

# THE SPRINGS

WEDDING & EVENT VENUES

## NAME CHANGE CHECKLIST



### STEP ONE: HIGH PRIORITY

- GET MARRIAGE LICENSE CERTIFIED WITHIN 30 DAYS + OBTAIN CERTIFIED COPIES
- SOCIAL SECURITY CARD
- DRIVER'S LICENSE (OLD ID, SS CARD, & MARRIAGE LICENSE NEEDED)
- VOTER REGISTRATION
- VEHICLE TITLE & REGISTRATION

### STEP TWO: FINANCES

- BANK ACCOUNTS (NEW CREDIT & DEBIT CARDS)
- UTILITY COMPANIES
- MORTGAGE OR LEASE
- HEALTH, AUTO, HOME, & RENTER'S INSURANCE
- AUTO-PAY ACCOUNTS OR LOANS
- LEGAL DOCUMENTS (WILL, POWER OF ATTORNEY)

### STEP THREE: WORK

- W2 FORM
- HUMAN RESOURCES (PAYCHECK, BADGE, EMAIL ADDRESS, SIGNATURE, CARDS)
- PROFESSIONAL & CREDENTIALING ORGANIZATIONS

### STEP FOUR: TRAVEL

- PASSPORT
- AIRLINE ACCOUNTS & TRAVEL NUMBERS
- CHANGE ANY UPCOMING FLIGHT TICKETS

### STEP FIVE: PERSONAL

- EMAILS & VOICEMAIL
- OFFICES (DOCTOR, DENTIST, OB-GYN, EYE DOCTOR, PHARMACY, VETERINARIAN)
- SOCIAL MEDIA ACCOUNTS (FB, IG, LINKEDIN)
- MEMBERSHIPS (GYM, LIBRARY, ETC)

IMPORTANT TIP: CHECK GUIDELINES **BEFORE ARRIVING** AT ANY OFFICE ON WHAT DOCUMENTATION YOU MAY NEED TO CHANGE YOUR NAME!

MORE TOOLS AT [SPRINGSVENUE.COM](https://springsvenue.com)