

1 Secretary of State

2

3 Adopted Rules Relating to Uniform Commercial Code Standard Forms

4

5 Rules as Adopted

6 8260.0100 FINANCING STATEMENT: FORM UCC-1.

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

11 Subp. 2. Standard form. To be considered a standard  
12 Minnesota uniform commercial code financing statement form, the  
13 following specifications must be met:

14 A. the size must be 8 inches by 5 inches, excluding  
15 the top perforated tab;

16 B. the form must be five carbon or carbon-less  
17 snap-out;

18 C. the first page must be between 24- and 28-pound  
19 white ledger paper, printed with black ink; and

20 D. the size of the type must not be less than 6 point.

21 Subp. 3. Report form. A standard financing statement form  
22 must be in substantially the following form:

APPROVED BY THE  
REVISOR OF STATUTES  
OFFICE OF THE

  
\_\_\_\_\_

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(ies) and Address(es)

For Filing Officer

1. This financing statement covers the following types (or items) of property:

Assignee(s) of Secured Party

2.  Products/Proceeds of Collateral are also covered by this Statement

If crops are covered describe the real estate and give the name of the record owner.

- 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.
- For Filing with the County Recorder \_\_\_\_\_ County.
- For Filing in Uniform Commercial Code Records (1) Filing Officer Copy Alphabetical

Signature(s) of Debtor(s): (Required in most cases — see Instruction # 5)

BY: \_\_\_\_\_ BY: \_\_\_\_\_

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

BY: \_\_\_\_\_

(Rev. 6/84)

APPROVED IN THE REVISOR OF STATUTES OFFICE BY:

1 Subp. 4. Carbon pages. The remaining four pages will be  
2 identical to the first page except:

3 A. The second page must be green and of 15-pound bond  
4 paper. The language "(2) Filing Officer Copy-Numerical" must  
5 appear at the bottom left.

6 B. The third page must be pink and of 12-pound bond  
7 paper. The signature on the first page should not be reproduced  
8 by carbon on the third page. This area on the third page  
9 requires an original signature when it is resubmitted as a  
10 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(ies) and Address(es)

For  
Filing  
Officer

1. This financing statement covers the following types (or items) of property:

Assignee(s) of Secured Party

2.  Products/Proceeds  
of Collateral are  
also covered by  
this Statement

If crops are covered describe the real  
estate and give the name of the record  
owner.

TERMINATION STATEMENT: This Statement of Termination of Financing is presented to a Filing Officer pursuant to the Uniform Commercial Code. The Secured Party certifies that the Secured Party no longer claims a security interest under the financing statement bearing the file number shown above.

Date \_\_\_\_\_ 19\_\_\_\_.

(3) Filing Officer Copy - Acknowledgment

BY: \_\_\_\_\_  
(Signature of Secured Party or Assignee of Record. Must be signed)

(Rev. 6/84)

APPROVED IN THE  
REVISOR OF STATUTES  
OFFICE BY: \_\_\_\_\_

1 C. The fourth page must be white and of 12-pound bond  
2 paper. The language "(4) Secured Party Copy" must appear at the  
3 bottom left.

4 D. The fifth page must be white and of 12-pound bond  
5 paper. The language "(5) Debtor Copy" must appear at the bottom  
6 left.

7 Subp. 5. Instructions. On the back of the fifth page,  
8 beginning below the perforation, must appear the following:

9 "INSTRUCTIONS

10 1. This form must be typed or printed in black so that it is  
11 legible on the white, pink, and green copies.

12 2. Provide the true and complete name of the debtor; initials  
13 or abbreviations may not be sufficient to properly index your  
14 filing.

15 3. If the space provided for any items on this form is  
16 inadequate, the item(s) may be continued on additional sheets,  
17 preferably 8-1/2 inches by 11 inches. Only one copy of the  
18 additional sheets needs to be presented to the filing officer.

19 4. There is an additional fee, which you must include, when  
20 additional sheets are attached and/or when more than one  
21 debtor's name is listed.

