

Instructions

For UCC1/EFS Forms

Livestock Financing Statement

Type all information on the form. The form must be legible. Verify all information for accuracy and correct spelling. The information on the form will be keyed into the database exactly as submitted. Any error in the information on the form will result in reporting errors.

SDCL 57A-9-502 requires the social security number for each individual caretaker and/or the caretaker's internal revenue service (IRS) employer identification number of the Organization (business) name to be listed.

For both the organization and individual names; do not use trade names, DBA, AKA, FKA, division names etc in place of or combined with the caretaker's legal name. You may add such names as additional Caretakers if you wish. Use of D/B/A, F/K/A, or A/K/A is considered an additional caretaker and must be listed as such for accurate searches.

Individual Caretaker: "Individual" means a natural person; this includes a sole proprietorship, whether or not operating under a trade name. Complete the caretaker's proper name (first, middle initial, last), complete address and social security number. Don't use prefixes (Mr., Mrs., Ms.). Use suffix box only for titles of lineage (Jr., Sr., III) and not for other suffixes or titles (e.g., M.D.). Use married woman's personal name (Mary Smith, not Mrs. John Smith). Enter individual Caretaker's family name (surname) in Last Name box, first given name in First Name box, and all additional given names in Middle Name box.

Organization Caretaker: "Organization" means an entity having a legal identity separate from its owner. A partnership is an organization; a sole proprietorship is not an organization, even if it does business under a trade name. If Caretaker is a partnership, enter exact full legal name of partnership; you need not enter names of partners as additional Caretakers. If Caretaker is a registered organization (e.g., corporation, limited partnership, limited liability company), it is advisable to examine Caretaker's current filed charter documents to determine Caretaker's correct name, organization type, and jurisdiction of organization.

The fee for a one-page record with one caretaker is \$25.00. If there are additional caretakers, add \$3.00 for each additional caretaker listed. If there are any attachments to the first page, add a flat fee of \$5.00. Mail to: Secretary of State, 500 E. Capitol, Pierre, SD 57501.

UCC Initial Financing Statement

Box 1 Livestock Owner

1a or 1b: Enter only one Livestock Owner name (Organization or Individual).
1c: Mailing address

Box 2 Additional Livestock Owner or Assignee of Livestock Owner

If applicable; enter information for the additional Livestock Owner name or Assignee of Livestock Owner. Complete instruction from Box 1 if applicable. If there has been a total assignment of the Livestock Owner interest prior to filing this form check mark the Assignee Box or check mark the box if this is an additional Livestock Owner.

Box 3 Caretaker's Exact Full Legal Name

3a or 3b: Enter only one Caretaker name (Organization or Individual). Use caretaker's exact full legal name. Do not abbreviate.
3c: Mailing address
3d: Social Security Number for the individual caretaker or the IRS-EIN for the organization name.

Additional required information for Organization Caretaker Names only.

3e: Type of Organization; describes the organization such as Inc., LLP LP, etc.
3f: Jurisdiction of Organization; this is the two character U.S. Postal identification of the state where the Organization papers are filed.
3g: Organizational ID Number; if any is assigned by the agency where the charter document was filed; this is different from the tax ID#. If agency does not assign an organizational ID #, check the box in 3g indication 'none'.

Box 4 Additional Caretaker's Exact Full Legal Name

If an additional Caretaker is included, follow instructions from box 3.

Box 5 Collateral

You should describe the livestock being placed with the Caretaker as completely as possible in this portion of the record.

The description may include quantity, type, breed, brand, ear tags, and any other information that will assist in identifying your livestock.

Check the proceeds or products boxes if applicable.

Signatures

When filing any type of UCC, there must be a signed agreement between both parties pursuant to SDCL 57A-9-509. The signed agreement does not need to be filed, but a signed agreement must exist for the UCC filing to be effective. If you do not have a security agreement authorizing you to file records for your caretaker, you will have the caretaker sign on the line indicated and you will sign on the line indicated for the livestock owner.

UCC/EFS Initial Financing Statement

To file a UCC record with an EFS (effective financing statement)

The EFS notifies purchasers of farm products to place the livestock owner's name or any sales proceeds check for livestock described in the EFS.

Follow the instructions to file a UCC initial financing statement.

List the Farm Code and the name of the farm product from the farm product list.

For example: 5001 – beef cattle / calves

A separate line must be used for each entry.

