



welcome center  
potsdam

### Checklist before Departure

- cancel lease for your flat or room (three months before departure)
- cancel electricity for your flat
- cancel your telephone
- cancel your insurance policies
- cancel your payments to the *Gebühreneinzugszentrale* (GEZ)
- give notice of departure at the Citizens' Service Office
- deregister your children at their day-care and school
- deregister your automobile
- apply for redirection of your mail at the post office
- complete your tax return due on the 31st of May for the previous calendar year