

# *Name Change Checklist*

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## **Government Agencies**

- Social Security Administration
- Department of Motor Vehicles - driver's license, car title and registration
- Voter Registration
- US Passport
- Post Office, if change of address
- Military or Veteran Records
- Public Assistance
- Naturalization Papers
- Any open court orders

## **Work and Employment**

- W-4 Form
- 401k
- Health Insurance
- Benefits (including Beneficiaries)
- Email
- ID Card
- Business Cards
- Name Plate
- Work website / website contact information
- Unions
- Professional Organizations
- Professional Licenses
- Personal website – if you have a resume based website

## **Banks / Financial Institutions**

- Checking accounts, checks, and bank cards
- Savings and money market accounts, CDs
- Credit Cards
- Assets such as property titles, deeds, trusts
- Debts such as mortgages and personal loans
- Debts such as auto or school loans
- Investment accounts, including IRAs, and 401ks
- Insurance Policies such as life, disability

## Home

- Homeowners or renters insurance
- Landlord
- Home owners association or management agency
- Property Tax department / Tax assessor
- Utilities
  - Electric
  - Gas
  - Water / sewer
  - Telephones (including cell and landline)
  - Internet
  - Cable
- Auto Insurance

## Medical

- Doctor
- Dentist
- Ob-Gyn
- Therapists
- Counselors
- Eye Doctor
- Pharmacy
- Veterinarian / Micro Chip Company

## Personal

- School / School Records / Alumni Associations
- Groups, Associations, Organizations
- Subscriptions
- Airline Miles Programs
- Loyalty Clubs
- Road Toll Accounts
- Your Voicemail
- Gym Membership
- Church / Religious Organizations

## Other Legal Documents

- Health proxy
- Power of Attorney
- Will

- Living Trusts
- Your Attorney

## **Social Media**

- Facebook
- Twitter
- Pinterest
- LinkedIn
- Flickr
- Instagram
- Personal Blog or Website
- Email Accounts

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