

## Departure

### JOB, STUDY, BUSINESS

#### Employment

- Give notice to employer
- Ask for holiday to move
- Holiday balance
- Return home equipment
- Personal items from office
- Request reference
- Deposit refund

#### Education, courses

- Notify change
- Refund/additional payment
- Stop payments
- Deposit refund
- Get certificate

#### Unemployment insurance

- Notify change
- Refund/additional payment
- Stop payments

#### Unions, professional organisations

- Notify change
- Refund/additional payment
- Stop payments

#### Recruitment agencies and CV distribution services

- Notify change

### HOME

#### Property, rented or owned

- Arrange takeover: Keys, meter readings, manuals
- Cleaning
- Stop payments
- Repair damages
- Refund/additional payment
- Charges account

#### Property, rented

- Give notice
- Deposit refund
- Request reference
- Arrange inspection

#### Property, owned

- Sell
- Estate agent
- Let out?

#### Mortgage

- Notify change
- Stop payment
- Refund/additional payment

#### Building insurance

- Give notice / notify change
- Refund/additional payment
- Stop payments
- Request no-claim certificate

#### Tenancy liability insurance

- Give notice / notify change
- Refund/additional payment
- Stop payments
- Request no-claim certificate

#### Home Contents Insurance

- Notify change
- Refund/additional payment

- Give notice
- Stop payments
- Request no-claim certificate

#### Removal

- General planning
- Logistics planning
- Financial planning
- Time planning
- Get boxes & packing materials
- Van hire
- Removal insurance
- Pack home contents
- Parking permit for van if city
- Transport of people & pets

#### Removal Companies

- Request quotations
- Insurance
- Packing materials: boxes, wardrobe box, tape, bubble wrap, paper sheets, stretch wrap
- Who packs what
- Value Added Tax (VAT)
- Storage
- Delivery appointment new address

#### Sell things

- Fitted kitchen
- TV *if not compatible*
- Video *if not compatible*
- Return keys
- Return manuals for domestic appliances
- Give away potted plants

### CAR

#### Car equipment

- Prepare car for trip
- Winter tyres

#### Car Association/Breakdown service

- Notify change
- Give notice
- Refund/additional payment
- Stop payments

#### Car registration

- Notify change
- De-register
- Refund/additional payment
- Stop payments

#### Car Insurance

- Notify change
- Refund/additional payment
- Give notice
- Stop payments
- Request no-claim certificate

#### Driving licence authority

- Notify change
- Sell car

#### Petrol cards

- Notify change
- Close
- Refund/additional payment
- Deposit refund
- Stop payments

### CHILDREN & PETS

#### School

- Notify change
- Refund/additional payment
- Stop payments
- Request reference
- Get certificate

#### Crèche

- Notify change
- Refund/additional payment
- Stop payments

#### Kindergarten

- Notify change
- Refund/additional payment
- Stop payments

#### Pets

- Transportation
- Vaccinations
- Quarantine
- Give away or sell

#### Pet Insurance

- Notify change
- Give notice
- Refund/additional payment
- Stop payments
- Request no-claim certificate

#### Pet identification chip

- Notify change

#### Vet

- Notify change
- Get medical records

### PUBLIC SERVICES

#### Immigration authorities

- Notify change

#### Consulate of own country

- Notify change

#### Consulate of new country

- Contact consulate for guidance

- Get fact sheets from EU Citizens First

#### National register of inhabitants

- Notify change

#### Police registration

- Notify change

#### Local tax

- Notify change
- Refund/additional payment
- Stop payments

#### Family or child benefits

- Notify change

#### Housing benefit

- Notify change

#### Social security

- Notify change
- Assure European Health Insurance Card is up to date to cover removal period

#### Income tax

- Notify change
- Get proof of tax paid
- Refund/additional payment
- Special short term taxation?
- Double taxation?
- Special taxation of emigrants?

