

UCC Financing Statement (UCC-1) Filing Checklist

1. Use only the Authority-approved forms. If using the online form ([UCC Financing Statement](#)), you may electronically enter information into the data fields. The State of Georgia only accepts the forms with a revision date of 07/01/2023, or later.
2. A majority of Superior Court Clerks now mandate electronic filing of UCCs. Please go to [Mandatory eFiling Counties](#) for a list of counties requiring eFiling of UCCs.
3. To eFile, please go to [eFiling Portal](#) and select [Register](#) to begin.
4. The filing fee is \$25. A UCC-1 Financing Statement with Assignment is \$50.
5. It is suggested to enter contact information in blocks A, B and C. This will assist the clerk's office if the filer needs to be contacted.
6. 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 [UCC Financing Statement Addendum](#) form or attach the [UCC Financing Statement Additional Party](#) form.
7. Each debtor must have a corresponding address.
8. 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 Financing Statement Additional Party](#) form.
9. Each secured party should have a corresponding mailing address.
10. If block 4 does not provide enough space to list collateral, please attach collateral description and make reference in block 4.
11. UCC 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.**
12. For paper-based filings, it is suggested that you include a self-addressed stamped envelope.
13. Make your check payable to _____ County Clerk of Superior Court. **Do not make checks payable to the Georgia Superior Court Clerks' Cooperative Authority.**