



# Street Name Change CHECKLIST



To make this process easier, Mecklenburg County has already notified many agencies for you! The red check marks below show who is automatically notified.

## CITY OF CHARLOTTE

- Charlotte-Mecklenburg Police Department
- Charlotte Fire Department
- Charlotte Water
- Charlotte Department of Transportation
- Charlotte Department of Solid Waste
- 311/ 911

## MECKLENBURG COUNTY

- Office of the Tax Collector
- Tax Assessor
- Board of Elections
- Charlotte-Mecklenburg Schools

## STATE OF NORTH CAROLINA

- Drivers' License
- NC Department of Revenue (taxes)

## FINANCIAL INFORMATION

- Financial institutions (banks, credit union, IRA/401K, investments, credit card providers, loan providers)
- Internal Revenue Service ([Update online](#))

## SERVICE PROVIDERS

- U.S. Postal Service
- Time Warner Cable
- Bell South/ Alltel Carolina
- Duke Energy/ Piedmont Natural Gas
- Social Security/ Medicare/ Medicaid
- Insurance Companies (home, car, health)
- Phone/ Cell Phone/ Cable/ Internet
- Employer(s)
- Charlotte Observer
- Magazine and newspaper subscriptions
- Clubs and organizations
- Service providers (doctors, vets, daycare, alarm company, lawn service, etc.)
- TSA Precheck/ Global Entry
- Online shopping sites (i.e. Amazon etc.)
- Friends and Family

## BUSINESS CHECKLIST

- Google maps/ Navigation
- Website
- Business Cards
- Promotional items

## ADDITIONAL INFORMATION

### Post Office

You do NOT need to fill out a Change of Address Form with the Post Office, since you are not physically moving. Mecklenburg County will automatically provide USPS with address changes to update their database to ensure that any mail sent to an address with the previous street name will be delivered to the address under the new street name. The Post Office will link the old and new address, and forward mail to the old address for one year. Notify your mailers and contacts of your address change. The Post Office notes address changes in their database, but it sometimes takes several weeks for private companies to update their databases.

### Mecklenburg County Register of Deeds

You DO NOT need to update information with the Register of Deeds. Ownership of a property is taken by legal description of the property not by the property address. Since the ownership is based on the legal description of the property,

there is no need for property owners to make any changes to their deed or title because of an address change.

### Who Else Should I Contact?

You will want to notify your Telephone Company & Utility Company yourself to make sure they have your correct address in their system. This is where your E-911 number is, so when you call 911 from your phone this is the database the address comes out of.

If you have an Alarm System that is required to be registered please notify in writing:

CHARLOTTE ALARMS TRACKING & BILLING  
PO BOX 300014  
RALEIGH, NC 27622  
Toll Free No. 1-877-893-5269

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## RESOURCES FOR BUSINESSES

### NC Department of Revenue

*Business Address Change - Complete the [online form](#) and mail North Carolina Department of Revenue, P.O. Box 25000, Raleigh, North Carolina 27640-0001:*

### NC Secretary of State – Business Registration Division

*Complete the [online form](#) and mail to P. O. BOX 29622 Raleigh, NC 27626-0622*

### Federal, State, County, City or Specialty Licenses, Permits or Certifications

If a business is regulated by a Federal agency, County agency, has a City license to do business, or has a Specialty License, Permit or Certification, contact the issuing organization directly to update the business mailing address.

### Customers

Notify all clients of change of address.

### Financial Accounts, Business Credit Accounts, Insurance Companies, Vendors, Service Providers

Change the business mailing address with all financial accounts, including but not limited to bank accounts, merchant accounts, investment accounts and any lender or bank with which the company has a business loan or business credit line. Notify any vendor, supplier, retailer or service provider of an address change to ensure that invoices and statements are received in a timely manner, and to also protect a business from potential identity theft. Contact your providers for liability insurance, health and/or dental coverage, car, life insurance, or any other policies that the company has. Notify your company attorney, accountant or

bookkeeper, payroll company, coffee service, vending machines, and any other service providers that send invoices through the mail.

### Business Credit Reporting Agencies

Dun & Bradstreet - [www.dnb.com](http://www.dnb.com)

Experian Business - [sbcr.experian.com](http://sbcr.experian.com)

Equifax Small Business - [www.equifax.com/business](http://www.equifax.com/business)

Each major business credit reporting agency has its own process for updating your company information. Contact each of the business credit reporting agencies to request an address update on your business credit report.

### Websites & Directory Listings, Social Media, Local Search Footprints

Update your business website and notify any local or online directory listings of the change in mailing address for your business. If a business has a presence with any social media accounts, notify those accounts of a change in address. Such changes can often be made quickly by logging into your company's social media accounts.