

Instructions for Filing a Livestock Caretaker UCC Financing Statement (Form UCC1)

Please enter the required information. Read and follow all Instructions. Use of the correct name for the Caretaker/Debtor is crucial. Fill in the form very carefully; mistakes may have important legal consequences. If you have questions, consult your attorney. The filing office cannot give legal advice. Boxes with * are required fields.

1. **UCC1 Forms are available at:** <https://sosenterprise.sd.gov/ucc/>
2. **Document Details:**
 - Record Type: Select UCC
 - Filing Type: Select “-None-“
 - South Dakota Tribal Filing (if applicable) Select from:
 - Cheyenne River Sioux Tribe
 - Oglala Sioux Tribe
3. **Submitter Information:** Enter name and mailing address for Submitter information.
4. **The person caring for the livestock is the Caretaker/Debtor.**
 - **Caretaker's/Debtor's name.** Carefully review applicable statutory guidance about providing the Caretaker's/Debtor's name ([SDCL 57A-9-503](#)). Enter in Caretaker/Debtor name – either an organization's name or an individual's name. Enter Caretaker's/Debtor's correct name. Do not abbreviate words that are not already abbreviated in the Caretaker's/Debtor's name. If a portion of the Caretaker's/Debtor's name consists of only an initial or an abbreviation rather than a full word, enter only the abbreviation or the initial. If the collateral is held in a trust and the Caretaker/Debtor name is the name of the trust, enter trust name in the Organization's Name box.
 - South Dakota law requires the Social Security number(s) and/or Federal Tax ID number(s) for all Caretakers/Debtors that are listed ([SDCL 57A-9-502](#)).
 - Organization Caretaker/Debtor Name. “Organization Name” means the name of an entity that is not a natural person. A sole proprietorship is not an organization, even if the individual proprietor does business under a trade name. If Caretaker/Debtor is a registered organization (e.g., corporation, limited partnership, limited liability company), it is advisable to examine Caretaker's/Debtor's current filed public organic records to determine Caretaker's/Debtor's correct name. Trade name is insufficient. If a corporate ending (e.g., corporation, limited partnership, limited liability company) is part of the Caretaker's/Debtor's name, it must be included. Do not use words that are not part of the Caretaker's/Debtor's name.
 - Individual Caretaker/Debtor Name. “Individual Name” means the name of a natural person; this includes the name of an individual doing business as a sole proprietorship, whether or not operating under a trade name. The term includes the name of a decedent where collateral is being administered by a personal representative of the decedent. The term does not include the name of an entity, even if it contains, as part of the entity's name, the name of an individual. Prefixes (e.g., Mr., Mrs., Ms.) and titles (e.g., M.D.) are generally not part of an individual name. Indications of lineage (e.g., Jr., Sr., III) generally are not part of the individual's name, but may be entered in the Suffix box. Enter individual Caretaker/Debtor's surname (family name) in Individual's Surname box, first personal name in First Personal Name box, and all additional names in Additional Name(s)/Initial(s) box.
 - For both organization and individual Caretakers/Debtors. Do not use Caretaker's/Debtor's trade name, DBA, AKA, FKA, division name, etc. in place of or combined with Caretaker's/Debtor's correct name; filer may add such other names as additional Caretakers/Debtors if desired (but this is neither required nor recommended).
 - Enter a mailing address for the Caretaker/Debtor named.
 - Additional Caretaker's/Debtor's name(s) can be entered on an additional Caretaker/Debtor page.
5. **The owner of the livestock is the Owner/Secured Party.**
 - **Owner/Secured Party.** Enter name and mailing address for Owner/Secured Party. Additional Owners/Secured Parties can be listed on an additional Owner/Secured Party page.
6. **Collateral portion is where to describe the livestock being cared for.**
 - You should describe the livestock being placed with the third party as completely as possible in this portion of the record. The description may include quantity, type, breed, brand and tags.
7. **Confirmation.** Verify the information;
 - Corrections can be made at this time by clicking on the corresponding tab.
 - Continue to the Print page; Print the Financing Statement page. Document will be pending until it is accepted at the filing office.
 - Submit only the original copy to the filing office.