MARYLAND STATE DEPARTMENT OF ASSESSMENTS AND TAXATION

UCC ONLINE ELECTRONIC FILING USER GUIDE

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https://SDAT/UCCFiling/UCCMainPage.aspx

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1.0 – INTRODUCTION

The Maryland State Department of Assessments and Taxation's office has served as the central filing office for public notices of secured transactions under Revised Article 9 of the Uniform Commercial Code. These public notices, called financing statements, indicate a commercial agreement between a debtor and a secured party.

Financing statements are filed by banks, mortgage companies, and other lending institutions against secured collateral. Searches of financing statements provide information on secured collateral. When a debtor pledges collateral on a loan, UCC search results tell lenders if others have filed a claim against the same collateral.

The Maryland State Department of Assessments and Taxation's UCC Online system provides users with the capability to file all UCCs immediately and to conduct searches that will provide the user with immediate results. The delay normally experienced from having to mail in files is eliminated. If the user completes all mandatory fields, the filing is filed immediately. Payment for filings and certified copies may be made using a debit or credit card.

Privacy and security is assured via Secure Sockets Layer (SSL) protocol which encrypts the information being passed between the web server and the user's computer.

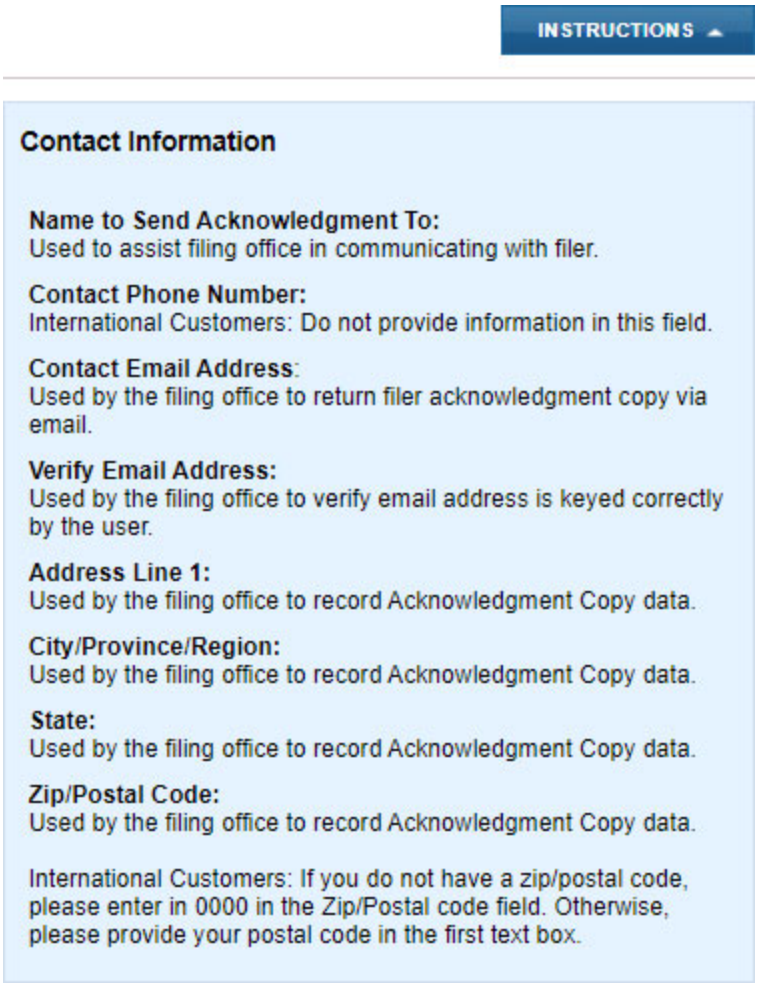
The Maryland UCC Online system is designed to be available 24-hours per day, seven days per week.

We have prepared this user manual to assist you in becoming familiar with the Maryland State Department of Assessments and Taxation's UCC Online system. In addition, many pages within the application have associated "Instructions" which may be of use. Of course, the Maryland State Department of Assessments and Taxation's office will be available to assist you as well.

2.0 – Application Elements

2.01 – Instructions

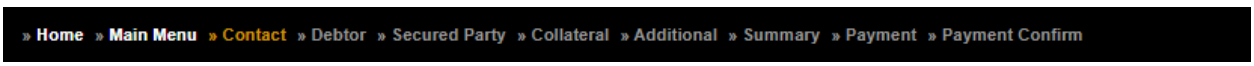
Page instructions can be viewed by clicking the Instructions button located at the top left of the page. Instructions will appear below the **INSTRUCTIONS** button.



Click the **INSTRUCTIONS** button again to remove the page instructions from displaying on the page.