22 5. If this filing does not include the debtor's signature, the  
23 secured party must sign and indicate on the front the reason for  
24 its absence. The possible reasons listed by Minnesota Statutes,  
25 section 336.9-402, subsection (2), are that the collateral  
26 listed is/was:

27 a. brought into this state already subject to a security  
28 interest in another jurisdiction;

29 b. subject to a security interest in another jurisdiction,  
30 and the debtor's location has changed to this state;

31 c. proceeds of some collateral in which a security  
32 interest was previously perfected in this state;

33 d. the subject of a financing statement which has lapsed;

34 e. subject to a security interest perfected under a prior  
35 name or identity of the debtor; or

36 f. a personal service lien.

APPROVED IN THE  
REVISOR OF STATUTES  
OFFICE BY:

1 IF THE REASON FOR NO DEBTOR'S SIGNATURE IS NOT INCLUDED  
2 ABOVE, PLEASE STATE THE REASON ON THE FRONT OF THE FORM. BE  
3 ADVISED THAT THE REASON YOU LIST MAY NOT BE CONSIDERED A  
4 SUFFICIENT REASON BY A COURT OF LAW.

5 6. When the form is completed, remove the Secured Party and  
6 Debtor copies and send the remaining three (white, pink, and  
7 green) copies with interleaved carbon paper intact (if  
8 applicable) to the proper filing officer:

9	Secretary of State	OR	County Recorder
10	U.C.C. Division		Courthouse
11	180 State Office Bldg.		_____ County
12	St. Paul, MN 55155		_____ MN _____

13  
14 7. The pink copy will be stamped with the filing information  
15 and returned to you by the filing officer. If the lien is  
16 terminated prior to the regular five-year expiration, the  
17 secured party should sign the pink copy and return it to the  
18 filing officer so that the original can be removed from the  
19 files. There is no fee for filing a termination statement  
20 unless it is submitted on a "nonstandard" form or if it is for a  
21 fixture filing (form UCC-2).

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

26 8260.0200 FIXTURE/REAL ESTATE: FORM UCC-2.

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

31 Subp. 2. Standard form. To be considered a standard  
32 Minnesota fixture/real estate form, the following specifications  
33 must be met:

34 A. the size must be 8 inches by 5 inches, excluding  
35 the top perforated tab;

36 B. the form must be five carbon or carbon-less  
37 snap-out;

38 C. the first page must be between 24- and 28-pound

APPROVED IN THE  
REVISOR OF STATUTES  
OFFICE BY:

- 1 white ledger paper, printed with black ink; and
- 2 D. the size of the type must not be less than 6 point.
- 3 Subp. 3. Report form. A standard fixture/real estate form
- 4 must be in substantially the following form:

STATE OF MINNESOTA UNIFORM COMMERCIAL CODE STANDARD FORM UCC-2

FIXTURE/REAL ESTATE FINANCING STATEMENT (Read Instructions on Back)

Print or Type in Black Ink

This STATEMENT is presented for filing pursuant to the Uniform Commercial Code

Debtor(s) (Last Name First) and Address(es)

Secured Party(ies) and Address(es)

For Filing Officer

1. This financing statement covers the following types (or items) of property: (Set forth legal description of property and name of record owner)

Assignee(s) of Secured Party

2.  Products/Proceeds of Collateral are also covered by this Statement

3.  This is a Fixture Filing or covers timber, minerals, or accounts subject to M.S. 336.9-103(5)

Provide Name and Address of Drafter:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4.  Abstract Property  
 Torrens Property

Title Number: \_\_\_\_\_  
(Submit Owners Duplicate Certificate)

- \_\_\_\_ 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.
- \_\_\_\_ For Filing with the County Recorder \_\_\_\_\_ County.
- \_\_\_\_ For Filing in Uniform Commercial Code Records
- \_\_\_\_ For Filing in Real Estate Records

(1) Filing Officer Copy - Alphabetical

Rev. 6/84)

Signature(s) of Debtor(s): (Required in most cases - see Instruction # 5)

BY: \_\_\_\_\_ BY: \_\_\_\_\_

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

By: \_\_\_\_\_

APPROVED IN THE REVISOR OF STATUTES OFFICE BY:

1 Subp. 4. Carbon pages. The remaining four pages will be  
2 identical to the first page except:

3 A. The second page must be green and of 15-pound bond  
4 paper. The language "(2) Filing Officer Copy-Numerical" must  
5 appear at the bottom left.

