#### 8260.0100 UNIFORM COMMERCIAL CODE FORMS

# CHAPTER 8260 SECRETARY OF STATE UNIFORM COMMERCIAL CODE FORMS

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#### 8260.0100 FINANCING STATEMENT: FORM UCC-1.

Subpart 1. **Permitted use.** This form is for use when filing a financing statement pursuant to Minnesota Statutes, section 336.9-402, subsection (1), paragraphs (a) and (c). The use of any other form will result in a nonstandard fee charge.

- Subp. 2. Standard form. To be considered a standard Minnesota uniform commercial code financing statement form, the following specifications must be met:
- A. the size must be 8 inches by 5 inches, excluding the top perforated tab;
  - B. the form must be five carbon or carbon-less snap-out;
- C. the first page must be between 24- and 28-pound white ledger paper, printed with black ink; and
  - D. the size of the type must not be less than 6 point.
- Subp. 3. **Report form.** A standard financing statement form must be in substantially the following form:

STATE OF MINNESOTA UNIFORM COMMERCIAL CODE STANDARD FORM UCC-1 (Read Instructions on Back) Print or Type in Black Inl This STATEMENT is presented for filing pursuant to the Uniform Commercial Code Secured Party(les) and Address(es) For Filing Officer Debtor(s) (Last Name First) and Address(es) 1. This financing statement covers the following types (or items) of property: Assignee(s) of Secured Party If crops are covered describe the real estate and give the name of the record 2. Products/Proceeds of Collateral are Signature(s) of Debtor(s): (Required in most cases - see instruction # 5) Additional sheets presented. \_ Debtor is a transmitting utility as defined in M.S. 336.9-105. For Filing with the Secretary of State of Minnesota. BY: For Filing with the County Recorder \_\_ County. For Filing with the County Records

For Filing In Uniform Commercial Code Records

(1) Filing Officer Copy

Alphabetical If the Debtor's signature is not present indicate the reason for its absence in the Debtor's signature block and sign the Secured Party's signature block Signature of Secured Party (Rev. 6/84)

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- Subp. 4. Carbon pages. The remaining four pages will be identical to the first page except:
- A. The second page must be green and of 15-pound bond paper. The language "(2) Filing Officer Copy-Numerical" must appear at the bottom left.
- B. The third page must be pink and of 12-pound bond paper. The signature on the first page should not be reproduced by carbon on the third page. This area on the third page requires an original signature when it is resubmitted as a termination statement. It must appear as follows:

STATE OF MINNESOTA UNIFORM COMMERCIAL CODE STANDARD FORM UCC-1

Print or Type in Black Ink.		(Read Instructions on Back)
This STATEMENT is presented for filing pursuant	to the Uniform Commercial Code	
Debtor(s) (Last Name First) and Address(es)	Secured Party (les) and Address(es)	For Filing Officer
This financing statement covers the following type	pes (o items) of property;	
		Assignee(s) of Secured Party
		If crops are covered describe the real estate and give the name of the record owner.
Products/Proceeds     of Colleteral are     also covered by     this Statement		
TERMINATION STATEMENT: This Statement of Secured Party certifies that the Secured Party no lo	Termination of Financing is presented to a Filing Off nger claims a security interest under the financing stat	icer pursuant to the Uniform Commercial Code. The ement bearing the file number shown above.
Date 19		
(3) Filing Officer Copy — Acknowledgment	BY:(Signature of Secure	d Party or Assignee of Record. Must be signed)
(Rev. 6/84)		

- C. The fourth page must be white and of 12-pound bond paper. The language "(4) Secured Party Copy" must appear at the bottom left.
- D. The fifth page must be white and of 12-pound bond paper. The language "(5) Debtor Copy" must appear at the bottom left.
- Subp. 5. Instructions. On the back of the fifth page, beginning below the perforation, must appear the following:

#### "INSTRUCTIONS

- 1. This form must be typed or printed in black so that it is legible on the white, pink, and green copies.
- 2. Provide the true and complete name of the debtor; initials or abbreviations may not be sufficient to properly index your filing.
- 3. If the space provided for any items on this form is inadequate, the item(s) may be continued on additional sheets, preferably 8-1/2 inches by 11 inches. Only one copy of the additional sheets needs to be presented to the filing officer.
- 4. There is an additional fee, which you must include, when additional sheets are attached and/or when more than one debtor's name is listed.
- 5. If this filing does not include the debtor's signature, the secured party must sign and indicate on the front the reason for its absence. The possible reasons listed by Minnesota Statutes, section 336.9-402, subsection (2), are that the collateral listed is/was:

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- a. brought into this state already subject to a security interest in another jurisdiction;
- b. subject to a security interest in another jurisdiction, and the debtor's location has changed to this state;
- c. proceeds of some collateral in which a security interest was previously perfected in this state;
  - d. the subject of a financing statement which has lapsed;
- e. subject to a security interest perfected under a prior name or identity of the debtor; or
  - f. a personal service lien.
- IF THE REASON FOR NO DEBTOR'S SIGNATURE IS NOT INCLUDED ABOVE, PLEASE STATE THE REASON ON THE FRONT OF THE FORM. BE ADVISED THAT THE REASON YOU LIST MAY NOT BE CONSIDERED A SUFFICIENT REASON BY A COURT OF LAW.
- 6. When the form is completed, remove the Secured Party and Debtor copies and send the remaining three (white, pink, and green) copies with interleaved carbon paper intact (if applicable) to the proper filing officer:

Secretary of State	OR	County Recorder
U.C.C. Division		Courthouse
180 State Office Bldg.		County
St. Paul, MN 55155		MN

7. The pink copy will be stamped with the filing information and returned to you by the filing officer. If the lien is terminated prior to the regular five-year expiration, the secured party should sign the pink copy and return it to the filing officer so that the original can be removed from the files. There is no fee for filing a termination statement unless it is submitted on a "nonstandard" form or if it is for a fixture filing (form UCC-2).

NOTICE: INSTRUCTIONS ARE PROVIDED AS AN ACCOMMODATION AND SHOULD NOT BE CONSTRUED AS A COMPLETE STATEMENT OF THE UNIFORM COMMERCIAL CODE. ALWAYS CONSULT MINNESOTA STATUTES ON THE PROPER PREPARATION AND FILING OF THIS FORM."

Statutory Authority: MS s 336.9-403 subs (5)

**History:** 9 SR 1893

#### 8260.0200 FIXTURE/REAL ESTATE: FORM UCC-2.

Subpart 1. **Transactions covered.** This form is for use when filing a financing statement pursuant to Minnesota Statutes, section 336.9-402, subsection (1), paragraph (b). The use of any other form will result in a nonstandard fee.

- Subp. 2. Standard form. To be considered a standard Minnesota fixture/real estate form, the following specifications must be met:
- A. the size must be 8 inches by 5 inches, excluding the top perforated tab;
  - B. the form must be five carbon or carbon-less snap-out;
- C. the first page must be between 24- and 28-pound white ledger paper, printed with black ink; and
  - D. the size of the type must not be less than 6 point.
- Subp. 3. Report form. A standard fixture/real estate form must be in substantially the following form:

# 7405

(Rev. 6/84)

