FolarraStudio

Name Change Checklist

update · notify · done

PRINTABLE · ID, ACCOUNTS & NOTIFICATIONS

This Checklist Belongs To

for anyone changing their name after marriage or for any reason

NAME _____

ADDRESS _____

PHONE / EMAIL _____

MOVED IN _____

YEAR _____

How to use this checklist

- Print the whole planner once, then print extra copies of the pages you use most, such as the Overview and Government pages.
- Print at 100% / Actual size on A4 or US Letter paper. The printable pages have a white background to save ink.
- Hole-punch the pages and keep them in a binder, so you can add pages any time.
- Every page is undated, so you can start in any month of any year.
- Work through the checklist in order, since some updates need others to be done first.
- Digital planner: open the hyperlinked PDF in any PDF annotation app and tap the tabs to jump between sections.

My word for this year

What I love about home

Contents

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Name Change Overview

the essentials

OLD NAME _____ NEW NAME _____

EFFECTIVE DATE _____ REASON _____

Documents to gather

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
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- [ ] _____

Copies ordered

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Notes

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Government & ID

start here

UPDATE	DATE SENT	DONE
Certified copies		☐
Social Security		☐
Driver license / ID		☐
Passport		☐
Voter registration		☐
Vehicle title		☐
Tax records		☐

Banks & Money

accounts to update

UPDATE	DATE SENT	DONE
Bank accounts		☐
Credit cards		☐
Loans		☐
Retirement accounts		☐
Investments		☐
Payment apps		☐

Work, Health & Insurance

update these too

UPDATE	DATE SENT	DONE
Employer / payroll		☐
Health insurance		☐
Doctors & dentist		☐
Car insurance		☐
Home insurance		☐
Professional licenses		☐

Home & Everyday

bills and accounts

UPDATE	DATE SENT	DONE
Lease / mortgage		☐
Utilities		☐
Phone		☐
Internet		☐
Email		☐
Social media		☐
Memberships		☐
Loyalty programs		☐
Post office		☐
		☐
		☐
		☐
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		☐
		☐
		☐
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		☐
		☐
		☐
		☐
		☐

Calls & Letters Log

who you spoke to

DATE	COMPANY	SPOKE TO	OUTCOME

Notes



FolarraStudio

Thank you!

Thank you for choosing FolarraStudio. I hope this checklist makes everyday life a little calmer and more organized. If you enjoy it, tell a friend about folarrastudio.com.

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- Questions or ideas? Write to me through folarrastudio.com, I am happy to help.

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