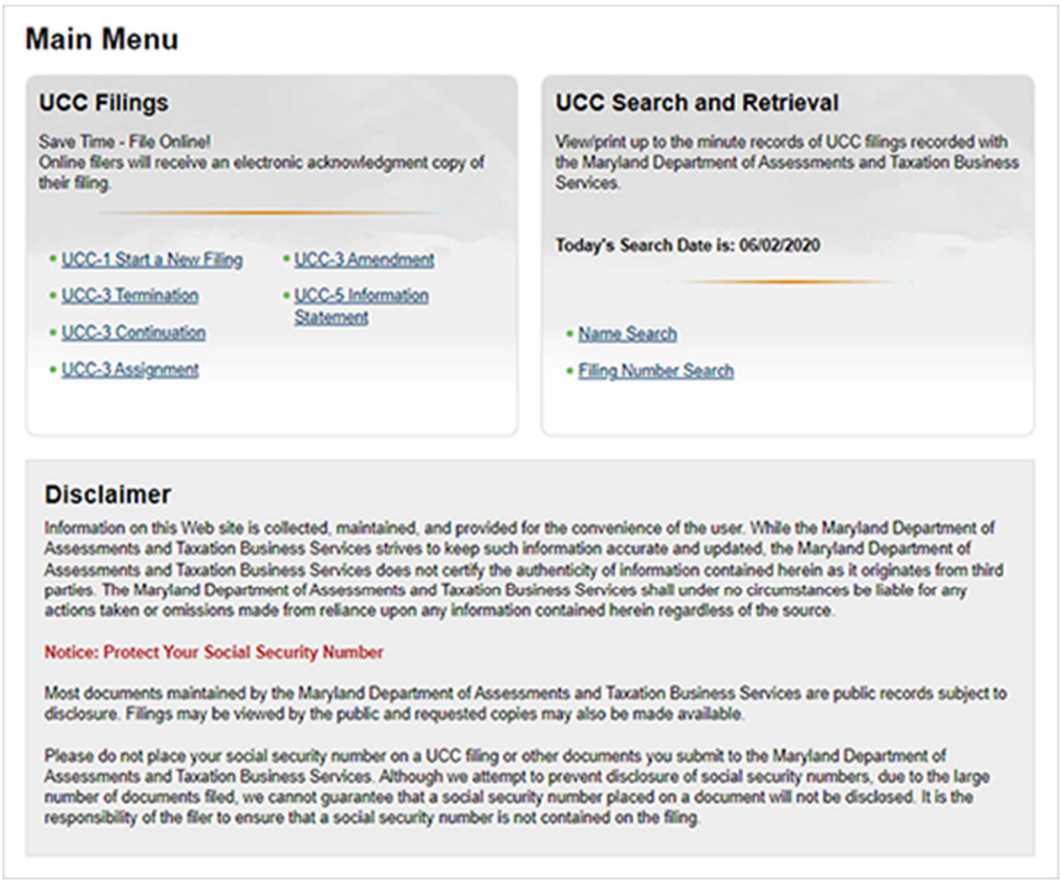
2.02 – Progress Indicator

During the filing process, each page displays a progress indicator. The progress indicator provides the user with a visual representation of where they are in the filing process. The current step is highlighted.



3.0 – Main Menu

This page provides the user with options to file a UCC-1, UCC-3, or UCC-5 as well as options to search filings by name or filing number. Please note the disclaimer box at the bottom of this page. All users should read and pay special attention to this disclaimer statement.



To begin using the UCC Online system, select one of the UCC Filing or UCC Search and Retrieval options.

The UCC-1, Start a New Filing link allows you to start the process to file a new initial financing.

The UCC-3, Amendment, UCC-3, Termination, UCC-3, Assignment and UCC-3, Continuation links allow you to start the process to file an amendment to an initial financing statement.

The UCC-5, Information Statement link allows you to start the process to file a correction to an initial financing statement.

The Name Search link allows you to search active filings by debtor or secured party name.

The Filing Number Search link allows you to search active filings by filing number.

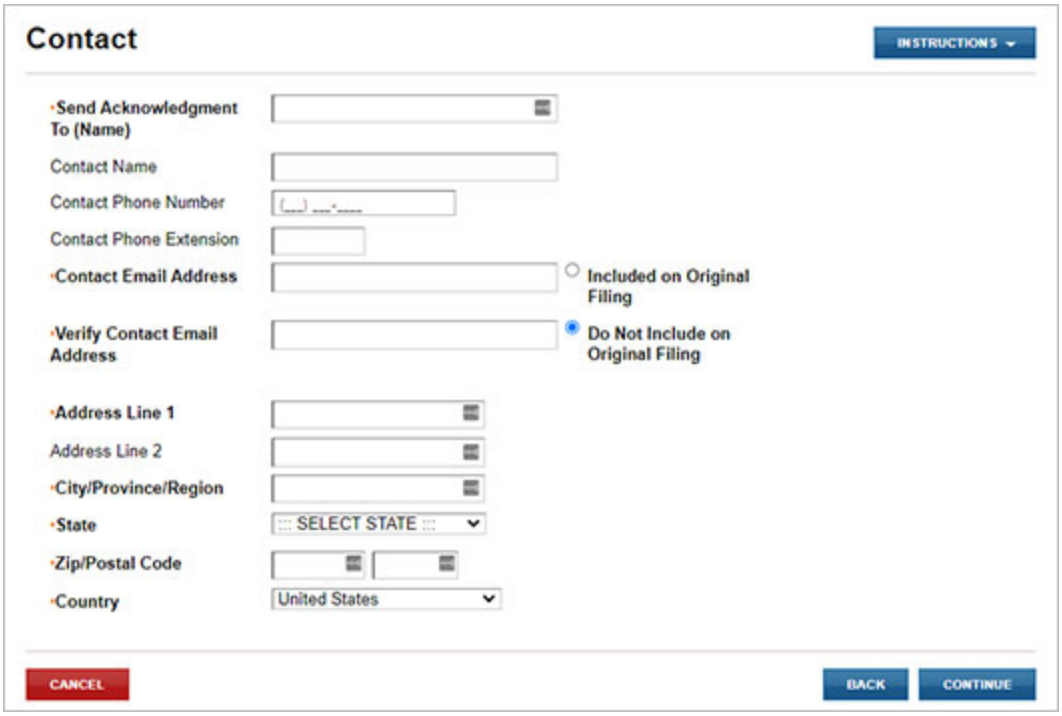
4.0 – UCC-1, Start a New Filing

This option is used to file the initial security interest.

The UCC-1 financing statement filing is divided into several web pages. Each page allows for the entry of a specific type of information. Please do not place your social security number on a UCC filing or any other document you submit to the Maryland State Department of Assessments and Taxation. Although we attempt to prevent disclosure of social security numbers, we cannot guarantee that a social security number placed on a document will not be disclosed due to the large number of documents filed. It is the responsibility of the filer to ensure that a social security number is not contained on the filing. Please note that all information entered on the following screens will be displayed on copies of the filing. Filings may be viewed by the public and requested copies may also be made available.

4.01 – Contact Information

The first screen is used to document the name and contact information of the individual or organization filing the financing statement. This is the information provided in Boxes A, B and C of the UCC-1 form. Note that **Send Acknowledgment To (Name)**, **Contact Email Address**, **Verify Contact Email Address**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code** and **Country** are all required fields.

