



CHANGE OF ADDRESS NOTIFICATION WORKSHEET

Buying a house involves a number of stages, and the work does not stop once you have completed the purchase. At this point, your main concern will be getting into your new home and settling down. However one important item to take care of before moving day, is letting friends, family, companies and government agencies know your new address. Letting family and friends know your new address can be as simple as getting change of address cards made up and either handing them out or sending them via mail or e-mail. Using this checklist can ensure the right people are informed in the right manner and at the right time.

MINISTRY OF HEALTH: New homeowners should inform both the provincial or territorial health ministry you are moving by providing them your new contact information. There are forms you can easily download from the web to do this.

CANADA REVENUE AGENCY: New homeowners will need the following materials:

- Social insurance number
- Partner's social insurance number (where it applies)
- New address in full
- Date of the move

Once these materials have been gathered, you will need to choose your preferred method for informing the agency:

- **ONLINE:** Use the Canada Revenue Agency's online service: www.canada.ca/en/revenue-agency.html
- **MAIL:** 1. Fill in **Form RC325** and mail or fax to the local tax centre
2. Write a letter including all the details. A separate letter should be written for the partner.
3. Mail or fax the signed letter to the local tax office
- **PHONE:** Call Canada Revenue Agency at 1-800-959-8281 and pass on all relevant details

CANADA POST: The new homeowners can:

- Go to the local post office and change the address at the counter;
- Visit Canada Post's website www.canadapost.ca and follow the online instructions for changing your address.

250.833.6708

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EACH OFFICE INDEPENDENTLY OWNED & OPERATED