# UNIFORM COMMERCIAL CODE FORMS 8260.0200

Print or Type in Black Ink	FIXTU	RE/REAL ESTATE	FINANCING STATEMENT	(Read Instructions on Back)
This STATEMENT is presented for				
Debtor(s) (Last Name First) and a	Address(es)	Secured Party(ios) and	a Address(#1)	For Filing Officer
). This financing statement covers (Set forth legal description of pr	the following types (or operty and name of re	Items) of property: cord owner)		Assignes(s) of Secured Party
2. ☐ Products/Proceeds 3	i. □ This is a Fixture		Name and Address of Drafter:	4. □Abstract Property
of Collateral are also covered by this Statement	covers timber, m accounts subject M.S. 336,9-103(	to		Title Number:
Additional sheets presented Debtor is a transmitting util For Filling with the Secretar	Ity as defined in M.S. : y of State of Minnesot	a.	Signature(s) of Debtor(s): (Req	ulred in most cases — see instruction # 5)  BY:
For Filing with the County For Filing in Uniform Come For Filing in Real Estate Re (Rev. 6/84)	mercial Code Records cords (1) Fi	County. ling Officer Copy — phabetical	if the Debtor's signature is not present indicate the reason for its absence in the Debtor's signature block and sign the Secured Party's signature block.	Signature of Secured Party
first page except:				will be identical to the
language "(2) Fili B. The signature on the page. This area resubmitted as a	ng Officer of third page first page on the the termination	Copy-Nume must be p should not ird page re statement.	erical" must appear bink and of 12-po be reproduced	D FORM UCC-2
This STATEMENT is presented f				1
Debtor(s) (Last Name First) and	Address(es)	Secured Party(les)	and Address(es)	For Filling Officer
This financing statement covers (Set forth legal description of page 1)	the following types (or operty and name of r	or items) of property: ecord owner)		1
				Assignee(s) of Secured Party
2. Products/Proceeds of Collateral are also covered by this Statement	3. This is a Fixture or covers imber, or collateral in M 336,9-103 (5)	i.S.	e Name and Address of Drafter:	4. Abstract Property Torrens Property Title Number: (Submit Owners Duplicate Certificate)
TERMINATION STATEMENT: Secured Party certifies that the Se Date	This Statement of Tercured Party no longer	claims a security intere	is presented to a Filing Officer pu ist under the financing statement b	rsuant to the Uniform Commercial Code. The earing the file number shown above.
(3) Filing Officer Copy - Acknow	vledgment	BY:	(Signature of Secured Party of	or Assignee of Record, Must be signed)

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- C. The fourth page must be white and of 12-pound bond paper. The language "(4) Secured Party Copy" must appear at the bottom left.
- D. The fifth page must be white and of 12-pound bond paper. The language "(5) Debtor Copy" must appear at the bottom left.
- Subp. 5. Instructions. On the back of the fifth page, beginning below the perforation, must appear the following:

#### "INSTRUCTIONS

- 1. This form must be typed or printed in black so that it is legible on the white, pink, and green copies.
- 2. Provide the true and complete name of the debtor; initials or abbreviations may not be sufficient to properly index your filing.
- 3. If the space provided for any items on this form is inadequate, the item(s) may be continued on additional sheets, preferably 8-1/2 inches by 11 inches. Only one copy of the additional sheets needs to be presented to the filing officer.
- 4. There is an additional fee, which you must include, when additional sheets are attached and/or when more than one debtor's name is listed.
- 5. This form should be used for filings that are to be made in the real estate records. The following types of collateral and/or transactions are covered by this form:
  - (a) if the collateral is timber to be cut;
  - (b) if the statement covers minerals or the like (including oil or gas);
- (c) accounts subject to Minnesota Statutes, section 336.9-103, subsection (5); or
- (d) when the statement is filed as a fixture filing and the collateral is goods which are or are to become fixtures, including crops.

DESCRIBE THE REAL ESTATE AFFECTED SUFFICIENT IF IT WERE CONTAINED IN A MORTGAGE OF THE REAL ESTATE TO GIVE CONSTRUCTIVE NOTICE OF THE MORTGAGE UNDER THE LAWS OF THIS STATE.

- 6. Include the name and address of the drafter. Also, if the debtor listed on the statement is not the record owner of the real estate, include the name of the record owner in the appropriate space.
- 7. You must indicate if the filing is to be made in the real estate records or both the real estate records and the Uniform Commercial Code.
- 8. If this filing does not include the debtor's signature, the secured party must sign and indicate on the front the reason for its absence. The possible reasons listed by Minnesota Statutes, section 336.9-402, subsection (2), are that the collateral listed is/was:
- (a) brought into this state already subject to a security interest in another jurisdiction;
- (b) subject to a security interest in another jurisdiction, and the debtor's location has changed to this state;
- (c) proceeds of some collateral in which a security interest was previously perfected in this state;
  - (d) the subject of a financing statement which has lapsed; or
- (e) subject to a security interest perfected under a prior name or identity of the debtor.
- IF THE REASON FOR NO DEBTOR SIGNATURE IS NOT INCLUDED ABOVE, PLEASE STATE THE REASON ON THE FRONT OF THE FORM. BE ADVISED THAT THE REASON YOU LIST MAY NOT BE CONSIDERED A SUFFICIENT REASON BY A COURT OF LAW.