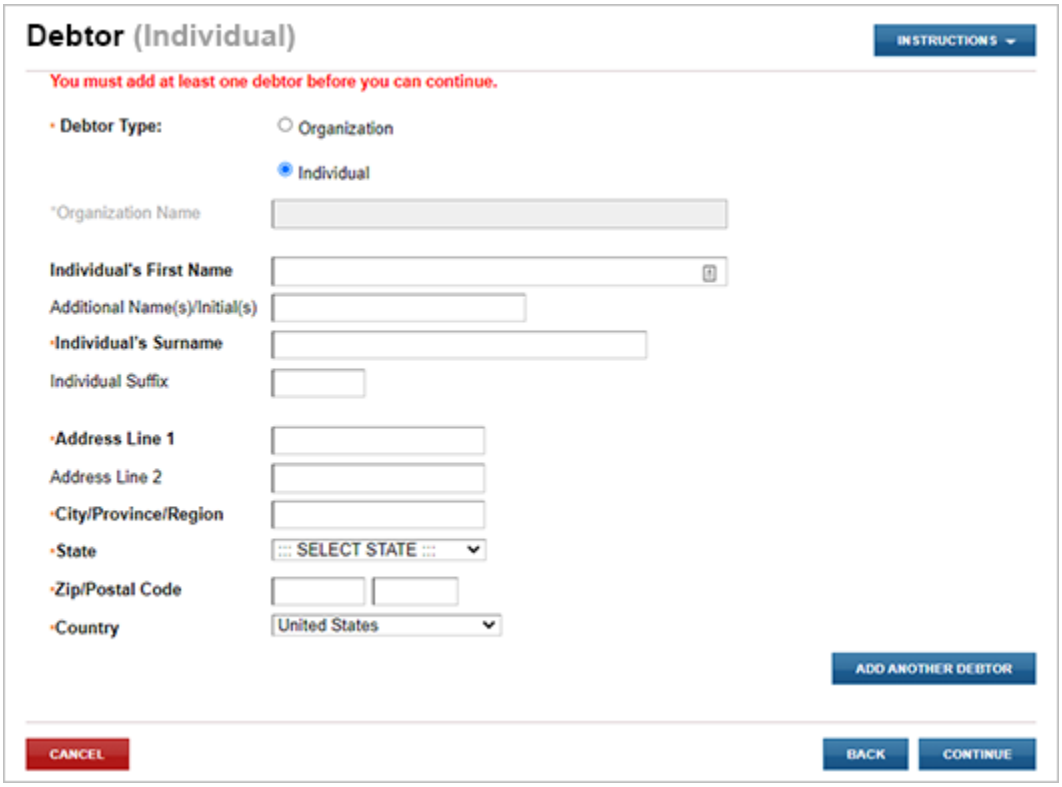


Once the form has been filled out, click the **CONTINUE** button to move to the next step of the filing process.

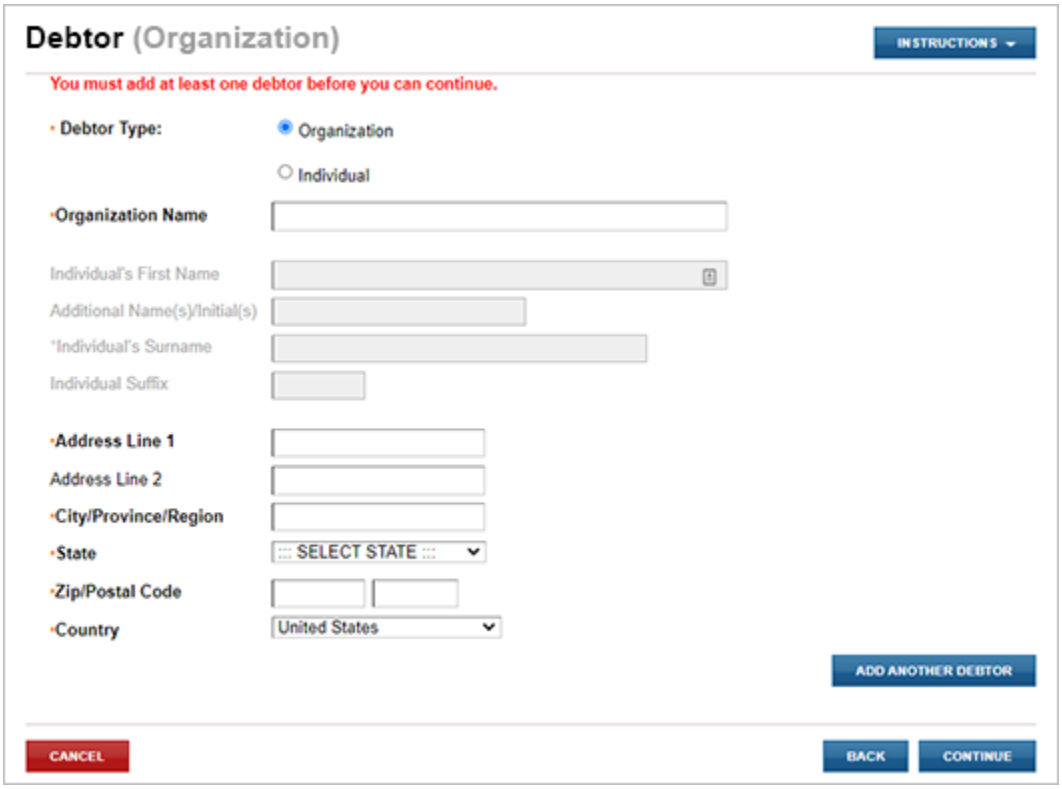
4.02 – Debtor Information

The Debtor screen is used to allow for the entry of any number of debtors. When the screen is first displayed, the user can select whether the debtor is an individual or an organization. Any fields that should not be provided on the basis of the debtor type will be grayed out.