6 B. The third page must be pink and of 12-pound bond  
7 paper. The signature on the first page should not be reproduced  
8 by carbon on the third page. This area on the third page  
9 requires an original signature when it is resubmitted as a  
10 termination statement. It must appear as follows:

STATE OF MINNESOTA UNIFORM COMMERCIAL CODE STANDARD FORM UCC-2

Print or Type in Black Ink **FIXTURE/REAL ESTATE FINANCING STATEMENT** (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(ies) and Address(es)

For  
Filing  
Officer

1. This financing statement covers the following types (or items) of property:  
(Set forth legal description of property and name of record owner)

Assignee(s) of Secured Party

2.  Products/Proceeds  
of Collateral are  
also covered by  
this Statement

3.  This is a Fixture Filing  
or covers timber, minerals,  
or collateral in M.S.  
336.9-103 (5)

Provide Name and Address of Drafter:

4.  Abstract Property  
 Torrens Property

Title Number: \_\_\_\_\_  
(Submit Owners Duplicate Certificate)

TERMINATION STATEMENT: This Statement of Termination of Financing is presented to a Filing Officer pursuant to the Uniform Commercial Code. The Secured Party certifies that the Secured Party no longer claims a security interest under the financing statement bearing the file number shown above.

Date \_\_\_\_\_ 19\_\_\_\_.

BY: \_\_\_\_\_  
(Signature of Secured Party or Assignee of Record. Must be signed)

(3) Filing Officer Copy - Acknowledgment

(Rev. 6/84)

APPROVED IN THE  
REVISOR OF STATUTES  
OFFICE BY:

1 C. The fourth page must be white and of 12-pound bond  
2 paper. The language "(4) Secured Party Copy" must appear at the  
3 bottom left.

4 D. The fifth page must be white and of 12-pound bond  
5 paper. The language "(5) Debtor Copy" must appear at the bottom  
6 left.

7 Subp. 5. Instructions. On the back of the fifth page,  
8 beginning below the perforation, must appear the following:

9 "INSTRUCTIONS

10 1. This form must be typed or printed in black so that it is  
11 legible on the white, pink, and green copies.

12 2. Provide the true and complete name of the debtor; initials  
13 or abbreviations may not be sufficient to properly index your  
14 filing.

15 3. If the space provided for any items on this form is  
16 inadequate, the item(s) may be continued on additional sheets,  
17 preferably 8-1/2 inches by 11 inches. Only one copy of the  
18 additional sheets needs to be presented to the filing officer.

19 4. There is an additional fee, which you must include, when  
20 additional sheets are attached and/or when more than one  
21 debtor's name is listed.

22 5. This form should be used for filings that are to be made in  
23 the real estate records. The following types of collateral  
24 and/or transactions are covered by this form:

25 (a) if the collateral is timber to be cut;

26 (b) if the statement covers minerals or the like (including  
27 oil or gas);

28 (c) accounts subject to Minnesota Statutes, section  
29 336.9-103, subsection (5); or

30 (d) when the statement is filed as a fixture filing and the  
31 collateral is goods which are or are to become fixtures,  
32 including crops.

33  
34 DESCRIBE THE REAL ESTATE AFFECTED SUFFICIENT IF IT WERE  
35 CONTAINED IN A MORTGAGE OF THE REAL ESTATE TO GIVE CONSTRUCTIVE  
36 NOTICE OF THE MORTGAGE UNDER THE LAWS OF THIS STATE.

APPROVED IN THE  
SENATE OF STATUTES  
OFFICE BY:



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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.

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.