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9. When the form is completed, remove the Secured Party and Debtor copies and send the remaining three (white, pink, and green) copies with interleaved carbon paper intact (if applicable) to the proper filing officer. Generally, statements of this nature will be filed in the Secretary of State's Office only if the debtor is a transmitting utility. However, you should consult Minnesota Statutes as to the proper place to file.

#### FILING OFFICER ADDRESSES:

Secretary of State	OR	County Recorder
U.C.C. Division		Courthouse
180 State Office Bldg.		County
St. Paul, MN 55155		MN

10. The pink copy will be stamped with the filing information and returned to you by the filing officer. If the lien is terminated prior to the regular five-year expiration, the secured party should sign the pink copy and return it to the filing officer so that the original can be removed from the files. There is no fee for filing a termination statement unless it is submitted on a "nonstandard" form or if it is for a fixture filing.

NOTICE: INSTRUCTIONS ARE PROVIDED AS AN ACCOMMODATION AND SHOULD NOT BE CONSTRUED AS A COMPLETE STATEMENT OF THE UNIFORM COMMERCIAL CODE. ALWAYS CONSULT MINNESOTA STATUTES ON THE PROPER PREPARATION AND FILING OF THIS FORM."

Statutory Authority: MS s 336.9-403 subs (5)

**History:** 9 SR 1893

# 8260.0300 STATEMENT OF CONTINUATION, ASSIGNMENT, AMENDMENT, RELEASE, AND TERMINATION: FORM UCC-3.

- Subpart 1. **Permitted use.** This form may be used to continue, assign, amend, release, or terminate a financing statement. The use of any other form will result in a nonstandard fee charge. Only one transaction may be accomplished per form.
- Subp. 2. Standard form. To be considered a standard Minnesota statement of continuation, assignment, amendment, release, and termination form, the following specifications must be met:
- A. the size must be 8 inches by 5 inches, excluding the top perforated tab;
  - B. the form must be five carbon or carbon-less snap-out.
- C. the first page must be between 24- and 28-pound white ledger paper, printed in black ink; and
  - D. the size of type must not be less than 6 point.
- Subp. 3. Report form. A standard statement of continuation, assignment, amendment, release, and termination must appear in substantially the following form:

State of Minnesota Uniform Commercial Code Standard Form UCC-3

#### 8260 0300 UNIFORM COMMERCIAL CODE FORMS

	St	atements of Continuation, Assignment, Release, Etc	c. (Read Instructions on Back)
This STATEMENT	is presented to a filing officer for fi	ling pursuant to the Uniform Commercial Code	
1. Debtor(s) (Last Name First) and Address(es)		2. Secured Party(ies) and Address(es)	For Filing Officer
3. This statement r	efers to original Financing Statemen	Libearing File No.	7
Filed with	Date Fi	ned 19	_
4. Continuation.	. The original financing Statement b	etween the foregoing Debtor and Secured Party, bearing th	e number above, is still effective.
5. 🗆 Assignment.	The Secured Party's right under the assigned to the assignee whose name	e Financing Statement bearing file number shown above to se and address appears in Item 9,	the property described in Item 9 has been
6. Amendment.	Financing Statement bearing file n	umber shown above is amended as set forth in Item 9.	
7. Release.		interest in financing statement bearing file number shown a	
B. Termination.	Secured Party no longer claims a se	curity interest under the Financing Statement bearing file	number shown above.
9.			

