

Checklist

	Sent ✓	Comments
Proof of name change		
Marriage Certificate		
Government		
Social Security Administration		Must be done before driver's license
Driver's licence		In person at a DMV
Car title & registration		Do this at the same time as your license
Passport		
Voter Registration		
Utilities		
Electricity		
Gas		
Water		
Communications		
Home phone account		
Cell phone account		Often not necessary for post-paid accounts
Internet		
Pay TV		
Finance		
Bank accounts		Usually in person
Credit Cards		
Store Cards		
Credit Union		
Investment accounts		
Mortgage		
Personal loans		
Share holdings		
Insurance		
Home / contents insurance		
Car insurance		
Health insurance		Usually through HR department at work
Life insurance		
Income protection insurance		
Memberships		
Library memberships		Usually in person

Gym membership		Usually in person
Subscriptions		
Travel rewards & frequent flyers		
Shopper rewards		
Video libraries		
Automobile Clubs		
Professional memberships		
Sporting associations		
Health		
Doctor		
Dentist		
Optometrist		
Ambulance subscription		
Specialists		
Employment & Education		
Your employer		
Business registrar		Requirements differ by state
Work funded pension plan		
Work funded health insurance		
Educational institutions		If enrolled in any education courses
Alumni organisations		
High School		
Your children's school		
Other		
Your will		
Property Deeds office		Ask county tax collector
Real estate agent (if renting)		
Lawyer / Solicitor		
Accountant		
Tollway accounts		
Ebay & PayPal		
Myspace / facebook / LinkedIN		
Vet / Pet microchip company		
Voicemail		

Register at www.easynamechange.com. Enter promo code **CHECKLIST** to get \$5 off a personalized kit.

Read our **name change tips** on the next page.

Name Change Tips

1. The first step should be to order your marriage certificate the county registrar. Certificates are usually available 2 weeks after your ceremony. You can also apply with some state Vital Statistics offices. Some states have online ordering. Turnaround can vary between state vital stats and your county registrar.
2. Always make the SSA the first place to change names. Most government agencies, including the DMV, can only change your name to what is currently recorded with the SSA.
3. Get photo ID in your new name as soon as possible. Some companies accept updated photo ID as proof of name change. The DMV must be visited in person. Take some photocopies of photo ID under your old name before changing. You may need to prove who you were.
4. Set aside a day to get all your name change notifications done at once. Name changes that drag out can occupy a lot of head space and can cause problems should you need to prove identity.
5. Set a deadline for your name change. Aim to get all your accounts, memberships and paperwork into your new name within a month of starting.

Special Offer

1. Register at www.easynamechange.com
2. Enter promo code **CHECKLIST** to save \$5 off any name change kit.
3. We'll provide ready to send name change forms, letters, faxes and all the necessary procedures for all your nominated companies. No need to do any calling around or name change research.