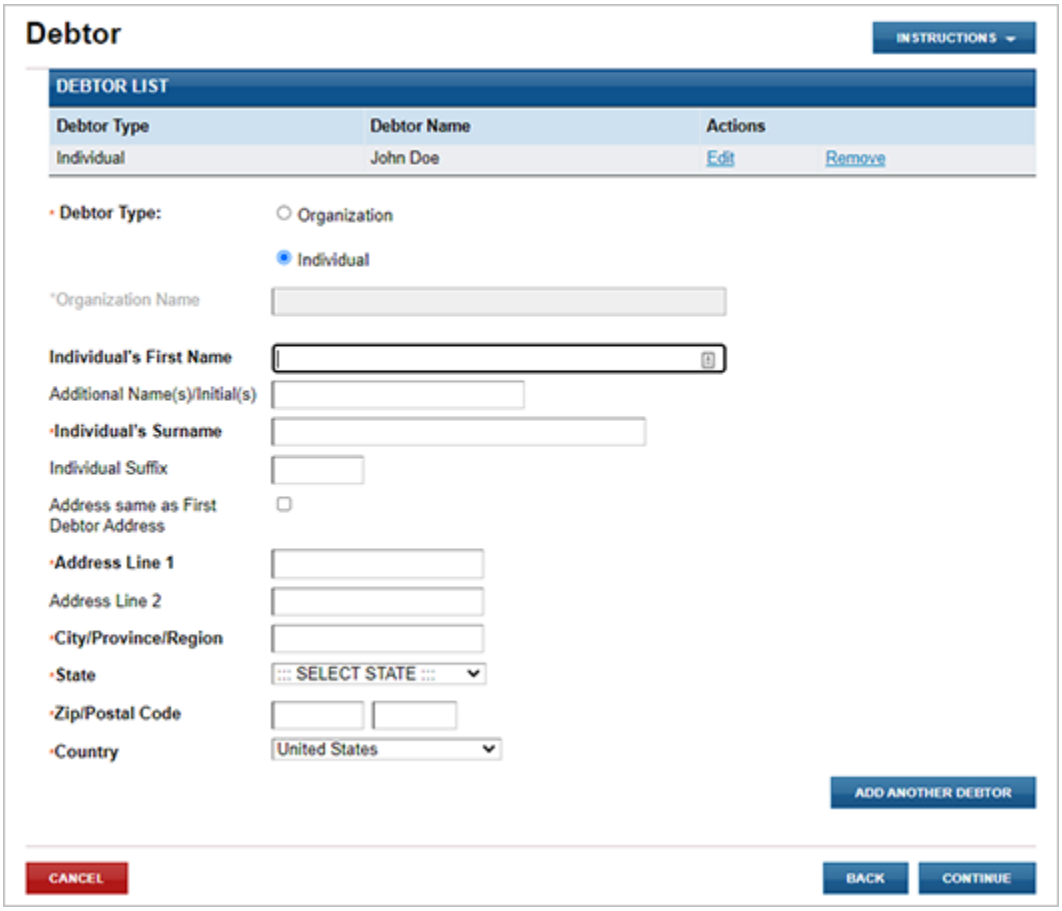
Information provided on this screen is the same information provided in Sections 1 and 2 of the UCC-1 form and Section 10 of the UCC-1Ad form. Enter only one debtor name in the Organization Name or Individual Name fields per page. If you have more than one debtor to provide, select the **ADD ANOTHER DEBTOR** button after you are done providing the information for the current debtor. If you do not have an additional debtor to add or you are done entering additional debtors, click the **CONTINUE** button to move to the next step of the filing process.



If the Debtor Type is an *individual*, note that **Individual First Name**, **Individual Last Name**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code** and **Country** are all required fields.



If the Debtor Type is an *organization*, note that **Organization Name**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code, Country**, **Organization Type** and **Organization Jurisdiction** are all required fields.



If more than one debtor is entered, each debtor name provided by the user is displayed at the top of the page. If the user determines that information for the debtor is incorrect, the user can easily edit or remove the debtor by selecting the appropriate link.

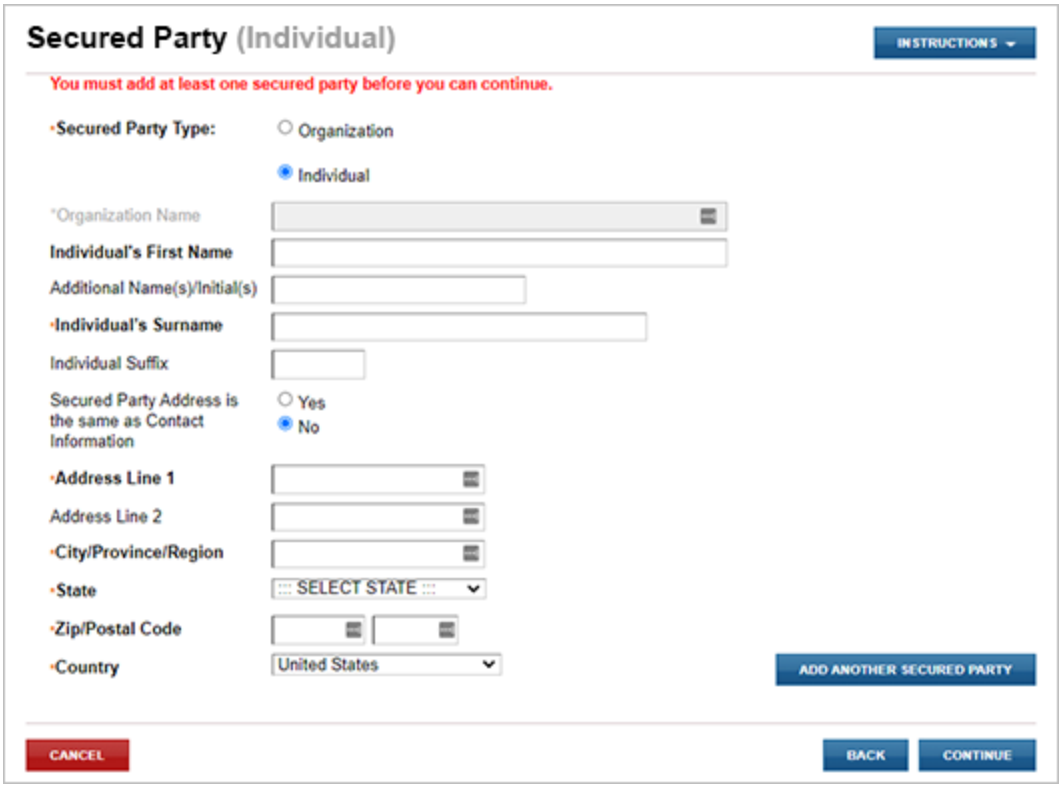
In order to make online filing as efficient as possible, additional debtors have an option to allow the user to use the same debtor address as the first debtor. By checking the “Address same as First Debtor Address” checkbox, the Address Line 1, Address Line 2, City/Province/Region, State, Zip/Postal Code and Country will be populated with the same information as the first debtor.

Once you have finished entering debtors, click the **CONTINUE** button to move to the next step of the filing process.