Subp. 4. Carbon pages. The remaining four pages are identical to the first except that:

- A. the second page must be green and of 15-pound bond paper;
- B. the third page must be pink and the fourth and fifth pages must be white; all three must be of 12-pound bond paper;
- C. the language at the bottom far left of the second page (green) must read "(2) Filing Officer Copy-Numerical";
- D. the language at the bottom far left of the third page (pink) must read "(3) Filing Officer Copy-Acknowledgement";
- E. the language at the bottom of the fourth page (white) must read at the far left "(4) Secured Party Copy," and across the center and to the right as far as necessary, "Remove this copy and forward balance of form intact for filing"; and
- F. the language at the bottom far left of the fifth page must read "(5) Debtor Copy."
- Subp. 5. Instructions. The following must be printed in black ink on the back of page five below the perforated tab:

#### "INSTRUCTIONS

1. Please type this form with black ribbon.

By: Signature(s) of Debtor(s) (necessary only if item 6 is applicable.)

(1) Filing Officer Copy — Alphabetical

- 2. If the space provided for any item(s) on this form is inadequate, the item(s) may be continued on additional sheets, preferably 8-1/2 inches by 11 inches. Only one copy of such additional sheets needs to be presented to the filing officer. There is an additional fee for the additional sheets.
- 3. If the collateral is timber to be cut or covers minerals or the like (including oil or gas) or accounts subject to Minnesota Statutes, section 336.9-103, subsection (5), or goods which are or are to become fixtures or is crops growing or to be grown, and this is an amendment or release, provide a description of the real estate sufficient to identify it and give the name(s) of the record owner.
- 4. Remove secured party and debtor copies (fourth and fifth copies) and send the other three copies with interleaved carbon paper intact (if applicable) to

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#### UNIFORM COMMERCIAL CODE FORMS 8260.0500

the filing officer. The filing officer will return the third copy as an acknowledgment.

5. Only one filing can be processed per form. Submit one form for each type of filing.

# FILING OFFICER ADDRESSES:

Secretary of State	OR	County Recorder
U.C.C. Division		Courthouse
180 State Office Bldg.		County
St. Paul. MN 55155		MN'

Statutory Authority: MS s 336.9-403 subs (5)

**History:** 9 SR 1893

# 8260.0400 FINANCING STATEMENT INFORMATION OR COPIES FORM: FORM UCC-11.

- Subpart 1. **Permitted use.** This form is for obtaining financing statement information or copies. The use of any other form will result in a nonstandard fee charge.
- Subp. 2. Standard form. To be considered a standard Minnesota request for copies or information form, the following specifications must be met:
- A. the size must be 8 inches by 5 inches, excluding the top perforated tab;
  - B. the form must be three carbon or carbon-less snap-out;
- C. the first page must be between 24- and 28-pound ledger paper, printed with black ink; and
  - D. the size of the type must not be less than 6 point.
- Subp. 3. Report form. A standard financing statement information or copies request form must be in substantially the following form:

State of Minnesota Uniform Commercial Code Standard Form UCC-11 Request for Information or Copies			(Read Instructions on Back)	
Request for copies or in	formation. Present in duplicate	to filing officer.		
Debtor(s) (Last Name First) and Address(es)		2. Party requesting (Name and Ad-	g information or copies: dress)	For Filing Officer
Other ———	Copy request urnlish certificate showing whe , any presently effect te and hour of filing of each si  (Signature of Requesting P	ve financing statemen uch statement and the		or(s) and any statement of assignment thereof, and
File Number	Date and Hour of F	iling	Name(s) and Address(es) of	Secured Party (les) and Assignees, if any
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		·····		
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	<del></del>			
	- <del></del>			
The above listing is a r	pages are true and exact	financing statements		thich name the above debtor(s) and which are on file M. ints of assignment listed in the above report.
COPY 1 (Rev. 6/84)		Date	Approved	Signature of Filing Officer I by Secretary of State of Minnesota

Subp. 4. Carbon pages. The remaining pages must be identical to the first page except:

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- A. Both pages must be of 12-pound bond paper, printed with black ink.
- B. The second page must have "Copy 2" printed in the lower left-hand corner in black ink.
- C. The third page must have "Copy 3" printed in the lower left-hand corner in black ink.
- Subp. 5. Instructions. The following must be printed below the perforation on the back of the third page in black ink:

#### "INSTRUCTIONS

- 1. Please type this form with black ribbon.
- 2. Place an "x" in the appropriate box to indicate a request for copies or for information.
- 3. Place an "x" in the appropriate date-of-search box and fill in "other" if applicable. If no date-of-search is indicated, the information will be given up to the date of processing.
- 4. If information or copies are requested from different filing offices, separate requests must be submitted to each filing officer.
  - 5. Sign the form in the space provided.
- 6. Send in only the original and duplicate copies. Retain the third copy for your files. The original will be returned to you with the information or copies requested.
- 7. There is an additional fee if more than one debtor name is listed in box 1. Always provide the complete and full name of the debtor; list all possible ways in which the debtor name may appear, including individual names, corporate names, assumed names, initials, and/or abbreviations.

