

## UCC Financing Statement Amendment (UCC-3) 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 Financing Statement Amendments (UCC-3) are filed at the county level with the Clerk of Superior Court. For a list of clerk offices, 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 **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: 072-2013-000316.
8. Mark block 1b **ONLY** to indicate if filing should be recorded in the real estate records.
9. If block 1b is marked for recording in the real estate records, please enter the book and page number from the initial recorded document in block 1a.
10. Select **ONLY ONE ACTION** per amendment form. In other words, mark only block 2, 3, 4, 5, or 8.
11. If deleting or adding debtor or secured party name(s), please provide mailing address in block 7c.
12. Completion of block 10 is optional.