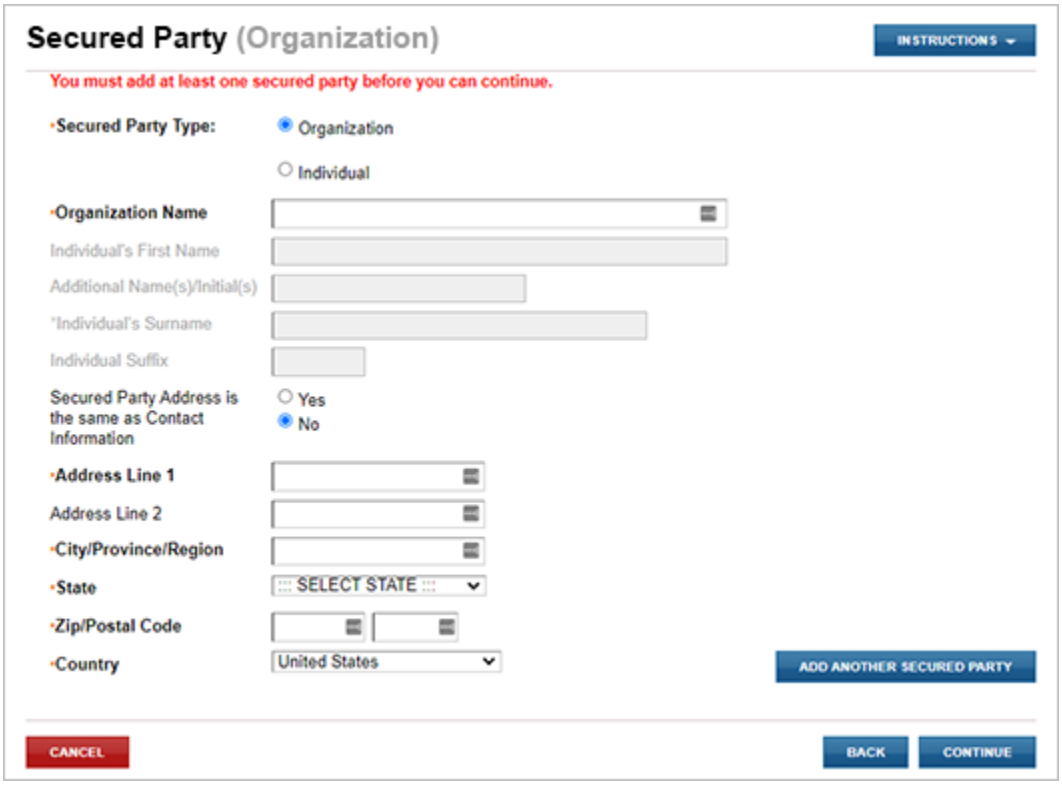
4.03 – Secured Party Information

The Secured Party screen is used to allow for the entry of one or more secured parties. Like the debtor screen, the user can select whether the secured party is an individual or an organization. Any fields that should not be provided on the basis of the secured party type will be grayed out.

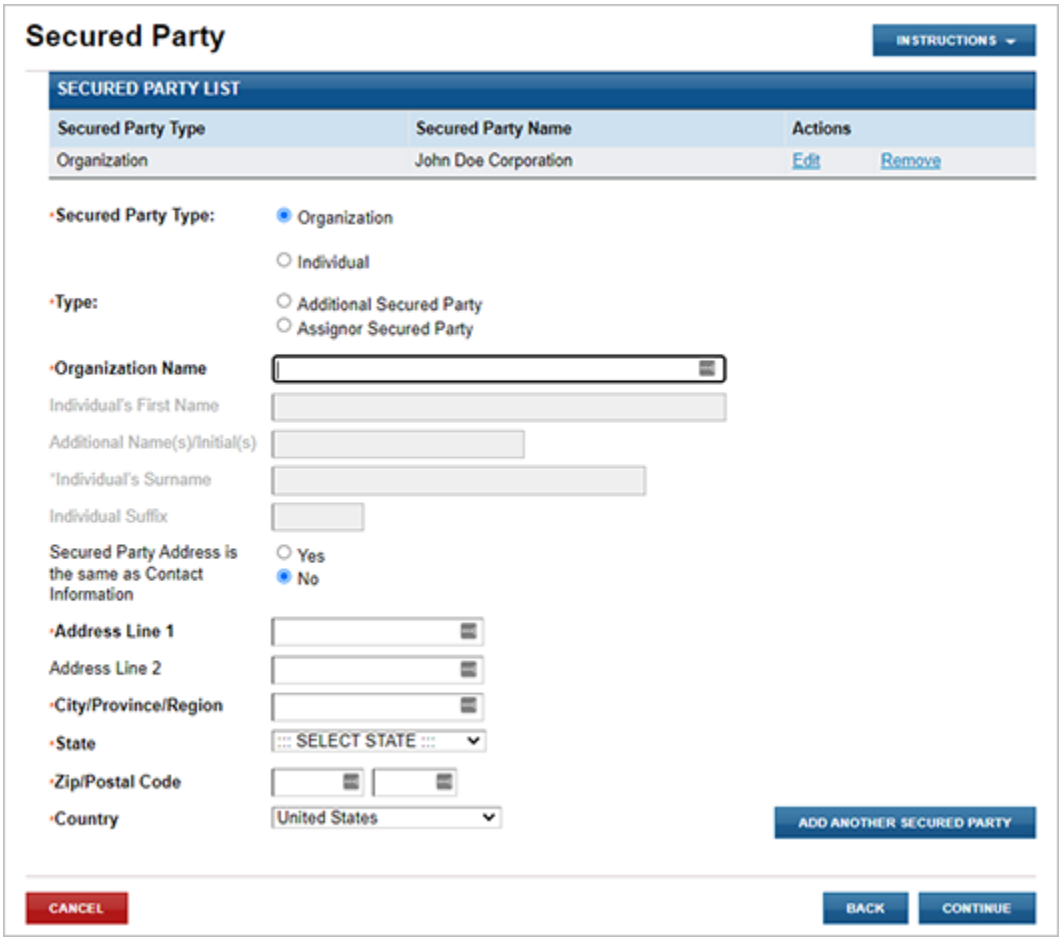
Information provided on this screen is the same information provided in Section 3 of the UCC-1 form and Section 11 of the UCC-1Ad form. Enter only one secured party name in the Organization Name or Individual Name fields per page. If you have more than one secured party to provide, select the **ADD ANOTHER SECURED PARTY** button after you are done providing the information for the current secured party. If you do not have an additional secured party to add or you are done entering additional secured parties, click the **CONTINUE** button to move to the next step of the filing process.



If the Secured Party Type is an *individual*, note that **Individual First Name**, **Individual Last Name**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code** and **Country** are all required fields.



If the Secured Party Type is an *organization*, note that **Organization Name**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code,** and **Country** are all required fields.



