



Business Services Division
Tre Hargett, Secretary of State
 State of Tennessee

INSTRUCTIONS

UCC Financing Statement AMENDMENT (TN Form UCC3)

Filing Fees:

- \$15.00 for a collateral change, secured party information change, or both
- \$15.00 per debtor for debtor information changes
- \$15.00 for an assignment
- \$15.00 for a continuation
- \$15.00 for a termination

Recording tax due upon filing if maximum principal indebtedness increase is reflected

Pursuant to T.C.A. § 39-17-117, it is a Class E felony for any person to knowingly prepare, sign, or file any lien or other document with the intent to encumber any real or personal property when such person has no reasonable basis or any legal cause to place such lien or encumbrance on such real or personal property.

A blank form follows these instructions.

A UCC3 Financing Statement Amendment may be filed using one of the following methods:

- **E-file:** Go to <http://tnbear.tn.gov/UCC>. Use the online tool to complete the filing and pay the filing fee and recording tax by credit card, debit card or e-check. When paying by credit card, debit card or e-check, there is a convenience fee that covers the credit card fees and transaction costs incurred by the Business Services Division when accepting online payments. Filers who do not wish to pay the convenience fee to file online may choose the "Print and Mail" option at no additional cost.
- **Print and Mail:** Go to <http://tnbear.tn.gov/UCC>. Use the online tool to complete the filing. Print and mail the application along with the required filing fee and indebtedness tax to the Secretary of State's office at ATTN: UCC, 312 ROSA L PARKS AVE #6, NASHVILLE TN 37243-1102.
- **Paper submission:** A blank form follows these instructions. The form must be hand printed in black ink or computer generated and mailed along with the required filing fee and recording tax to the Secretary of State's office ATTN: UCC, 312 ROSA L PARKS AVE #6, NASHVILLE TN 37243-1102.
- **Walk-in:** A blank UCC3 form may be obtained in person at the Secretary of State Business Services Division located on the 6th Floor of the Snodgrass Tower at 312 Rosa L. Parks AVE, Nashville, TN 37243.

Please type or laser-print this form. Be sure it is completely legible. Read all instructions, especially instruction 1a; correct file number of initial financing statement is crucial. Follow instructions completely.

Fill in form very carefully; mistakes may have important legal consequences. If you have questions, consult your attorney. Filing office cannot give legal advice.

Do not write in any area of the form other than in the designated application box sections.

An Amendment may relate to only one financing statement. Do not enter more than one file number in item 1a.

When properly completed, send the completed form, with required fee, to filing office.

If you need to use attachments, use TN Form UCC3 Amendment Addendum (Form UCC3Ad) or TN Form UCC3 Additional Party (Form UCC3Ap).

Always complete items 1a and 9.

To assist filing offices that might wish to communicate with filer, filer may provide information in items A and B.

Complete item C if you would like an acknowledgment letter returned to you with your original documents.

1a. FILE NUMBER - Enter file number of initial financing statement to which this Amendment relates. Enter only one file number.

1b. Only if this Amendment is to be filed or recorded in the real estate records, check box 1b and also, in item 13 of the UCC3 Amendment Addendum, enter Debtor's name, in proper format exactly identical to the format of item 1 of financing statement, and enter the name of record owner listed in item 16 of the UCC3 Amendment Addendum if Debtor does not have a record interest.

Note: Show the purpose of this Amendment by checking box 2, 3, 4, 5 (in item 5 you must check two boxes) or 8; also complete items 6, 7 and/or 8 as appropriate. Filer may use this Amendment form to accomplish simultaneously both data changes (items 3, 5, and/or 8) and a Continuation (item 4), although a separate fee will be assessed for each purpose.

2. TERMINATION - To terminate the effectiveness of the identified financing statement with respect to security interest(s) of authorizing Secured Party, check box 2. See instruction 9 below.

3. ASSIGNMENT - To assign (i) all of Assignor's interest under the identified financing statement, or (ii) a partial interest in the security interest covered by the identified financing statement, or (iii) Assignor's full interest in some (but not all) of the collateral covered by the identified financing statement:

Check box in item 3 and enter name of Assignee in item 7a if Assignee is an organization, or in item 7b, formatted as indicated, if Assignee is an individual. Complete 7a or 7b, but not both. Also enter Assignee's address in item 7c. Also enter name of Assignor in item 9. If partial Assignment affects only some (but not all) of the collateral covered by the identified financing statement, filer may check appropriate box in item 8 and indicate affected collateral in item 8.

