

INSTRUCTIONS FOR COMPLETION OF FORM UCC-1

Please read and comply with the following itemized instructions.

1. **SPECIAL DEBTOR/COLLATERAL INFORMATION:** Read each statement carefully and place a check mark next to any applicable statements.
2. **DEBTOR INFORMATION:** Please provide full legal name(s) and distinguish between debtors who are individuals and debtors which are businesses by completing the appropriate blocks. Records in the Office of the Secretary of the State will reflect the distinction of debtor type made by the filer. Note that the address blocks apply to both individuals and businesses.
3. **SECURED PARTY INFORMATION:** Please provide full legal name(s) and distinguish between secured parties who are individuals and secured parties which are businesses by completing the appropriate blocks. Records in the Office of the Secretary of the State will reflect the distinction of secured party type made by the filer. Note that the address blocks apply to both individuals and businesses.
4. **ASSIGNEE INFORMATION:** Complete only to reflect an assignment in the original financing statement. Please provide full legal name(s) and distinguish between assignees who are individuals and assignees which are businesses by completing the appropriate blocks. Records in the Office of the Secretary of the State will reflect the distinction of assignee type made by the filer. Note that the address blocks apply to both individuals and businesses.
5. **STATEMENT OF COLLATERAL:** Please provide a description of the property used as collateral for the debt. A statement of the total number of attached sheets must be made under this heading.

GENERAL INFORMATION

Please note the following:

- a. Pertinent signatures should be provided at the bottom of the form.
- b. If additional space is needed please attach an 8 1/2 x 11 piece of paper and make the appropriate reference on the form.
- c. The UCC-1 form has two parts, an original and a copy. The original is will be filed and the copy returned to the filer. Please do not detach the copy.