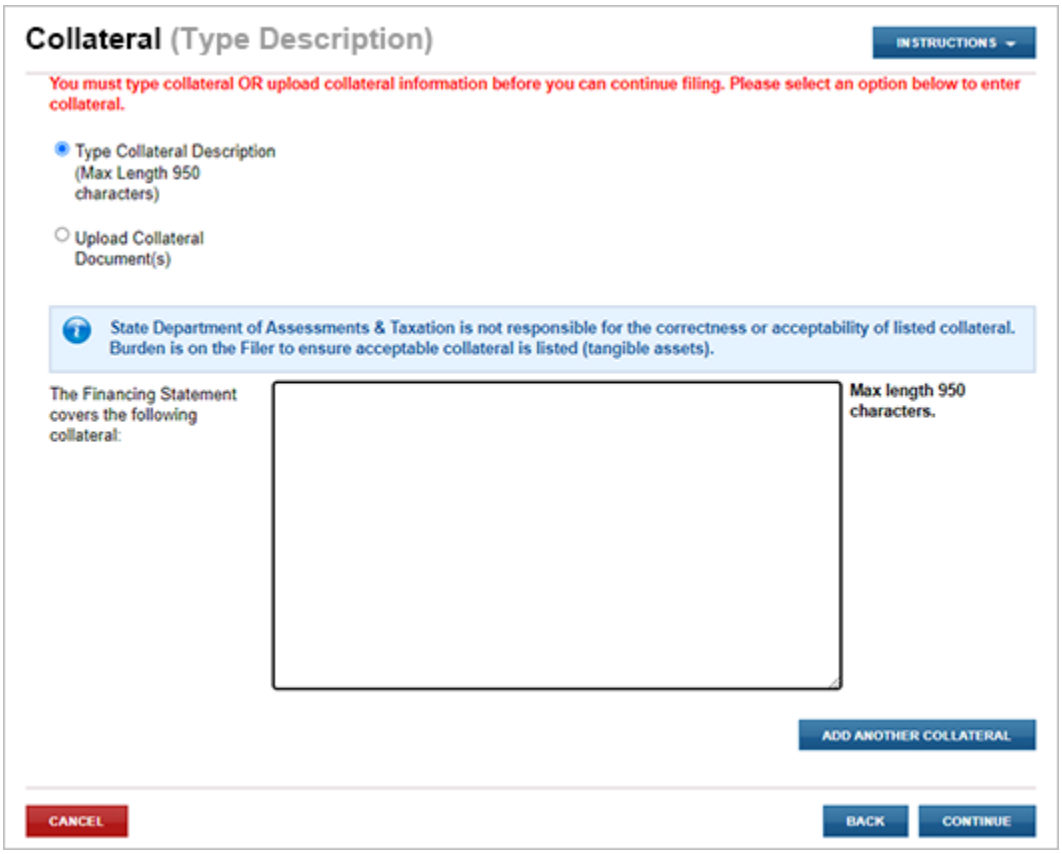
If more than one secured party is entered, each secured party name provided by the user is displayed at the top of the page. If the user determines that information for the secured party is incorrect, the user can easily edit or remove the secured party by selecting the appropriate link.

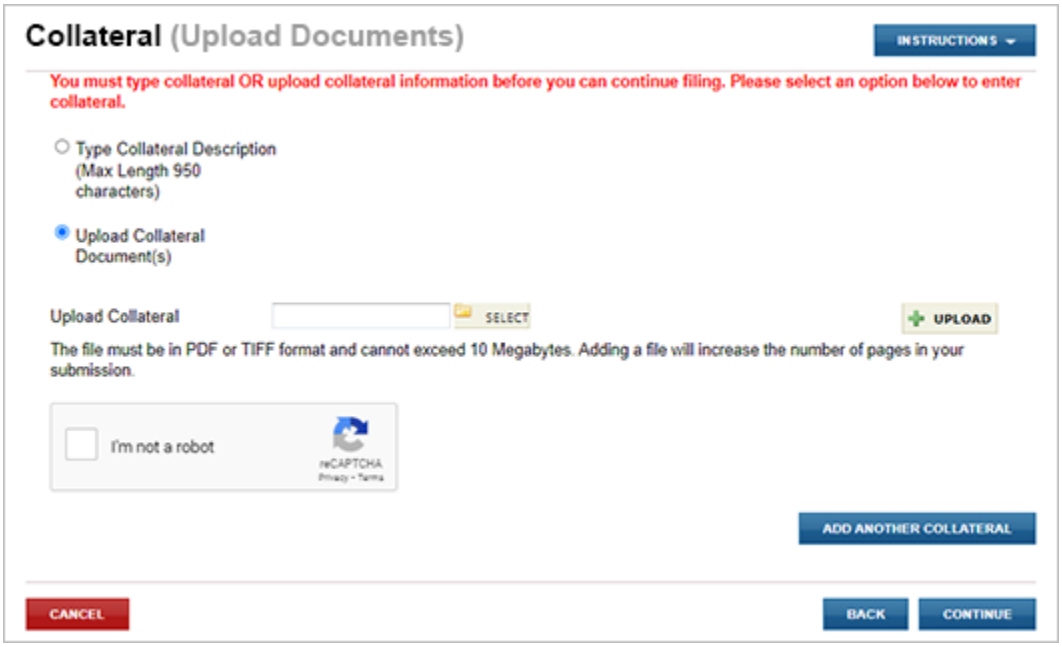
In order to make online filing as efficient as possible, additional secured parties have an option to allow the user to use the same address as provided on the Contact Information page (see 6.01). By selecting "**Yes**" for "Secured Party Address is the same as Contact Information," Address Line 1, Address Line 2, City/Province/Region, State, Zip/Postal Code and Country will be populated with the same information as provided by the user on the Contact Information page.

Once you have finished entering debtors, click the **CONTINUE** button to move to the next step of the filing process.

4.04 – Collateral Information

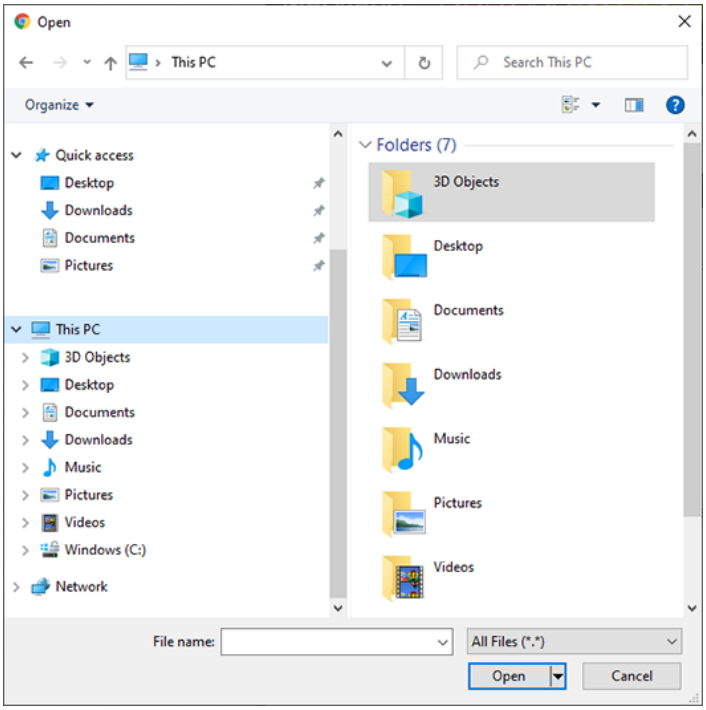
This page allows for the entry or upload of collateral used for security by the secured party(s). The user may type collateral information, paste from text composed in a word processing software (i.e., Word, WordPerfect, Notepad, and WordPad) or upload a file that is in either PDF or TIFF file format.





