

Secretary of State Department of Business Services - UCC Division

FEE EXPLANATION AND REJECTION NOTICE:

PLEASE REVIEW THIS FORM CAREFULLY AND RETURN IT WITH CORRECTED DOCUMENTS AND A SELF-ADDRESSED ENVELOPE.

PLEASE ADDRESS ALL INQUIRIES TO:

SECRETARY OF STATE
UCC DIVISION
HOWLETT BUILDING, RM. 350 WEST
SPRINGFIELD, IL 62756
PHONE: (217) 782-7518
www.cyberdriveillinois.com

DATE: _____

ALL HANDWRITTEN FORMS WILL BE REJECTED

DEBTOR/SECURED PARTY INFORMATION MUST BE 10-POINT HELVETICA OR SWISS FONT.

FORMS/FEEES

All fees are payable in advance. Please do not send cash.

- Not accompanied by statutory fee.
_____ @ Flat fee/\$20 per filing
_____ @ \$10 per name searched
_____ @ \$1 per copy page
_____ @ \$5 Federal tax lien search
_____ @ \$.50 per copy page
- \$ _____ SUBMIT THIS AMOUNT
- Filing officer unable to read/decipher the information. Documents not suitable for imaging.
- Check must be made payable to Secretary of State.
- Checks not accompanied by documents please advise.
- No fee enclosed.
- Amounts on checks do not correspond.
- Cannot accept altered checks.
- Other forms are being processed.

INITIAL FINANCING STATEMENT

- Failure to provide a name/mailling address of the debtor.
- Failure to indicate whether the debtor is an individual or an organization.
- If identified as an individual, failure to provide the last name of the debtor.
- Failure to provide name/mailling address for the secured party/assignee.
- Submitted documents are poor image quality.
- Typed text is less than 10-point font pursuant to: Illinois Administrative Rule Chapter 1: Part 180.12.

AMENDMENT OR INFORMATION STATEMENT

- Separate fee and form are required for each transaction submitted.
- Failure to identify a file number of an initial financing statement to which it relates. Must refer to Illinois Secretary of State filing data.
- Identifies an initial financing statement for which effectiveness has lapsed.

Continuation

- Failure to file within the six-month window prior to lapse.

Assignment

- Failure to provide a name/mailling address for the assignee.

AMENDMENT OF PARTY INFORMATION

New Debtor

- Failure to indicate whether the debtor is an individual or an organization.
- If identified as an individual, failure to provide the last name of the debtor.
- Failure to provide mailing address for the debtor.
- Failure to indicate party information changes in #5.

New Secured Party

- Failure to provide name/mailling address for the secured party

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- Separate request is necessary for each name or address searched.
- Copies must be requested by file number and name and address of debtor. They can be requested at the same time you order information.

Comments: _____
