payroll Service

Hire Purchase / Rental Companies

Professional Bodies

Current Landlord

Delivery Services

Cleaning Services

Office Suppliers

Publications/Subscriptions

Valuation Office Agency

Advertising / PR Firm

Recruitment / Temp Agency

## Moving Office **Change of Address** Checklist

Website Design Company or Administrator	<input type="checkbox"/>	Companies House	<input type="checkbox"/>
Food / Beverage Services	<input type="checkbox"/>	Corporate Travel Advisor	<input type="checkbox"/>
Pension Plan Administrator	<input type="checkbox"/>	Corporate Gym Membership	<input type="checkbox"/>
Health Insurance Plan Provider	<input type="checkbox"/>	TV Licence	<input type="checkbox"/>
Courier Services	<input type="checkbox"/>	Commercial Printers	<input type="checkbox"/>
Providers of Computer & Networking Equipment	<input type="checkbox"/>	Directory or Listing Services	<input type="checkbox"/>
Business Phones Provider	<input type="checkbox"/>		
Leased Phone Lines Provider	<input type="checkbox"/>		
Providers of Mail-Handling Equipment	<input type="checkbox"/>		
Air Conditioning Service Company	<input type="checkbox"/>		
Company Car Leasing Provider	<input type="checkbox"/>		

### TOP TIP:

#### Change of Address Notification

Announce your Change of Address & new contact details using a variety of methods:

- > Letter
- > Email
- > Phone
- > Website
- > Trade Press & Local Press Advertising

This ensures you have done all you can to get organisations to update their records & means that less mail will go astray.