Information provided on this screen is the same information provided in Section 4 of the UCC-1 form and Section 12 of the UCC-1Ad form.

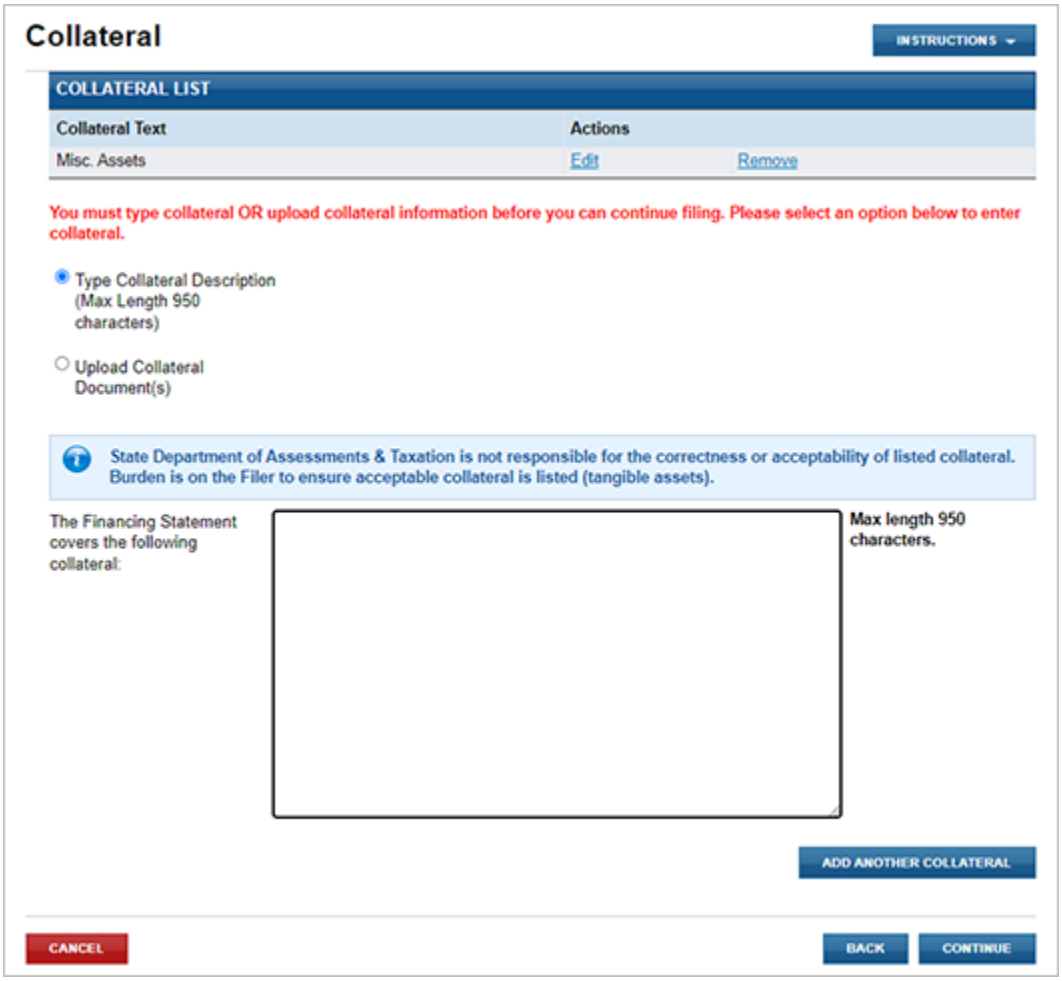
To upload collateral, select the Browse… button and locate the file on your computer you wish to upload and attach to the filing.



Once the file is located, select the file and the click the Open button.



The file you selected will display in the Upload Collateral box. Click the **UPLOAD** button.



If more than one file is uploaded or typed, each collateral entry provided by the user is displayed at the top of the page. If the user determines that information or file associated with the collateral is incorrect, the user can easily edit or remove the collateral by selecting the appropriate link.

Note: Uploading one or more files will increase the number of pages in your submission.

