

UCC Financing Statement Amendment (UCC-3) 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 Amendment (Form UCC-3) (Rev. 07/29/98)."
2. UCC Financing Statement Amendments (UCC-3) are filed at the county level with the Clerk of Superior Court of the county in which the initial financing statement was filed. 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.
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 ONLY the initial financing statement number in block 1a. The initial financing statement number can be located in the upper right of the initial financing statement acknowledgment copy. Typically, the initial number follows this example: 001-2002-0001
8. Mark block 1b **ONLY** if filing is to be filed in the real estate records.
9. If block 1b is marked for filing in the real estate records, please enter the book and page number in block 1a.
10. You may choose **ONLY ONE ACTION** per amendment form. In other words, mark only block 2, 3, 4, 5, or 8.
11. In the case of a Termination (block 2) or Continuation (block 3), the debtor name(s) are not required.

12. If changing or adding debtor or secured party name(s), please provide complete address in block 7c. If the name in block 7 is an organization, complete 7e and 7f. Completion of blocks 7d and 7g are optional.
13. Enter the name of the secured party of record authorizing the amendment in block 9. *If the amendment is authorized by a debtor which adds collateral, adds the authorizing debtor or is a termination authorized by the debtor, then check the appropriate box in block 9.*
14. Completion of block 10 is optional.

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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