Name Change Checklist

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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