APPROVED IN THE  
REVISOR OF STATUTES  
OFFICE BY:

1 FILING OFFICER ADDRESSES:

2	Secretary of State	OR	County Recorder
3	U.C.C. Division		Courthouse
4	180 State Office Bldg.		_____ County
5	St. Paul, MN 55155		_____ MN _____

6

7 10. The pink copy will be stamped with the filing information

8 and returned to you by the filing officer. If the lien is

9 terminated prior to the regular five-year expiration, the

10 secured party should sign the pink copy and return it to the

11 filing officer so that the original can be removed from the

12 files. There is no fee for filing a termination statement

13 unless it is submitted on a "nonstandard" form or if it is for a

14 fixture filing.

15 NOTICE: INSTRUCTIONS ARE PROVIDED AS AN ACCOMMODATION AND

16 SHOULD NOT BE CONSTRUED AS A COMPLETE STATEMENT OF THE UNIFORM

17 COMMERCIAL CODE. ALWAYS CONSULT MINNESOTA STATUTES ON THE

18 PROPER PREPARATION AND FILING OF THIS FORM."

19 8260.0300 STATEMENT OF CONTINUATION, ASSIGNMENT, AMENDMENT,

20 RELEASE, AND TERMINATION: FORM UCC-3.

21 Subpart 1. Permitted use. This form may be used to

22 continue, assign, amend, release, or terminate a financing

23 statement. The use of any other form will result in a

24 nonstandard fee charge. Only one transaction may be

25 accomplished per form.

26 Subp. 2. Standard form. To be considered a standard

27 Minnesota statement of continuation, assignment, amendment,

28 release, and termination form, the following specifications must

29 be met:

30 A. the size must be 8 inches by 5 inches, excluding

31 the top perforated tab;

32 B. the form must be five carbon or carbon-less

33 snap-out.

34 C. the first page must be between 24- and 28-pound

35 white ledger paper, printed in black ink; and

36 D. the size of type must not be less than 6 point.

37 Subp. 3. Report form. A standard statement of

38 continuation, assignment, amendment, release, and termination

1 must appear in substantially the following form:

State of Minnesota Uniform Commercial Code Standard Form UCC-3  
Statements of Continuation, Assignment, Release, Etc.

(Read Instructions on Back)

This STATEMENT is presented to a filing officer for filing 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 refers to original Financing Statement bearing File No.

Filed with \_\_\_\_\_ Date Filed \_\_\_\_\_ 19 \_\_\_\_\_

- 4.  Continuation. The original financing Statement between the foregoing Debtor and Secured Party, bearing file number above, is still effective.
  - 5.  Assignment. The Secured Party's right under the Financing Statement bearing file number shown above to the property described in Item 9 has been assigned to the assignee whose name and address appears in Item 9.
  - 6.  Amendment. Financing Statement bearing file number shown above is amended as set forth in Item 9.
  - 7.  Release. Secured Party maintains a security interest in financing statement bearing file number shown above but releases the collateral shown in Item 9.
  - 8.  Termination. Secured Party no longer claims a security interest under the Financing Statement bearing file number shown above.
- 9.

By: \_\_\_\_\_  
Signature(s) of Debtor(s) (necessary only if Item 6 is applicable.)

By: \_\_\_\_\_  
Signature(s) of Secured Party(ies)

(1) Filing Officer Copy — Alphabetical  
(Rev. 6/84)

Approved by Secretary of State of Minnesota

APPROVED IN THE  
REVISOR OF STATUTES  
OFFICE BY:

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

3 A. the second page must be green and of 15-pound bond  
4 paper;

5 B. the third page must be pink and the fourth and  
6 fifth pages must be white; all three must be of 12-pound bond  
7 paper;

8 C. the language at the bottom far left of the second  
9 page (green) must read "(2) Filing Officer Copy-Numerical";

10 D. the language at the bottom far left of the third  
11 page (pink) must read "(3) Filing Officer Copy-Acknowledgement";

12 E. the language at the bottom of the fourth page  
13 (white) must read at the far left "(4) Secured Party Copy," and  
14 across the center and to the right as far as necessary, "Remove  
15 this copy and forward balance of form intact for filing"; and

16 F. the language at the bottom far left of the fifth  
17 page must read "(5) Debtor Copy."

18 Subp. 5. Instructions. The following must be printed in  
19 black ink on the back of page five below the perforated tab:

20 "INSTRUCTIONS

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

1 officer will return the third copy as an acknowledgment.

