

PCSing?

A CHECKLIST

Brought to you by Service Credit Union
with sincere gratitude for your service
and business.

We move with you.

**SERVICE
CREDIT UNION**



For People on the MoveSM



00800.4728.2000 (International) • 800.936.7730 (U.S.) • servicecu.org

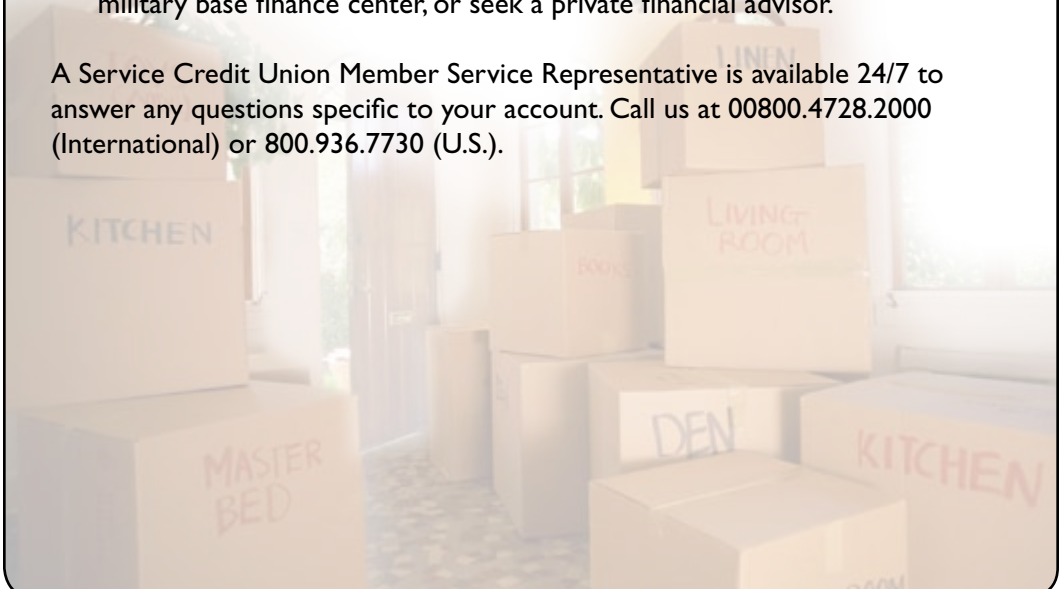
TWELVE WEEKS BEFORE YOU MOVE

- Create a PCS expense log and receipt folder. Service Credit Union is pleased to provide you with a complimentary folder.
- Create a relocation budget.
- Begin tracking moving expenses for federal income tax and budgeting purposes.
- Begin saving for moving expenses that are not reimbursable such as pet shipping, boarding and/or quarantine, or shipping a second automobile overseas.
- If you have pets you will need to plan ahead. Check to be sure they can accompany you overseas. You may need to find a temporary place for them while you wait for housing. Check with your veterinary services for immunization requirements and shipping costs. Most importantly, don't forget to call the airline to reserve a space! Many animals suffer the consequences of poor planning.
- Depending on where you are going and whether temporary furniture is available, you may need to begin the shipping process early. Begin choosing what you will ship via a large shipment of house hold goods (HHG) which can require 60 days to deliver, or unaccompanied baggage, which requires about 30 days.
- Examine your homeowner's insurance policy to see if your household items are insured during the move. Purchase insurance to cover goods in transit, if necessary.
- Obtain appraisals for high-value items.
- If you plan to rent your house during reassignment, check with your insurance agent to verify if your policy will cover this. Contact your housing office to list your house for rent.
- Prepare, update and execute wills and powers of attorney, or letter of authorization, if needed.
- Do not place any more mail order purchases.

EIGHT WEEKS BEFORE YOU MOVE

- No need to close your Service Credit Union account! We move with you. We have unlimited access online as well as over 6,300 shared branch locations and 28,000 surcharge-free ATM's worldwide.
- Call your Personnel Action Clerk (PAC) or Finance Office for details on a Temporary Lodging Allowance (TLA). Make TLA entitlements or billeting arrangements.
- Create a PCS expense log and receipt folder.
- If you are on active duty, check with travel and transportation allowances to see if you are entitled to advanced pay or other benefits. Remember, if you have ServicePlus+ Checking with direct deposit you can withdraw money from your paycheck up to two days before payday. Or, inquire about a Service Credit Union relocation loan with deferred payments for 3 months!
- Schedule a pre-termination inspection if you live in government quarters.
- Notify your lender if a loan is outstanding on a vehicle you plan to ship overseas.
- Home buyers: Arrange financing and schedule tentative closing dates. Service Credit Union has a wide variety of mortgage programs with great rates available across the continental U.S.
- If you need help organizing your finances, speak with your PAC, visit your military base finance center, or seek a private financial advisor.

A Service Credit Union Member Service Representative is available 24/7 to answer any questions specific to your account. Call us at 00800.4728.2000 (International) or 800.936.7730 (U.S.).



