



DEPARTMENT OF COMMERCE  
Division of Corporations & Commercial Code  
UCC Information & Instructions

With the adoption of Revised Article 9 (70a-9a; Rule R154-002), the State of Utah has chosen to use the IACA National Forms as the only acceptable means of filing. Although these forms include their own instructions, there may be items on the forms that Utah does not require or instructions that may conflict with Utah policies. The following items are meant to assist those filing UCC forms in Utah, they are not intended to substitute or replace the advice of legal counsel.

### **General Information**

- **Type or laser print all forms:** Be sure that it is completely legible including font size and style, the form must not be modified/alterd in any way. Case sensitivity will not be recognized as regards to data submitted.
- **Always include filer information:** Acknowledgment will be sent to this address and this address alone. Multiple copies of filings and return envelopes will be discarded.
- **Include correct filing fee:** \$12.00 per form filed (each UCC I Addendum and each UCC III Addendum are considered separate forms). Starting 1 August 2005 all pages (National & non-National Forms) will be charged at \$12.00 per page.
- **Attachments:** Only information on the UCC Financing Statement Addendum and the UCC Financing Statement Amendment Addendum will be recorded by this office. Filings that include other attachments, exhibits, lease agreements, purchase agreements, personal property lists, etc. *will not* be rejected but the information in those attachments *will only* be available through a UCC II Information Request submitted in-house for “actual” images or through a Subscriber account online.

### **UCC I & UCC I Addendum**

- **Items that are not required or may not be recorded:** Items 6 & 7; items 10, 13, 14, 15 & 17.
- **Enter only one individual/organization per item:** There should be only one party entered in items 1,2,3,9, & 11. Filings with both individual and organizational information in an item may be subject to rejection.
- **Individual as debtor information:** Name, mailing address, city, state or country and postal code are all items that must be filled in completely otherwise the filing may be subject to rejection. Name suffix is not a required item but will be recorded if included.
- **Organization as debtor information:** Name, mailing address, city, state or country, and postal code, are all items that must be filled in completely otherwise the filing may be subject to rejection.
- **Secured party information:** Name, mailing address, city, state or country and postal code are all items that must be filled in completely otherwise the filing may be subject to rejection. If filing a UCC I that has been totally assigned at the time of filing enter the assignee information in item 3 of the UCC I form, the assignor information may be recorded in item 11 of the UCC I Addendum form if the filer so desires.
- **Collateral Information:** Collateral information submitted in item 4 of the UCC I form may be continued in item 12 of the UCC I Addendum form. Collateral will be recorded exactly as entered on the form up to the total capacity of the Division’s computer system’s collateral field which is 250 characters with spaces and punctuation per page. Collateral entered as “See Attached \_\_\_\_\_,” “Refer to Attached \_\_\_\_\_,” “Attached,” etc. on form will be recorded as same.
- **Alternative designation:** The filer may choose an alternate designation for the debtor/secured party relationship. Only one relationship may be used per filing. The Ag-Lien and Non-UCC Filing designations will not be recorded. Multiple designation entries will cause the filing to default to Debtor/Secured Party.
- **UCC I Addendum:** When submitting a UCC I Addendum in conjunction with the UCC I Financing Statement, item 9 should be filled out as instructed.
- **Changing filing life:** To designate a filing as a Transmitting Utility, Manufactured Home Transaction, or Public Finance Transaction the appropriate box under 6a must be checked on the UCC I Financing Statement. Multiple designation entries will cause the filing to be rejected and returned to the filer. There will be no fee for this. Required documentation for designations must be included.

## UCC III & UCC III Addendum

- **Items that are not required or may not be recorded:** Item 1b.
- **Items that are required:** Items 1a must be filled out completely and accurately *for all actions* made on the UCC Financing Statement Amendment form.
- **Actions that can be made on form:** All actions listed on this form can be made but only *two* actions may be made per form, so long as the “actions” are discernible – separate forms must be used to modify multiple parties
- **Enter only one individual/organization per item:** There should be only one party entered in items 6,7,9, & 12. Filings with both individual and organizational information in an item may be subject to rejection.
- **Amendments:** The appropriate boxes within item 5 must be checked. Failure to check either the debtor or secured party box and the action to be taken on said party or checking both parties and/or multiple actions may result in the rejection of the filing.
- **Amending existing debtor information:** In addition to the required items, item 6 must contain the debtor name on record that is to be amended. Item 7 must contain the new debtor information including name, mailing address, city, state or country and postal code. Failure to do so may result in the rejection of the filing.
- **Amending existing secured party information:** The same as the instructions listed above.
- **Amending collateral:** Item 8 must have an action checked as well as the collateral that is affected by the action taken. Failure to do so may result in the rejection of the filing. Collateral Amendments have the same limitations for recording as the UCC 1 (250 characters with spaces and punctuation per page).
- **UCC III Addendum:** A separate addendum must designate an action and be filled out for each party being amended, up to two actions per form (item 13). A collateral description may be entered in item 13 if the UCC III filed was amending collateral. Collateral will be recorded exactly as entered on the form up to the total capacity of the Division’s computer system’s collateral field.

## UCC I AND UCC III ADDITIONAL PARTY ADDENDUMS

- Follow the same as the instructions listed above for submission of additional Debtor/Secured parties.
- Additional Party Addendums may *not* be submitted alone and must be accompanied by a Statement form.

## UCC 5 ~~Information Statement~~ UCC 5 go gov

- **The UCC 5 Information Statement:** It should be used to claim an inaccuracy in an existing filing.
- There is currently “no charge” for a UCC 5 Information Statement.

<p><b>Mail In:</b> PO Box 146705 Salt Lake City, UT 84114-6705</p> <p><b>Walk In:</b> 160 East 300 South, Main Floor</p> <p><b>Information Center:</b> (801) 530-4849</p> <p><b>Toll Free:</b> (877) 526-3994 (within Utah)</p> <p><b>Fax:</b> (801) 530-6438</p>
---

Under GRAMA {63-2-201}, all registration information maintained by the Division is classified as public record. For confidentiality purposes, the business entity physical address may be provided rather than the residential or private address of any individual affiliated with the entity.