- Accumulated allowances*
- Removal expenses allowance?*

### COMMUNICATION

#### Telephone line

- Close lines / request move
- Request call forwarding
- Refund/additional payment
- Deposit refund
- Stop payments

#### Low cost telephone companies

- Notify change
- Request service type change*
- Cancel*
- Refund/additional payment*
- Deposit refund*
- Stop payments*

#### Telephone charge cards

- Notify change
- Close*
- Refund/additional payment*
- Deposit refund*
- Stop payments*

#### *Sell equipment if not Euro-ISDN and if not compatible abroad*

- Telephone*
- Wireless telephone*
- Answering machine*
- Fax machine*
- Modem*
- ISDN adapter*
- Mobile phone if not GSM*

#### Mobile telephone

- Notify change
- Close number*
- Refund/additional payment*
- Deposit refund*
- Stop payments*

#### Cable/satellite TV

- Notify change / give notice
- Stop payments
- Refund/additional payment
- Deposit refund
- Decoder return
- Remove satellite dish

#### TV licence

- Notify change
- Cancel*
- Refund/additional payment*
- Stop payments*

#### Internet service provider

- Notify change
- Cancel*
- Refund/additional payment*
- Stop payments*
- Re-routing of e-mail*
- Web site considerations*

#### Internet use

- Update e-mail subscriptions
- Update e-mail address to correspondents
- Update web sites where registered

### UTILITIES

#### Water

- Read meter
- Notify change
- Refund/additional payment
- Deposit refund
- Stop payments

#### Oil

- Read meter
- Notify change
- Refund/additional payment
- Deposit refund
- Stop payments

#### Electricity

- Read meter
- Close account / notify change
- Refund/additional payment
- Deposit refund
- Stop payments

#### Gas

- Read meter
- Close account / notify change
- Refund/additional payment
- Deposit refund
- Stop payments

#### Heating

- Read meter
- Notify change
- Refund/additional payment
- Deposit refund
- Stop payments

### FINANCE

#### Banks, girobanks, building societies, credit card companies

- Notify change
- Stop automatic payments*
- Close*
- Withdraw funds*
- Negotiate loans*
- Return cards and cheques*
- Close credit card accounts*
- Return credit cards*

#### Store cards

- Notify change
- Close*
- Refund/additional payment*
- Deposit refund*
- Stop payments*

#### Credit card registration service

- Notify change
- Cancel*
- Refund/additional payment*
- Stop payments*

#### Company Pension

- Notify change
- Leave scheme
- Lump sum payment/transfer
- Stop payments
- Get payments transferred*

#### Private Pension

- Notify change
- Leave scheme*
- Lump sum payment/transfer*
- Stop payments*

- Get payments transferred*
- State pension
  - Notify change
  - Contributions refund for short periods
  - Get payments transferred*
- Deposit/change cash*
- Consider will & inheritance*

