

## Instructions for Completion of form UCC-3

Please read and comply with the following itemized instructions

1. **TYPE OF FILING:** Select type of filing from the list provided by placing a check mark on the line preceding the appropriate entry. Please make only one selection.
2. **ORIGINAL FINANCING STATEMENT NUMBER:** Please provide the number of the original financing statement to which the UCC-3 is related. Be careful to supply the correct number as the UCC-3 will attach to whichever financing statement bears that number on the records of this office.
3. **DEBTOR INFORMATION:** Please provide debtor name(s) and distinguish on the form between debtors who are individuals and those which are business organizations. Note that address blocks apply to both individuals and businesses.
4. **SECURED PARTY INFORMATION:** Please provide secured party name(s) and distinguish on the form between secured parties who are individuals and those which are business organizations. Note that address blocks apply to both individuals and businesses.
5. **ASSIGNEE INFORMATION:** Complete only to reflect a full or partial assignment of the interest reflected in the original financing statement. Please provide assignee name(s) and distinguish on the form between assignees who are individuals and those which are business organizations. Note that address blocks apply to both individuals and businesses.
6. **FILING INFORMATION:** Present information pertaining to the filing type selected in item 1., e.g., any changes of collateral, debtor name(s), secured party name(s) etc. A statement of the total number of attachments to the UCC-3 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 one or more 8 1/2" x 11" piece(s) of paper and make the appropriate reference within item number 6 on the form.
- c. The UCC-3 form has two parts, an original and a carbonless copy. The original will be filed and the copy returned to the filer. Please do not detach the copy.