SIX WEEKS BEFORE YOU MOVE

- Organize your family records in a travel records kit. Don't ship these documents. Service Credit Union is pleased to provide you with a complimentary folder that accommodates all your travel records!

- ___ Birth certificates
- ___ Social security numbers
- ___ Naturalization papers (if applicable)
- ___ Military and insurance ID cards
- ___ A copy of your children's medical, dental and optical records
- ___ School transcripts and referral letters
- ___ Marriage and divorce papers
- ___ Pet immunization records
- ___ Expense log book
- ___ PCS orders (30 copies)
- ___ Copy of wills
- ___ Your list of serial numbers
- ___ Financial records, including a list of stocks, bonds, mutual funds and other financial investments
- ___ Bank account and credit information
- ___ Car registration and title
- ___ Adoption papers (if applicable)
- ___ Current passports
- ___ Service member's last Leave and Earnings Statement (LES)
- ___ Spouse's résumé, transcripts and diplomas
- ___ Certificates
- ___ Professional licenses and transcripts

FOUR WEEKS BEFORE YOU MOVE

- Schedule to have your current utilities cancelled the day after you move. Forward the final bills to your new address.

___ Cable (return box if necessary)

___ Electric

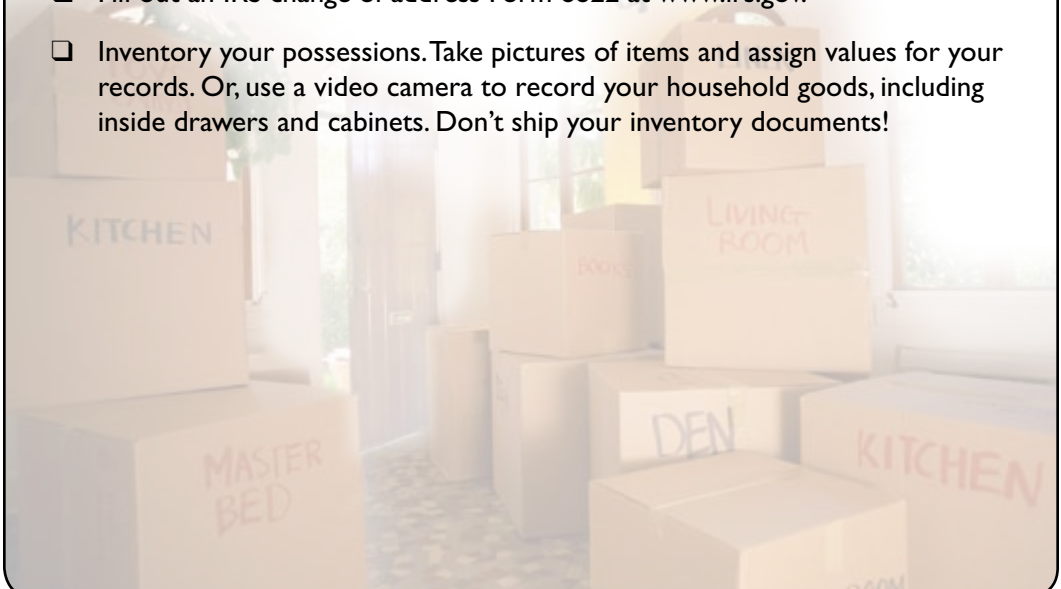
___ Gas

___ Internet access

___ Telephone

___ Water

- If you are moving yourself, get written estimates from several moving companies. Be specific about what you have, most people underestimate what they have to move.
- Buy packing supplies: boxes, packing and masking tape, markers, newspapers and twine.
- Get rid of any unwanted items around your house. You can sell them through the classifieds or online, hold a garage sale (you may need special permission, check for a group sale in your community) or donate them to charity. Keep any receipts from your donations for tax purposes.
- Fill out an IRS change of address Form 8822 at www.irs.gov.
- Inventory your possessions. Take pictures of items and assign values for your records. Or, use a video camera to record your household goods, including inside drawers and cabinets. Don't ship your inventory documents!



THREE WEEKS BEFORE YOU MOVE

- Notify your credit card companies of your renewed or temporary address.
- Check expiration dates on major credit cards you plan to use during travel.
- Check the expiration date on your family's ID cards. Renew them if they are about to expire. ID cards can be renewed within 30 days of the expiration date.
- Notify your stock broker, investment counselor or financial institution of your new or temporary address. Log on to servicecu.org or call our contact center to notify Service Credit Union of your change of address.
- Transfer your safe deposit box. Arrange for credit references.
- Settle outstanding bills. Be sure to stop/cancel any Repeat Payment Orders (RPOs) you may have, to ensure no payments go out after you depart.
- Schedule connection dates for new utilities. Some may require deposits. Set up new accounts at Service Credit Union's online bill pay. You can have new accounts set up and ready to pay before you move!