4. CONTINUATION - To continue the effectiveness of the identified financing statement with respect to security interest(s) of authorizing Secured Party, check box 4. See instruction 9 below.

5, 6, & 7. PARTY CHANGE - To change the name and/or address of a party: Check box in item 5 to indicate whether this Amendment amends information relating to a Debtor or a Secured Party; also check box in item 5 to indicate that this is a name and/or address change; also enter name of affected party (current record name, in case of name change) in items 6a or 6b as appropriate; and also give new name (7a or 7b) and/or new address (7c) in item 7.

5 & 6. DELETE PARTY - To delete a party: Check box in item 5 to indicate whether deleting a Debtor or a Secured Party; also check box in item 5 to indicate that this is a deletion of a party; and also enter name (6a or 6b) of deleted party in item 6.

5 & 7. ADD PARTY - To add a party: Check box in item 5 to indicate whether adding a Debtor or Secured Party; also check box in item 5 to indicate that this is an addition of a party; also enter all required information in item 7: name (7a or 7b) and address (7c).

Note: The preferred method for filing against a new Debtor (an individual or organization not previously of record as a Debtor under this file number) is to file a new Financing Statement (UCC1) and not an Amendment (UCC3).

8. COLLATERAL CHANGE - To change the collateral covered by the identified financing statement, describe the change in item 8. This may be accomplished either by describing the collateral to be added or deleted, or by setting forth in full the collateral description as it is to be effective after the filing of this Amendment, indicating clearly the method chosen (check the appropriate box). If the space in item 8 is insufficient, use item 14 of Amendment Addendum (Form UCC3Ad).

A partial release of collateral is a deletion. If, due to a full release of all collateral, filer no longer claims a security interest under the identified financing statement, check box 2 (Termination) and not box 8 (Collateral Change). If a partial assignment consists of the assignment of some (but not all) of the collateral covered by the identified financing statement, filer may indicate the assigned collateral in item 8, check the appropriate box in item 8, and also comply with instruction 3 above.

If the amount of the Maximum Principal Indebtedness for Tennessee recording tax purposes has increased, record the amount of the increase here.

9. AUTHORIZING PARTY - Always enter name of (one) party of record authorizing this Amendment; in most cases, this will be a Secured Party of record.

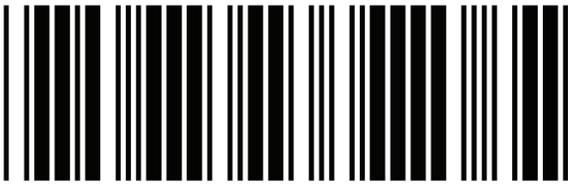
If the indicated financing statement refers to the parties as lessee and lessor, or consignee and consignor, or seller and buyer, instead of Debtor and Secured Party, references in this Amendment shall be deemed likewise so to refer to the parties. If this is an assignment, enter Assignor's name.

If this is an Amendment authorized by a Debtor that adds collateral or adds a Debtor, or if this is a Termination authorized by a Debtor, check the box in item 9 and enter the name, properly formatted, of the Debtor authorizing this Amendment.

10. OPTIONAL FILER REFERENCE DATA - This item is optional and is for filer's use only. For filer's convenience of reference, filer may enter in item 10 any identifying information (e.g., Secured Party's loan number, law firm file number, Debtor's name or other identification, state in which form is being filed, etc.) that filer may find useful. Do NOT include confidential personal information such as a party's social security number or tax identification number.