Complete the year. The year for a crop grown in soil is the calendar year in which it is harvested or to be harvested. The year for animals is the calendar year in which they are born or acquired. The year for poultry or eggs is the calendar year in which they are to be sold. If "year" is left blank it covers all years.

Complete the quantity with the number of bushels, head of livestock or other commonly used identifier. If "quantity" is left blank it covers all of the product.

Complete the county code from the list. The county is the county where the farm product is produced or to be produced. In the case of stored grain or livestock, it is the county where the product is located.

Location in County or Further Description collateral may be further detailed by giving the location within the county (limit description to 40 characters for computer entry). If county location is left blank, record is for all of the product in the listed county.

If "year" and "quantity" are left blank, notice continues for every year the record is effective, and for all crop years during the effective period of the record.

Pay Proceeds to Caretaker and Livestock Owner; proceeds will be paid to both the caretaker and the livestock owner unless one of the "livestock owner only" or "caretaker only" boxes is checked.

Signatures of both the caretaker(s) and the livestock owner are required if the record is to be filed as an EFS.

Submit only the original copy to the filing officer. The filing officer will process and return the original showing the filing data.

Please use the following code numbers to complete the FARM PRODUCTS section of the form
(If your product is not listed, please contact the Secretary of State's Office):

1001 buckwheat	2700 onions	3217 cantaloupe	5601 turkeys
1002 spring wheat	2800 mint	3301 apples	5602 ducks
1003 winter wheat	2901 popcorn	3302 plums	5603 geese
1005 straw	2902 sunflower seeds	3401 strawberries	5604 game birds
2001 barley	3000 soybeans	3402 raspberries	5605 ostrich
2002 rye (including triticale)	3001 field peas	3501 sod	5701 mink and pelts
2003 oats	3101 grass for seed	3502 nursery stock (trees & shrubs)	5702 rabbits
2004 sorghum grain	3102 alfalfa for seed	3503 flowers & potted plants	5703 fox and pelts
2005 flaxseed	3103 mustard	3600 mushrooms	5704 lynx, bobcat, pelts
2006 safflower	3201 green peas	5001 beef cattle/calves	5705 coyote & pelts
2007 field corn	3202 tomatoes	5002 buffalo	5750 dogs
2008 alfalfa	3203 lettuce	5003 bison	5751 cats
2009 clover	3204 cucumbers	5101 sheep & lambs	5752 gerbils
2010 millet	3205 broccoli	5102 wool	5801 bees / hives
2011 milo	3206 cauliflower	5103 goats	5802 honey
2012 durum	3207 lima beans	5104 llamas	5901 fish
2013 rape seed	3208 green beans	5200 hogs	6001 deer
2014 canola	3209 garbanzo beans	5301 dairy cattle	6002 elk
2015 cane	3210 carrots	5302 milk	6100 worms
2016 sudan	3211 turnips	5303 cream	6201 cattle semen
2100 hay	3212 asparagus	5401 horses	6202 horse semen
2200 ensilage	3213 spinach & collards	5402 mules	
2300 potatoes	3214 pumpkin & squash	5501 chickens	
2400 sugar beets	3215 watermelon	5502 eggs	
2500 dry beans	3216 muskmelon		
2600 sweet corn			

Following is a list of County's and their county codes.

Aurora..... 10	Day22	Jackson..... 39	Perkins 53
Beadle 04	Deuel23	Jerauld 40	Potter 54
Bennett..... 11	Dewey.....24	Jones 41	Roberts..... 55
Bon Homme 12	Douglas25	Kingsbury 42	Sanborn..... 56
Brookings 06	Edmunds26	Lake 43	Shannon 65
Brown 03	Fall River27	Lawrence 09	Spink 57
Brule 13	Faulk.....28	Lincoln..... 44	Stanley 58
Buffalo 14	Grant.....29	Lyman 45	Sully..... 59
Butte 15	Gregory.....30	McCook..... 46	Todd 67
Campbell 16	Haakon31	McPherson..... 47	Tripp 60
Charles Mix 17	Hamlin32	Marshall 48	Turner..... 61
Clark..... 18	Hand33	Meade 49	Union 62
Clay 19	Hanson34	Mellette 50	Walworth 63
Codington..... 05	Harding35	Miner 51	Yankton 07
Corson..... 20	Hughes36	Minnehaha 01	Ziebach..... 64
Custer..... 21	Hutchinson.....37	Moody 52	
Davison 08	Hyde38	Pennington..... 02	