

PHANTOM DIGITAL INC. Mail Redirection Checklist

Phantom Digital Inc. · Welcome! Use this checklist to move your mail to your new address.

Your new mailing address (write it exactly like this):

**[Your name or business name]
[Box number]-329 Howe Street
Vancouver BC V6C 3N2**

Don't add "#", "PO Box" or "Suite"; mail without your box number will be returned.

Step 1 – Bridge the gap (optional)

If you are leaving a Canadian address, Canada Post Mail Forwarding catches mail while your senders update.

- ☐ Buy Mail Forwarding at canadapost.ca or a post office, with government photo ID (businesses need proof of authority)
- ☐ Choose 4 or 12 months
- ☐ Remember: parcels, courier items and mail marked "DO NOT FORWARD" (often bank cards and cheques) are **not** forwarded, so update those senders first

Step 2 – Update senders (by customer type)

Canadian individuals

- ☐ Canada Revenue Agency: update your mailing address in CRA My Account
- ☐ Service Canada: CPP, OAS, EI
- ☐ Banks and credit card companies (mailing address only)
- ☐ Investment, pension and RRSP/TFSA providers
- ☐ Insurance companies (home, auto, life, health)
- ☐ Employer and payroll
- ☐ Utilities, phone and internet providers
- ☐ Subscriptions, memberships and online stores
- ☐ Doctors, dentists and pharmacies
- ☐ **Keep your residential address** with ICBC (driver's licence), Health Insurance BC (MSP) and Elections BC / Elections Canada

Non-Canadian individuals

- ☐ Canada Revenue Agency (if you file Canadian tax returns or receive Canadian income)
- ☐ Canadian banks, brokers and investment accounts (mailing address)
- ☐ Property managers, tenants or landlords for Canadian property
- ☐ Canadian online stores and marketplaces

- ☐ Immigration (IRCC): update your mailing address, and keep your residential address current separately

BC businesses

- ☐ BC Registries: update the registered-office **mailing** address only; your delivery address must stay a physical location where legal documents can be served
- ☐ CRA My Business Account: business number, GST/HST, payroll and corporate tax accounts
- ☐ WorkSafeBC
- ☐ Business bank, lenders and merchant services
- ☐ Suppliers, customers and invoice templates
- ☐ Domain, trademark and software account registrations
- ☐ Business licences and professional associations
- ☐ Website, email signatures and marketing materials

Out-of-province and foreign businesses

- ☐ BC Registries: extraprovincial registration and attorney for service (the attorney's address must be where documents can be served)
- ☐ CRA: business number and GST/HST account, if registered
- ☐ Canadian customers, suppliers and marketplaces
- ☐ Canadian bank and payment processors

Step 3 – Check it's working

- ☐ Watch your dashboard for the first items from each sender
- ☐ Add any name variants (initials, former names, trade names) in your dashboard so mail isn't returned
- ☐ After 60 days, contact any sender still using your old address

Questions? hello@phantomdigital.ca · 604-899-5447