### HEALTH

#### National or private health service

- Notify change
- Refund/additional payment*
- Stop payments*

#### Doctors, general & specialists

- Notify change
- Get personal records
- Consider ongoing treatment

#### Get medicine enough to last for removal period

#### Dentist

- Notify change
- Consider ongoing treatment

#### Optician

- Notify change

#### Blood donor, organ donor registers

- Notify change

#### Life Insurance

- Notify change
- Cancel*
- Refund/additional payment*
- Stop payments*

#### Private medical insurance

- Notify change
- Cancel*
- Refund/additional payment*
- Stop payments*

#### Private dental insurance

- Notify change
- Cancel*
- Refund/additional payment*
- Stop payments*

#### Permanent health insurance

- Notify change
- Cancel*
- Refund/additional payment*
- Stop payments*

#### Critical illness insurance

- Notify change
- Cancel*
- Refund/additional payment*
- Stop payments*

#### Personal Accident Insurance

- Notify change
- Cancel*
- Refund/additional payment*
- Stop payments*

### MISCELLANEOUS

#### Public transport

- Cancel subscriptions
- Refund
- Stop payments

#### Travel insurance

- Notify change

- Cancel*
- Refund/additional payment*
- Stop payments*
- Legal insurance
  - Notify change
  - Cancel*
  - Refund/additional payment*
  - Stop payments*
- Newspaper subscription
  - Notify change
  - Cancel*
  - Refund/additional payment*
  - Stop payments*
- Periodicals subscriptions
  - Notify change
  - Cancel*
  - Refund/additional payment*
  - Stop payments*
- Maintenance contracts for alarm system, computers, gas etc.
  - Notify change or cancel
  - Refund/additional payment
  - Stop payments
- Rental of TV/hardware/video etc.
  - Notify change / cancel
  - Return equipment
  - Refund/additional payment
  - Stop payments
  - Deposit refund
- Membership of clubs, consumer organisations etc.
  - Notify change / cancel
  - Stop payment
  - Refund/additional payment
  - Deposit refund
  - Return equipment
  - Collect personal items
- Mail order companies, for example for videos, CDs, books, accessories, home shopping, stationery
  - Notify change
  - Cancel*
- Bonus clubs, frequent flyer etc.
  - Notify change / cancel
  - Consider spending bonus*
- Post
  - Sell postage*
  - Remove name from letterbox
  - Mail forwarding
  - Authorisations
- Outstanding affairs & complaints, solicitors, etc.
  - Notify change
  - Consider future actions*
- Stock up on supplies difficult to get abroad, like hoover bags, mains adapters, bayonet/screw bulbs and sockets, phone plug adapters.*
- Return borrowed items
- Claim lent out items back
- Buy immigration book for country*
- Buy dictionaries for new language*
- Leave labels with new address in old home
- Kitchen

- Plan for emptying of freezer & refrigerator

## Arrival

### JOB, STUDY, BUSINESS

#### Employment

- Give address to employer

#### Business

- Update business cards

#### Education, courses

- Find continuation

#### Unemployment insurance

- Find new
- Set up automatic payment

#### Unions, professional organisations

- Find new
- Set up automatic payment

- Commuting tax allowance?*

### HOME

#### Property, rented

- Find new
- Verify ownership of property
- Deposit
- Set up automatic payment

#### Property, owned

- Find new
- Down payment
- Mortgage
- Survey
- Solicitor
- Set up automatic payment
- Charges account
- Property tax?*

#### Building insurance

- Find new
- Set up automatic payment

#### Tenancy liability insurance

- Find new
- Set up automatic payment

#### Home contents insurance

- Find new
- Set up automatic payment

#### Buy or rent things

- TV set
- Video recorder

#### Keys

- Change key & alarm codes
- Make key copies

- Request manuals for domestic appliances

- Secure doors and windows against burglary

- Fit lamps etc.

### CAR

#### Car Association/Breakdown service

- Find new
- Set up automatic payment

#### Car registration

- Register
- Number plates
- Modify car to conform to national requirements*
- Set up automatic payment
- Window glass etching

- Registration tax?*

- Annual road tax?*

#### Car Insurance

- Find new
- Set up automatic payment

#### Driving licence authority

- Change licence (not EU)*

- Buy car

- Nationality tag*

- Parking permit for residents

#### Petrol cards

- Get new
- Set up automatic payment

### CHILDREN & PETS

#### School

- Find new
- Set up automatic payment

#### Crèche

- Find new
- Set up automatic payment

#### Kindergarten

- Find new
- Set up automatic payment

- Children's tax allowance?*

#### Pet insurance

- Find new
- Set up automatic payment

#### Pet identification chip

- Register locally

#### Vet

- Find new

### PUBLIC SERVICES

#### Consulate of new country

- Visa, short stay (non-EU)*
- Visa, transit (non-EU)*
- Entry clearance (non-EU)*

#### Immigration authorities

- Register for residence permit

#### Consulate of own country

- Register

#### Electoral roll

- Register

#### National register of inhabitants

- Register

#### Police registration

- Register

#### Local tax

- Register
- Set up automatic payment

#### Family or child benefits

- File demand

#### Housing benefit

- File demand

#### Social security

- Register
- Request new European Health Insurance Card

#### Diplomas

- Apply for recognition

#### Income tax

- Removal expenses allowance?
- Register
- Special short term taxation?*

- Special taxation of immigrants?*

- Double taxation?*
- Accumulated allowances*
- Married couple taxation*
- General description, rates*
- Capital gains tax?*
- Wealth tax?*
- Savings tax?*
- Pension tax?*
- Allowances, deductions*
- Interest allowance?*
- Mortgage allowance?*
- Insurance allowance?*