TWO WEEKS BEFORE YOU MOVE

- Cancel newspapers. Return any outstanding library books or borrowed goods.
- Contact your PAC or Military Pay to recertify Basic Allowance for Housing (BAH) and have PCS checklist signed off.
- Arrange vehicle rental, if necessary.
- Contact your local employment office to determine whether your relocation qualifies your spouse for unemployment benefits, if appropriate.
- Set aside a box of household goods that you use daily. This will help you settle into billeting and make your first days in your new home easier. Items to include may be pans, utensils, towels and personal care items.
- If your spouse is changing employers, consider rolling their retirement plan into an IRA. This will simplify record keeping and provide greater control.
- Use our complimentary change of address cards to notify friends and family of your move. If your new address is not yet known, you can still address cards now to save time later. If you run out, stop by a branch office and ask for more!

___ Friends and family

___ Banks

___ Insurance companies

___ Credit card companies

___ Magazines and newspapers

___ Past employer(s) for W2 forms



ONE WEEK BEFORE YOU MOVE

Plan what goes with you...

- Toys and games for the kids. Service Credit Union is pleased to offer a PCSing travel kit for your child at our branch office. Kit includes backpack, travel games and puzzles and is complete with their own PCSing checklist.
- Special breakable items or collectables.
- Important documents and records (Your Service Credit Union folder).
- Change of clothes and toiletries for your first day.
 - ___ Food kit with bottles of water
 - ___ First aid kit
 - ___ Toilet paper
 - ___ Hand sanitizer



THE DAY BEFORE YOU MOVE

- ❑ If you are moving yourself, make sure you have payment ready for the mover, most will not unpack without a check. Check your moving company's payment policies.
- ❑ Make sure that cash, jewelry, important documents, your checkbook and other valuable items are secure and placed with the suitcases and other items you are hand-carrying. Do not ship jewelry.

THE DAY AFTER YOU MOVE

- ❑ Log on to www.cuswirl.com or www.fsc.com and locate one of our 6,300 shared branch locations in your new area. Go to www.co-opfs.org to find out about free ATM services near you and take advantage of our low rates.

Service Credit Union is proud to be your financial institution, wherever you are!



VALUABLE WEBSITES FOR MOVING

Service Credit Union

www.servicecu.org

Your direct link to PCSing tips, special programs, relocation loans, financial information, current rates, and more!

PCS America

www.pcsamerica.net

A complete guide to your community including home sales, rentals, pay and allowances and local school information.

National Military Family Association

www.militaryfamily.org

A resource for military families concerning their rights, benefits and services available.

FAMNET

www.famnet.com

This Air Force website contains helpful information on PCSing members of all services. Link to SITES and more.

HomeFair's Relocation Wizard

www.homefair.com

Link to the military PCS Wizard to help plan your move, then use the moving calculator and get free city reports.

Military Youth on the Move

apps.mhf.dod.mil/myom

A PCSing guide for kids and teens. Resources on moving, saying good-bye and information about the new installation and school.

OCONUS

www.oconus.com

A collection of merchants who can ship to APO or FPO addresses, along with information and features useful to those living overseas.

U.S. Government

www.usa.gov

Online government information, services and resources.

Military.com - All the benefits of service

www.military.com

The brother of monster.com, this site is all inclusive for service members. The community section includes an installation guide, and the site contains a multitude of good deals and information.

Military Homefront

www.militaryhomefront.com

Provides information from all military installations which have a family support center that includes a supporting relocation department.

Local Neighborhood Information

www.neighborhoodfind.com

Your link to detailed neighborhood information so you can find the best location for you and your family.

Moving Resource

www.moving.com

A full service website for moving, includes a free address changer for your magazines and the United States Post Office.

Interactive Customer Evaluation

<http://ice.disa.mil>

Learn about rate services available on any duty station.

PACK ESSENTIALS TO TAKE ALONG*

- ___ Checkbook
- ___ Sufficient cash
- ___ ID cards / passports
- ___ Folder for move-related paperwork
- ___ Prescriptions
- ___ Tickets for travel
- ___ Snacks
- ___ Toys and books for children
- ___ Washcloths and toiletries
- ___ Alarm clock
- ___ First aid items
- ___ Flashlight and batteries



*Check with individual airlines regarding restrictions for carry-on items.

CHECKLIST FOR A SCHOOL MOVE

From the Parent or Guardian:

- Student's birth certificate
- Student's social security number
- Student's shot record
- Legal documents, as needed
- Proof of residency / military orders

School Information

- Address, phone numbers, other contact information
- Course description book / grading scale (if available, for 6th grade and above)
- Copy of the cover of each textbook or the title page
- School profile / handbook
- School webpage

School Records

- Copy of cumulative folder (only the sealed copy mailed between schools is considered official.)
- Current schedule
- Report cards
- Withdrawal grades or progress reports
- Test scores (standardized or special program testing)

Special Program Records

- Individual Education Plan (IEP) / Individual Accommodation Plan (504) / Gifted program description
- English as a second language (ESL) or bilingual education
- At risk or other action plans for classroom modifications

Other Documents and Examples

- Writing samples and other work examples
- Activities records (co/extracurricular)
- Community service or service learning
- Other work or performance examples
- Academic recognitions and competition participation