

UCC Financing Statement (UCC-1) Filing Checklist

1. Use only the Authority-approved form and type all information. If using the online form (<http://www.gsccca.org/filesandforms/uccforms.asp>), you may electronically enter information into the data fields. The State of Georgia only accepts the IACA-adopted form, identified by the following language at the bottom of the form: “National UCC Financing Statement (Form UCC-1) (Rev. 07/29/98).”
2. UCC-1 financing statements are filed at the county level with the Clerk of Superior Court. For a list of clerk offices, go to www.gsccca.org/clerks. **UCCs mailed to the Georgia Superior Court Clerks’ Cooperative Authority will be returned without filing.**
3. The filing fee is \$10 per document plus \$2 per page for attachments. An addendum is treated as an attachment. The filing fee for a UCC-1 with an assignment is a minimum of \$22 (\$10 filing + \$10 assignment + \$2 addendum).
4. Make your check payable to _____ County Clerk of Superior Court. **Do not make checks payable to the Georgia Superior Court Clerks’ Cooperative Authority.**
5. Please enter contact information in block A. This will assist the clerk’s office in the event that you need to be contacted.
6. Enter information in block B so that the clerk’s office may send you an acknowledgment of your filing. It is suggested that you include a self-addressed stamped envelope.
7. Enter a debtor’s name in either block 1a **OR** 1b – **NOT BOTH**. Additional debtor name(s) should be listed in 2a **OR** 2b. If more space is required for additional debtor names, please use the Financing Statement Addendum form or attach 8 ½ x 11 paper labeled “Additional Debtor Names.” Please list in the same format as the form.
8. Each debtor should have a corresponding address.
9. Inclusion of the SSN (individual) or EIN (organization) in block 1d is optional.
10. If the debtor is an organization, blocks 1e and 1f must be completed. Organizational information may be obtained through the Georgia Secretary of State’s website at: www.sos.state.ga.us/default1024.asp.
11. Inclusion of the Organizational ID# in block 1g is optional.

12. Enter a secured party's name in either 3a **OR** 3b – **NOT BOTH**. Additional secured party names should be listed on the Addendum form or on 8 ½ x 11 paper labeled "Additional Secured Party Names." Please list in the same format as the form. Each secured party should have a corresponding address.
13. If block 4 does not provide enough space to list collateral, please attach collateral description and make reference in block 4.
14. Completion of block 5 is optional.
15. Mark block 6 **ONLY** if filing is to be filed in the real estate records.
16. Do not mark block 7. Please use the UCC-11 Information Request form for certified searches. UCC-11's should be sent to: GSCCCA, 1875 Century Blvd, Suite 100, Atlanta, GA 30345.
17. Completion of block 8 is optional.

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| Attention Secured Party: It is your responsibility to correctly complete the UCC Financing Statement in order to ensure the perfection of your filing. |
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