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

4 FILING OFFICER ADDRESSES:

5	Secretary of State	OR	County Recorder
6	U.C.C. Division		Courthouse
7	180 State Office Bldg.		_____ County
8	St. Paul, MN 55155		_____ MN _____ "
9			

10 8260.0400 FINANCING STATEMENT INFORMATION OR COPIES FORM: FORM  
11 UCC-11.

12 Subpart 1. Permitted use. This form is for obtaining  
13 financing statement information or copies. The use of any other  
14 form will result in a nonstandard fee charge.

15 Subp. 2. Standard form. To be considered a standard  
16 Minnesota request for copies or information form, the following  
17 specifications must be met:

18 A. the size must be 8 inches by 5 inches, excluding  
19 the top perforated tab;

20 B. the form must be three carbon or carbon-less  
21 snap-out;

22 C. the first page must be between 24- and 28-pound  
23 ledger paper, printed with black ink; and

24 D. the size of the type must not be less than 6 point.

25 Subp. 3. Report form. A standard financing statement  
26 information or copies request form must be in substantially the  
27 following form:

APPROVED IN THE  
REVISOR OF STATUTES  
OFFICE BY:

State of Minnesota Uniform Commercial Code Standard Form UCC-11

Request for Information or Copies

(Read Instructions on Back)

Request for copies or information. Present in duplicate to filing officer.

1. Debtor(s) (Last Name First) and Address(es)

2. Party requesting information or copies: (Name and Address)

For Filing Officer

Information request Copy request

Filing officer please furnish certificate showing whether there is on file as of the date of processing;

other, any presently effective financing statement, naming the above named debtor(s) and any statement of assignment thereof, and if there is, giving the date and hour of filing of each such statement and the name(s) and address(es) of the secured party(ies) therein.

Date (Signature of Requesting Party)

Table with 3 columns: File Number, Date and Hour of Filing, Name(s) and Address(es) of Secured Party(ies) and Assignees, if any

CERTIFICATE: The undersigned filing officer hereby certifies that:

The above listing is a record of all presently effective financing statements and statements of assignment which name the above debtor(s) and which are on file in my office as of 19 at M.

The attached pages are true and exact copies of all available financing statements or statements of assignment listed in the above report.

ADDITIONAL FEE DUE \$

Date

Signature of Filing Officer

Approved by Secretary of State of Minnesota

COPY 1 (Rev. 6/84)

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

22 A. Both pages must be of 12-pound bond paper, printed
23 with black ink.

24 B. The second page must have "Copy 2" printed in the
25 lower left-hand corner in black ink.

26 C. The third page must have "Copy 3" printed in the
27 lower left-hand corner in black ink.

28 Subp. 5. Instructions. The following must be printed
29 below the perforation on the back of the third page in black ink:

30 "INSTRUCTIONS

31 1. Please type this form with black ribbon.

32 2. Place an "x" in the appropriate box to indicate a request
33 for copies or for information.

34 3. Place an "x" in the appropriate date-of-search box and fill
35 in "other" if applicable. If no date-of-search is indicated,
36 the information will be given up to the date of processing.

APPROVED IN THE
REVISOR OF STATUTES
OFFICE BY:

1 4. If information or copies are requested from different filing  
2 offices, separate requests must be submitted to each filing  
3 officer.

4 5. Sign the form in the space provided.

5 6. Send in only the original and duplicate copies. Retain the  
6 third copy for your files. The original will be returned to you  
7 with the information or copies requested.

8 7. There is an additional fee if more than one debtor name is  
9 listed in box 1. Always provide the complete and full name of  
10 the debtor; list all possible ways in which the debtor name may  
11 appear, including individual names, corporate names, assumed  
12 names, initials, and/or abbreviations.

13 FILING OFFICER ADDRESSES:

14	Secretary of State	OR	County Recorder
15	U.C.C. Division		Courthouse
16	180 State Office Building		_____ County
17	St. Paul, MN 55155		_____ MN _____"

18 8260.0500 TAX LIEN INFORMATION OR COPIES: FORM UCC-12.