#### FILING OFFICER ADDRESSES:

Secretary of State	OR	County Recorder
U.C.C. Division		Courthouse
180 State Office Building		County
St. Paul, MN 55155		MN"

Statutory Authority: MS s 336.9-403 subs (5)

**History:** 9 SR 1893

# 8260.0500 TAX LIEN INFORMATION OR COPIES: FORM UCC-12.

- Subpart 1. **Permitted use.** This form is for use in obtaining tax lien information and copies. The use of any other form will result in a nonstandard fee charge.
- Subp. 2. Standard form. To be considered a standard Minnesota tax lien information or copies form, the following specifications must be met:
- A. the size must be 8 inches by 5 inches, excluding the top perforated tab;
  - B. the form must be three carbon or carbon-less snap-out;
- C. the first page must be between 24- and 28-pound white ledger paper, printed with black ink; and
  - D. the size of type must not be less than 6 points.
- Subp. 3. Report form. A standard tax lien information or copies form must be in substantially the following form:

State of Minnesota Uniform Commercial Code Standard Form UCC-12

7410A

#### UNIFORM COMMERCIAL CODE FORMS 8260.0500

	F	Request for Tax Lien Informati	on or Copies	(Read Instructions on Back)
Request for copies or	information. Present in DUPLICA	ATE TO FILING OFFICER.		
1. Taxpayer(s) (Last Name First) and Address(es)		Party requesting information or copies (Name and Address)		For Filing Officer
☐ The date of process ☐ State and/or ☐ F	e furnish your certificate showing ling or Other Federal Tax Liens naming the taxp	19, any presently effectively and cated above.		
Date	<del></del>	Signature of Requesting Party		
File Number	Date and Hour of Filing	Amount of Lien		Government Authority and Address
The above listing is	undersigned filing officer hereby of a record of all presently effective		licated above, whi	ich name the above taxpayer(s) and which are on file
The attached	pages are true and exact cop	ies of all available tax liens listed in	above report.	
ADDITIONAL FEE D	OUE: \$	Date		Signature of Filing Officer
COPY 1 (Rev. 6/84)		Date		Approved by Secretary of State of Minnesot

- Subp. 4. Carbon pages. The remaining pages must be identical to the first page except:
- A. both pages must be of 12-pound white bond paper, printed with black ink:
- B. the second page must have "Copy 2" printed in the lower left-hand corner in black ink; and
- C. the third page must have "Copy 3" printed in the lower left-hand corner in black ink.
- Subp. 5. **Instructions.** The following must be printed below the perforation on the back of the third page in black ink:

#### "INSTRUCTIONS

- 1. Please type this form with black ribbon.
- 2. Place an "x" in the appropriate box to indicate the following items:
- (a) a request for copies or information;
- (b) the date of search; and
- (c) a request for state or federal tax liens.
- 3. If no "x's" are made, information will be given on both state and federal tax liens up to the date of processing.
- 4. If information or copies are requested from different filing offices, separate requests must be submitted to each filing officer.
  - 5. Sign the form in the space provided.
- 6. Send in only the original and duplicate copies. Retain the third copy for your files. The original will be returned to you with the information or copies requested.
- 7. There is an additional fee if more than one taxpayer name is listed in box 1. Always provide the complete and full name of the taxpayer; list all possible ways in which the debtor name may appear, including individual names, corporate names, assumed names, initials, and/or abbreviations.

#### FILING OFFICER ADDRESSES:

# 8260.0500 UNIFORM COMMERCIAL CODE FORMS

Statutory Authority: MS s 336.9-403 subs (5)

7410B

**History:** 9 SR 1893