

Instructions for PAPER FILED UCC Financing Statement (Form UCC1) Non-Subscriber

Please enter the required information. Read and follow all Instructions. Use of the correct name for the 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

ITEM INSTRUCTIONS

Document Details:

- Record Type: Select UCC
- Filing Type: Select only one
 - -None- (*this is the default Filing Type for most UCC1 filings)
 - Manufactured-Home Transaction [SDCL 57A-9-102(54)]
 - Transmitting Utility [SDCL 57A-9-102(81)]
- South Dakota Tribal Filing (if applicable) Select from:
 - Cheyenne River Sioux Tribe
 - Oglala Sioux Tribe

Submitter Information: Enter name and mailing address for Submitter information.

Debtor's name. Carefully review applicable statutory guidance about providing the debtor's name. Enter in Debtor name – either an organization's name or an individual's name. Enter Debtor's correct name. Do not abbreviate words that are not already abbreviated in the Debtor's name. If a portion of the 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 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 debtors that are listed. (SDCL 57A-9-502).
- Organization 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 Debtor is a registered organization (e.g., corporation, limited partnership, limited liability company), it is advisable to examine Debtor's current filed public organic records to determine Debtor's correct name. Trade name is insufficient. If a corporate ending (e.g., corporation, limited partnership, limited liability company) is part of the Debtor's name, it must be included. Do not use words that are not part of the Debtor's name.
- Individual 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 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 Debtors. Do not use Debtor's trade name, DBA, AKA, FKA, division name, etc. in place of or combined with Debtor's correct name; filer may add such other names as additional Debtors if desired (but this is neither required nor recommended).
- Enter a mailing address for the Debtor named.
- Additional Debtor's name can be entered on the Debtor page.

Secured Party. Enter name and mailing address for Secured Party. Additional Secured Parties can be entered on the Secured Party page.

Collateral. Indicate the collateral covered by this financing statement. If space for collateral is insufficient, continue the collateral description on additional page(s).

- Do not include social security numbers or other personally identifiable information in the collateral description.

Other Collateral Options.

- **Filing Type Other.** If this is an Agricultural Lien (as defined in applicable state's enactment of the Uniform Commercial Code) or if this is not a UCC security interest filing (e.g., a tax lien, judgment lien, etc.), check the appropriate box in "Filing Type Other" and attach any other items required under other law.
- **Alternative Designation.** If filer desires (at filer's option) to use the designations lessee and lessor, consignee and consignor, seller and buyer (such as in the case of the sale of a payment intangible, promissory note).
- **Collateral Is.** If collateral is held in a trust or being administered by a decedent's personal representative, check the appropriate box in "Collateral Is". If more than one Debtor has an interest in the described collateral and the check box does not apply to the interest of all Debtors, the filer should consider filing a separate Financing Statement (Form UCC1) for each Debtor.

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.