

Who To Notify When Moving House Checklist

Financial Services

Financial or Superannuation Account	How to Notify the Company or Institution	Completed
Bank Accounts	Most banks allow you to update your change of address online and if you're unsure on how to do this, they provide a guide. Eg: Westpac's is here .	
Credit Cards	Many credit card service companies like American Express allow you to edit your contact details through their online portals.	
Department Store Cards	Department stores like Myer and David Jones allow you to change your address online.	
Loyalty Cards	Coles , FlyBuys and Qantas all allow you to change your contact details online.	
Superannuation Fund	The majority of superannuation funds have online portals where you can easily change your address. But, if you do have a self-managed superannuation fund, you need to update its address on the Australian Business Register here .	

Educational, Sporting and Wellness Institutions or Services

Entity	How to Notify the Institution or Service	Completed
After-school Care Service	Contact the relevant institution or service to find out what you need to do.	
Childcare		
Gym		
Sporting activity that your children attend (for instance, Little Athletics or Dancing)		
School		
TAFE		
Tutoring Service		
University		

Government Agencies

Entity	How to Notify the Agency	Completed
Australia Post	Set up a mail redirection service by visiting their website .	

Australian Taxation Office	You can update your change of address by phone , post or logging into your myGov account .	
Australian Electoral Commission	Update your contact details online , by post or by picking up a form from the Australian Electoral Commission's office .	
Centrelink	Sign into your myGov account and select Centrelink. If you are unsure how to do this, click here .	
Medicare	Log into your myGov account and click on Medicare. Instructions on how to do this are available here .	
National Disability Insurance Scheme	Sign into your MyServiceNSW account .	
Revenue NSW	The best way to change your address is through the Revenue NSW portal. Here is a link to a step-by-step guide on how to do this.	
Service NSW (for driver and boat licences and vehicle and vessel registrations)	Through your Service NSW account. You can find out how to do this here .	

Insurance Companies

Type of insurance	How to Notify the Insurance Company	Completed
Car insurance	Visit your insurer's website.	
Health	Most insurance companies like AAMI , HCF and NRMA have online portals where you can edit and update your contact details.	
Home Building and Contents Insurance		
Income Protection		
Life and Accident		

Professionals

Occupation	How to Notify the Professional	Completed
Accountant	Contact the relevant professional to find out what you need to do.	
Chiropractor		
Dentist		
Doctor		
Lawyer		
Naturopath		
Optometrist		
Orthodontist		
Personal trainer		

Physiotherapist		
Podiatrist		
Veterinarian		
Other:		

Rating Authorities

Authority	How to Notify the Rating Authority	Completed
Local council	Local councils tend to have an online form for you to complete. For example, the City of Sydney Council has this online form .	
Sydney Water	You can update your mailing address change through this form .	
Owners corporation	Contact your owners corporation to find out the specific process you need to follow.	

Utility and Subscription Services

Provider	How to Notify the Provider	Completed
Electricity	Call or visit your provider's website to inform them about your change of address and the date you intend to move house. They will terminate your current electricity account and set up a new one for your new address.	
Gas	Telephone or visit your provider's website to tell them about your change of address and the date you intend to move house. The provider will cancel your current account and create a new one for your new address.	
Telephone/Internet	Call your telephone/internet provider to notify them of your change of residence. If you plan to live a short distance away from where you currently live, you may be able to keep the same phone number.	
Foxtel	Log into your account and change your address here .	
Streaming Services (e.g. Netflix, Stan)	Every streaming service will have a slightly different process. You can find out more information about Netflix's here and Stan's here .	