

Please type information in designated boxes.

Mail original Form CFS-3 and CFS-3 Supplemental Sheet, if needed, to:

UCC Agricultural Section

160 East 300 South Box 146705 Heber M. Wells Building

Salt Lake City, Utah 84114-6705.

Check or money order must be included with all filings. Make check or money order payable to State of Utah.

Copies attesting to filing will be returned to secured party, except in the case of an assignee. Documents presented after 4:00 p.m. will be dated and processed the following business day.

1. In section **1.** of the CFS -3 form, give the original CFS filing number. The filing office will **reject** the document if the filer fails to provide the original filing number
2. In section **2.** of the CFS -3 form, give the original CFS filing date.
3. In section **3.** of the CFS -3 form, select Termination, Continuation, Amendment or Assignment.
 - a. **Termination:** Selecting "Termination" will terminate the financing statement with the state of Utah upon receipt. Effective filing of a Termination Statement requires that the secured party fill out section 7 of the CFS – 3 form. The filing office will **reject** the document if the filer fails to fill out section 7, "**Secured Party of Filing**" and/or both section 7(a) and 7(b) are filled out.
 - b. **Continuation:** Selecting "Continuation" will continue the financing statement with the state of Utah for an additional 5-year period. You can file a Continuation Statement six months prior to the expiration date of the filing. Effective filing of a Continuation Statement requires that the document must be signed, authorized, or otherwise authenticated by all debtors listed on the CFS lien, and that the secured party fill out section 7 of the CFS – 3 form. The filing office will **reject** the document if the filer fails to obtain signatures, authorization or authentication of all debtors listed on the CFS lien, fails to fill out section 7, "**Secured Party of Filing**" and/or both section 7(a) and 7(b) are filled out.

NOTE: For debtor's signatures, authorization or authentication, please accompany the CFS-3 with the Authorized Signature document. The state of Utah accepts the use of electronic signatures.

- c. **Amendment:** By selecting "**Amendment,**" you will be able to amend information pertaining to the CFS lien. You can add, delete and amend information pertaining to the secured party, debtor(s) & collateral. The filing office will **reject** the document if the filer fails to obtain signatures, authorization or authentication of all debtors listed on the CFS lien, fails to fill out section 7, "**Secured Party of Filing**" and/or both section 7(a) and 7(b) are filled out.

NOTE: For debtor's signatures, authorization or authentication, please accompany the CFS-3 with the Authorized Signature document. The state of Utah accepts the use of electronic signatures.

Each type of amendment has specific rules. Here are the options and instructions on each type of "**Amendment**" filing:

- i. **Deleting a Party** - To delete a party you will select "**Deleted**," and the party type in section 4 of the CFS -3 form. You will enter the party's name and address. The filing office will **reject** the document if section 4 is not filled out, the party's information does not match what is listed on file and/or both section 4(a) and 4(b) are filled out.

Note: There can only be one secured party listed on file. If adding **OR** deleting a secured party you will need to fill out section 4 and 5 of the CFS-3 form.

- ii. **Adding a Party** – To add a party you will select "**Added**," and the party type in section 5 of the CFS -3 form. The filing office will **reject** the document if section 5 is not filled out, the added party fails to include the SSN/Tax ID number and/or fails to sign, authorize or authenticate in section 5 of the CFS-3 form and/or both section 5(a) and 5(b) are filled out.

Note: We do not require the SSN/Tax ID number for a secured party amendment. There can only be one secured party listed on file. If adding **OR** deleting a secured party you will need to fill out section 4 and 5 of the CFS-3 form.

- iii. **Amending Information of a Party of Record** – If information changes pertaining to a name and/or address of a party on file you will select "**Amended**," and the party type in section 4 of the CFS-3 form. In section 4 you will enter the current information of the party, and in section 5 you will enter the updated information. The filing office will **reject** the document if section 4 & 5 are not filled out, the party's information in section 4 does not match what is listed on file, the amended party fails to include the SSN/Tax ID number and/or fails to sign, authorize or authenticate in section 5 of the CFS-3 form. It will also be rejected if both section 4(a) and 4(b) and/or 5(a) and 5(b) are filled out.
- iv. **Amending Collateral** – To add, delete or amend collateral you will fill out section 6 of the CFS-3 form. You also have the option to select "**Partial Release**" of collateral on file. It is **mandatory** that you list the specific farm product, the county in Utah where the product will be produced and whether you will be adding, deleting or amending collateral (unless "**Partial Release**" is selected); the description and crop year are optional fields. The filing office will **reject** the document for failure to select whether to "**ADD**," "**DELETE**" or "**AMEND**" collateral (unless "**Partial Release**" is selected) and/or failure to list the specific farm product and county in Utah where the farm product will be produced.

NOTE: If selecting to "**DELETE**" or **AMEND**" collateral ensure that the collateral matches what is currently listed on file with the filing office. The filing will be **rejected** if the collateral information does not match what is currently listed with the filing office.

- d. **Assignment:** By selecting "**Assignment**," The secured party, or Assignor, will assign interest to an Assignee. In section 4 you will enter the current information of the

assignor (secured party), and in section 5 you will enter the updated assignee information. The filing office will **reject** the document if section 4 & 5 are not filled out, the party's information in section 4 does not match what is listed on file, fails to fill out section 7, "**Secured Party of Filing**" and/or if both section 4(a) and 4(b) and/or 5(a) and 5(b) are filled out.

Note: We do not require the SSN/Tax ID number for the assignee.

Department of Commerce

Division of Corporations & Commercial Code

Mail In: 160 East 300 South, 2nd Floor, Box 146705
Salt Lake City, Utah 84114-6705

Walk In: 160 East 300 South, Main Floor

Service Center: (801)530-4849

Toll Free Number: (877)526-3994 (Utah Residents)

Fax: (801)530-6111