19 Subpart 1. Permitted use. This form is for use in  
20 obtaining tax lien information and copies. The use of any other  
21 form will result in a nonstandard fee charge.

22 Subp. 2. Standard form. To be considered a standard  
23 Minnesota tax lien information or copies form, the following  
24 specifications must be met:

25 A. the size must be 8 inches by 5 inches, excluding  
26 the top perforated tab;

27 B. the form must be three carbon or carbon-less  
28 snap-out;

29 C. the first page must be between 24- and 28-pound  
30 white ledger paper, printed with black ink; and

31 D. the size of type must not be less than 6 points.

32 Subp. 3. Report form. A standard tax lien information or  
33 copies form must be in substantially the following form:

APPROVED IN THE  
REVISOR OF STATUTES  
OFFICE BY:

State of Minnesota Uniform Commercial Code Standard Form UCC-12

Request for Tax Lien Information or Copies

(Read Instructions on Back)

Request for copies or information. Present in DUPLICATE TO FILING OFFICER.

1. Taxpayer(s) (Last Name First) and Address(es)

2. Party requesting information or copies (Name and Address)

For Filing Officer

Information Request  Copy Request

Filing officer please furnish your certificate showing whether there is on file as of

The date of processing or  Other \_\_\_\_\_ 19\_\_\_\_, any presently effective.

State and/or  Federal Tax Liens naming the taxpayer indicated above.

Date \_\_\_\_\_ Signature of Requesting Party \_\_\_\_\_

File Number	Date and Hour of Filing	Amount of Lien	Government Authority and Address

CERTIFICATE: The undersigned filing officer hereby certifies that:

The above listing is a record of all presently effective state and/or federal tax liens, as indicated above, which name the above taxpayer(s) and which are on file in my office as of \_\_\_\_\_ 19\_\_\_\_ at \_\_\_\_\_ M.

The attached \_\_\_\_\_ pages are true and exact copies of all available tax liens listed in above report.

ADDITIONAL FEE DUE: \$ \_\_\_\_\_ Date \_\_\_\_\_

Signature of Filing Officer

COPY 1 (Rev. 6/84)

Approved by Secretary of State of Minnesota

- 17 Subp. 4. Carbon pages. The remaining pages must be  
18 identical to the first page except:  
19 A. both pages must be of 12-pound white bond paper,  
20 printed with black ink;  
21 B. the second page must have "Copy 2" printed in the  
22 lower left-hand corner in black ink; and  
23 C. the third page must have "Copy 3" printed in the  
24 lower left-hand corner in black ink.  
25 Subp. 5. Instructions. The following must be printed  
26 below the perforation on the back of the third page in black ink:  
27 "INSTRUCTIONS  
28 1. Please type this form with black ribbon.  
29 2. Place an "x" in the appropriate box to indicate the  
30 following items:  
31 (a) a request for copies or information;  
32 (b) the date of search; and  
33 (c) a request for state or federal tax liens.  
34 3. If no "x's" are made, information will be given on both  
35 state and federal tax liens up to the date of processing.  
36 4. If information or copies are requested from different filing

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1 offices, separate requests must be submitted to each filing  
2 officer.

3 5. Sign the form in the space provided.

4 6. Send in only the original and duplicate copies. Retain the  
5 third copy for your files. The original will be returned to you  
6 with the information or copies requested.

7 7. There is an additional fee if more than one taxpayer name is  
8 listed in box 1. Always provide the complete and full name of  
9 the taxpayer; list all possible ways in which the debtor name  
10 may appear, including individual names, corporate names, assumed  
11 names, initials, and/or abbreviations.

12 FILING OFFICER ADDRESSES:

13 Secretary of State  
14 U.C.C. Division  
15 180 State Office Bldg.  
16 St. Paul, MN 55155

OR

County Recorder  
Courthouse  
\_\_\_\_\_ County  
\_\_\_\_\_ MN \_\_\_\_\_ "

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OFFICE BY: