

UCC Financing Statement (UCC-1) Filing Checklist

1. Use only the Authority-approved forms. 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 forms with a revision date of 04/20/2011, or later.
2. UCC-1 financing statements are filed at the county level with the Clerk of Superior Court. For Clerk contact information, please go to <https://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. It is suggested to enter contact information in blocks A and/or B. This will assist the clerk's office if the filer needs to be contacted.
6. Enter information in block C so the clerk's office may send acknowledgment of the 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 the UCC-1AP (Financing Statement Additional Party) form(s).
8. Each debtor must have a corresponding address.
9. 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 attach the UCC-1AP (Financing Statement Additional Party) form(s).
10. Each secured party should have a corresponding mailing address.
11. If block 4 does not provide enough space to list collateral, please attach collateral description and make reference in block 4.
12. Completion of block 7 is optional.
13. Completion of block 8 is optional