Filing Fee and Recording Tax

- The filing wizard (<http://tnbear.tn.gov/UCC>) correctly calculates both the filing fee and the recording tax.
- The filing fee is \$15.00 for a collateral change, secured party information change, or both; \$15.00 per debtor for debtor information changes; \$15.00 for an assignment; \$15.00 fee for a continuation; or \$15.00 for a termination.
- Each different address listed for a debtor is considered a separate debtor for filing fee purposes.
- There is an additional fee of fifty cents (\$0.50) per page for each page in excess of ten (10) pages.
- Fees should be added together in determining the total filing fee due for a Financing Statement Amendment (TN Form UCC3). If an inadequate payment amount for multiple transactions is tendered with a UCC3 (including the recording tax, if applicable), then all transactions will be rejected.
- The recording tax is calculated at 11.5 cents for each \$100.00 of additional maximum principal indebtedness. In order to properly calculate the recording tax, the full amount of the maximum principal indebtedness increase must be provided. The filing wizard (<http://tnbear.tn.gov/UCC>) calculates the tax due on the increase. The maximum principal indebtedness tax is subject to audit by the Tennessee Department of Revenue.
- Make check, cashier's check or money order payable to the Tennessee Secretary of State. Cash is only accepted for walk-in filings. Filings submitted without the proper filing fee and recording tax will be rejected. Checks, cashier's checks or money orders made out to any payee other than the Tennessee Secretary of State will not be accepted and will result in the rejection of the document.



UCC FINANCING STATEMENT AMENDMENT

FOLLOW INSTRUCTIONS

A. NAME & PHONE OF CONTACT AT FILER (Optional)
B. EMAIL CONTACT AT FILER (Optional)
C. SEND ACKNOWLEDGMENT TO: (Name and Address)
<div style="border: 1px solid black; width: 100%; height: 100%; margin: 0;"></div>

THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY

1a. INITIAL FINANCING STATEMENT FILE NUMBER	1b. <input type="checkbox"/> This FINANCING STATEMENT AMENDMENT is to be filed [for record] (or recorded) in the REAL ESTATE RECORDS. Filer: <u>Attach</u> Amendment Addendum (form UCC3Ad) and provide debtor's name in item 13.
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2. **TERMINATION:** Effectiveness of the Financing Statement identified above is terminated with respect to security interest(s) of Secured Party authorizing this Termination Statement

3. **ASSIGNMENT** (full or partial): Provide name of Assignee in item 7a or 7b and address of Assignee in item 7c and name of Assignor in item 9. For partial assignment, complete items 7 and 9 and also indicate affected collateral in item 8.

4. **CONTINUATION:** Effectiveness of the Financing Statement identified above with respect to security interest(s) of Secured Party authorizing this Continuation Statement is continued for the additional period provided by applicable law.

5. **PARTY INFORMATION CHANGE:**
 Check one of these two boxes: Debtor or Secured Party of record **AND** Check one of these three boxes:
 CHANGE name and/or address; Complete item 6a or 6b; and item 7a or 7b and item 7c ADD name: Complete item 7a or 7b, and item 7c DELETE name: Give record name to be deleted in item 6a or 6b

6. **CURRENT RECORD INFORMATION:** Complete for Party Information Change - provide only one name (6a or 6b)

OR	6a. ORGANIZATION'S NAME			
	6b. INDIVIDUAL'S SURNAME	FIRST PERSONAL NAME	ADDITIONAL NAME(S) INITIAL(S)	SUFFIX

7. **CHANGED OR ADDED INFORMATION:** Complete for Assignment or Party Information Change - provide only one name (7a or 7b) (use exact full name; do not omit, modify or abbreviate any part of the Debtor's name)

OR	7a. ORGANIZATION'S NAME				
	7b. INDIVIDUAL'S SURNAME				
	INDIVIDUAL'S FIRST PERSONAL NAME				
	INDIVIDUAL'S ADDITIONAL NAME(S) INITIAL(S)			SUFFIX	
	7c. MAILING ADDRESS	CITY	STATE	POSTAL CODE	COUNTRY

8. **COLLATERAL CHANGE:** Also check one of these four boxes: ADD collateral DELETE collateral RESTATE covered collateral ASSIGN collateral
 Indicate collateral:

Increase in maximum principal indebtedness for Tennessee recording tax purpose is \$ _____

9. **NAME OF SECURED PARTY OF RECORD AUTHORIZING THIS AMENDMENT:** Provide only one name (9a or 9b) (name of Assignor, if this is an Assignment) If this is an Amendment authorized by a DEBTOR, check here and provide name of authorizing Debtor

OR	9a. ORGANIZATION'S NAME			
	9b. INDIVIDUAL'S SURNAME	FIRST PERSONAL NAME	ADDITIONAL NAME(S) INITIAL(S)	SUFFIX

10. OPTIONAL FILER REFERENCE DATA:

NOTE: All information on this form is public record.