

## ADDRESS AND RECORDS WORKBOOK

# Business Relocation Checklist

Coordinate a business-address change across agencies, accounts, customers, mail, and operations.

**Do not assume one address update changes every record. Verify required forms, timing, and address eligibility with each agency, bank, platform, insurer, and service provider.**

BUSINESS NAME

CURRENT BUSINESS ADDRESS

NEW BUSINESS ADDRESS

EFFECTIVE DATE

PROJECT OWNER

MAIL TRANSITION PLAN

OLD/NEW ADDRESS OVERLAP PERIOD

## EXTERNAL RECORDS

# Update the right organizations

Record the confirmation number, effective date, or contact beside each completed item.

**Entity and state records**

Review Secretary of State and other entity records that show business or mailing addresses.

**Federal tax records**

Confirm the IRS address-change method that applies to the business and filing situation.

**California tax accounts**

Review FTB, CDTFA, EDD, and other applicable agency records.

**City and county records**

Update business registration, permits, zoning records, and local tax accounts as applicable.

**Banking and payment providers**

Ask each institution which documents it requires before changing an address.

**Insurance and professional licenses**

Update carriers, brokers, boards, and industry regulators as applicable.

**Vendors and contracts**

Update billing, shipping, service, and notice addresses in active agreements.

**Customers and public listings**

Update invoices, website, directories, maps, profiles, and customer communications.

## CONTINUITY

## Protect day-to-day operations

Plan the handoff so mail, calls, meetings, deliveries, and account access continue.

**Mail and packages**

Confirm final pickup dates, eligible mail handling, forwarding options, and sender notifications.

**Phone and internet**

Schedule cutover, test service, and prepare a backup connection.

**Workspace and meetings**

Communicate access instructions and reserve temporary meeting space if needed.

**Security and access**

Update keys, codes, authorized users, equipment custody, and visitor procedures.

**Digital records**

Update signatures, templates, automated messages, forms, and internal documentation.

**Post-move audit**

Search for the old address, inspect returned mail, and review key accounts after 30 and 90 days.

**CONFIRMATION NUMBERS, DEADLINES, AND UNRESOLVED ITEMS**