### COMMUNICATION

#### Telephone

- Find new company
- Decide analog / ISDN / cable
- Set up automatic payment
- Decide services like call forwarding, call waiting etc.
- Withhold number when calling
- Off-directory
- Itemised bills
- Request list of prices and services
- Request directories

#### Telephone charge cards

- Open
- Set up automatic payment

#### Low cost telephone companies

- Find new
- Set up automatic payment

#### Buy or rent equipment

- Telephone
- Wireless telephone
- Answering machine
- Fax machine
- Modem
- ISDN adapter
- Mobile phone
- n-way adapters
- Extension cables

#### Mobile telephone

- Find new supplier
- Set up automatic payment

#### Cable/satellite TV

- Find new supplier
- Find out if you are allowed to fit a satellite dish
- Set up automatic payment
- Fit satellite dish

#### TV licence

- Register
- Set up automatic payment

#### Internet service provider

- Find new
- Set up automatic payment
- Install new software
- Update signature files for e-mail and newsgroups
- Update personal & business web sites

- Reconfigure fax equipment & software

## UTILITIES

- Water
- Read meter
  - Register
  - Set up automatic payment
- Oil
- Read meter
  - Find new supplier
  - Set up automatic payment
- Electricity
- Read meter
  - Find new supplier
  - Set up automatic payment
- Gas
- Read meter
  - Find new supplier
  - Set up automatic payment
- Heating
- Read meter
  - Register
  - Set up automatic payment

## FINANCE

- Banks, girobanks, building societies, credit card companies*
- Set up automatic payments
  - Find new companies
  - Request cards and cheques
  - Request eurocheque cards and eurocheques
  - Request credit cards
  - Telephone services?
  - Home banking?
  - Request price list for services
  - Request postcheque cards and postcheques
- Store cards*
- Open
  - Set up automatic payment
- Credit card registration service*
- Open new
  - Set up automatic payment
- Company pension*
- Start new
  - Set up automatic payment

- Private pension*
- Start new
  - Set up automatic payment
  - Consider will & inheritance

## HEALTH

- National or private health service*
- Register
  - Set up automatic payment
- Doctors, general & specialists*
- Find new
- Dentist*
- Find new
- Optician*
- Find new
- Blood donor, organ donor registers*
- Find new
- Life insurance*
- Find new
  - Set up automatic payment
- Private medical insurance*
- Find new
  - Set up automatic payment
- Private dental insurance*
- Find new
  - Set up automatic payment
- Permanent health insurance*
- Find new
  - Set up automatic payment
- Critical illness insurance*
- Find new
  - Set up automatic payment
- Personal accident insurance*
- Find new
  - Set up automatic payment

## MISCELLANEOUS

- Public transport*
- Get timetables and maps
  - Plan routes and tariffs
  - Buy subscriptions
  - Set up automatic payment
- Travel insurance*
- Find new
  - Set up automatic payment
- Legal insurance*
- Find new
  - Set up automatic payment

- Newspaper subscription*
- Register
  - Set up automatic payment
- Periodicals subscriptions*
- Subscribe
  - Set up automatic payment
- Maintenance contracts for alarm system, computers, gas etc.*
- Find new supplier
  - Set up automatic payment
- Membership of clubs, consumer organisations etc.*
- Find new
  - Set up automatic payment
- Mail order companies, for example for videos, CDs, books, accessories, home shopping, stationery*
- Find new
- Bonus clubs, frequent flyer etc.*
- Find new
- Post*
- Authorisations
  - Name on letterbox
  - Buy new postage
  - Get airmail stickers
  - Postage rates and information
- Inform others about new address, phone, fax, e-mail.
- Don't forget:
- Address books and files
  - Websites where registered
  - Websites that mention you
  - Family & friends
  - Professional connections
  - Business connections
  - Clients
  - Providers
  - Public administration
  - E-mail correspondents
  - Current affairs
- Update address labels in suitcases, briefcases, bags, etc.
- Update letter heads, CVs, etc.
- Road and street maps
- Unpack
- Electrical adapters & cables

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