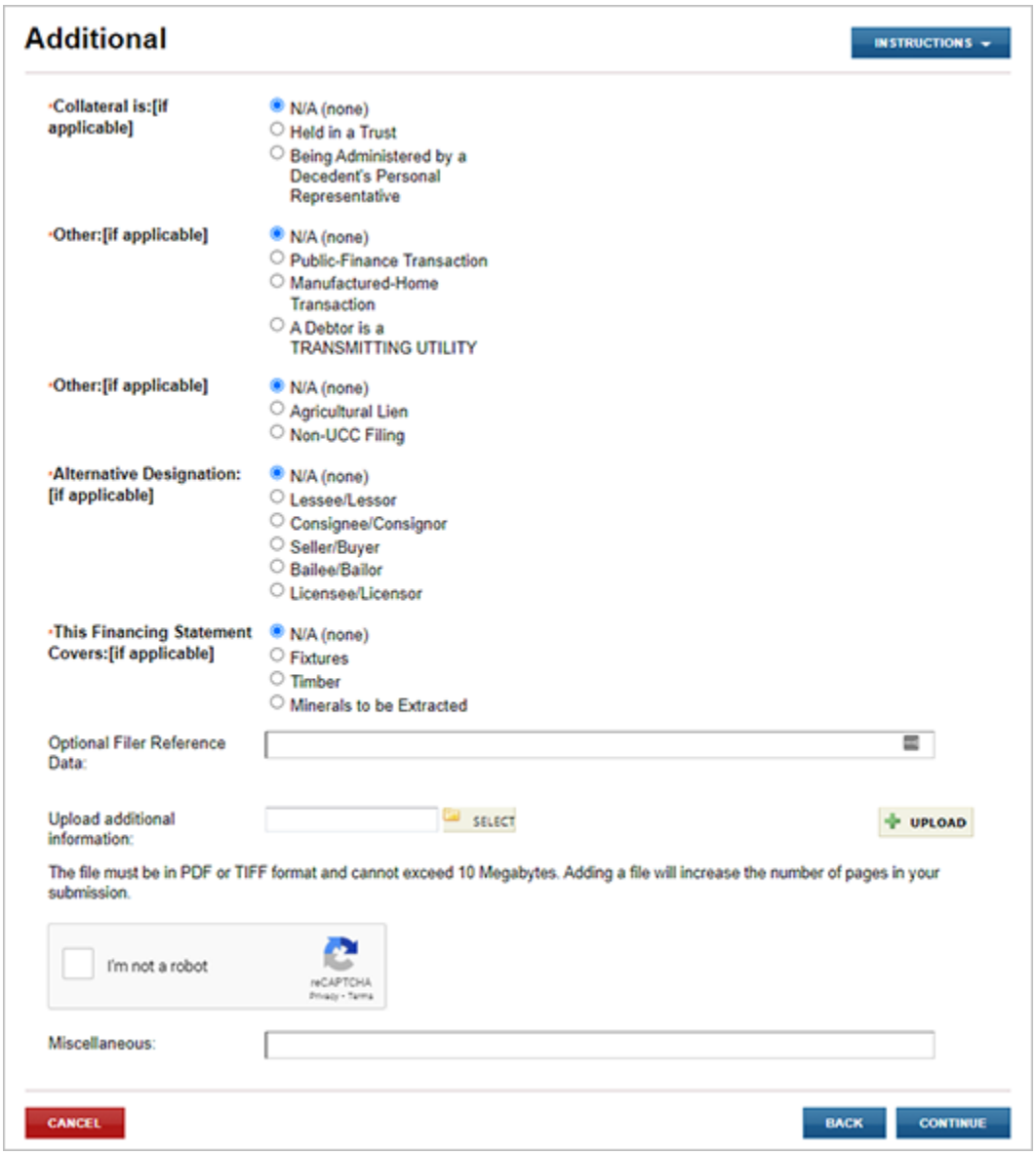
Once you have finished entering collateral, click the **CONTINUE** button to move to the next step of the filing process.

4.05 – Additional Information

The Additional Information screen is used capture any information provided under the following fields: “Alternative Designation” [UCC-1 form, Section 7], “This Financing Statement covers” [UCC-1Ad form, Section 14], “Debtor is a” [UCC-1Ad form, Box 10], “Other”, “Optional Filer Reference Data” [UCC-1 form, Section 8], and “Upload additional information.”

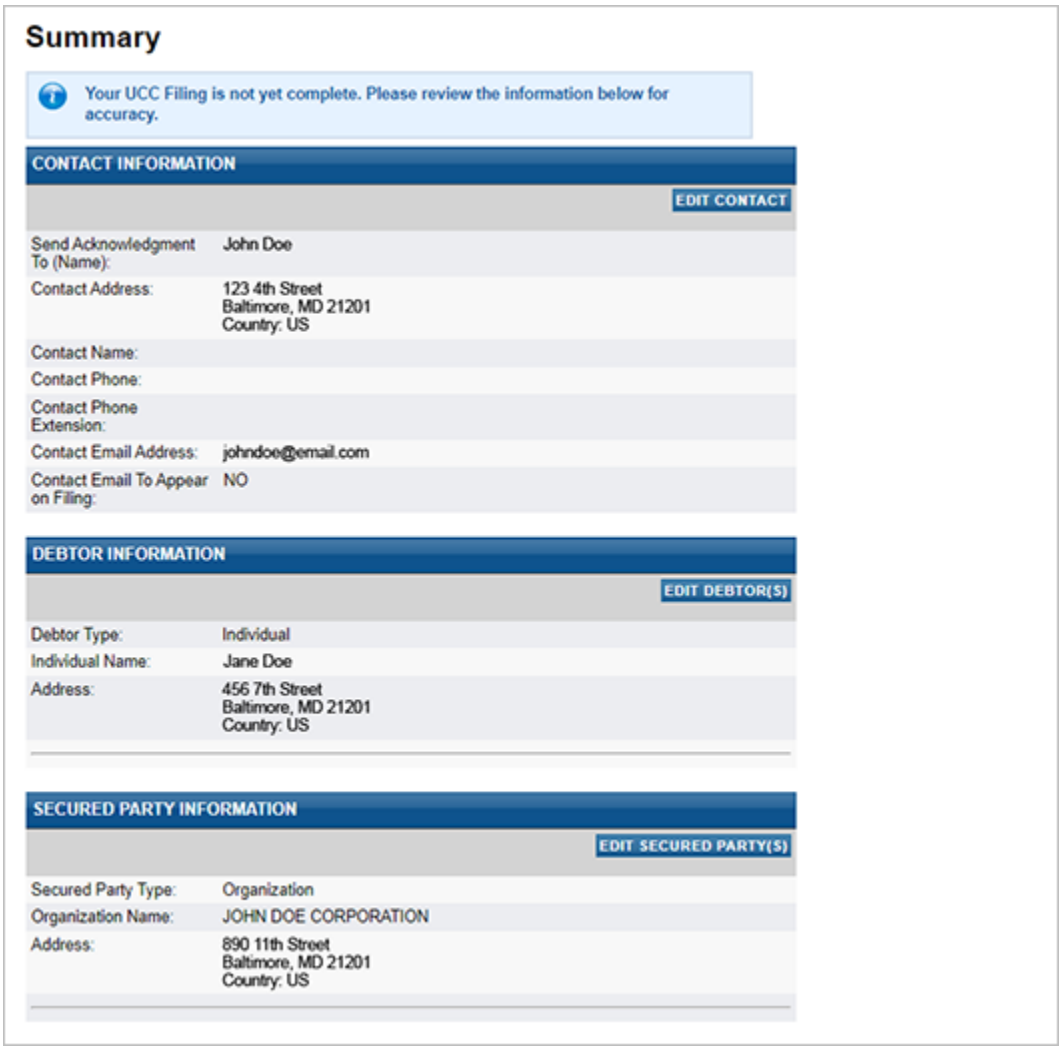
The default value selected for each of these categories is N/A (none). To change, the user simply clicks the selection that is applicable to the filing.

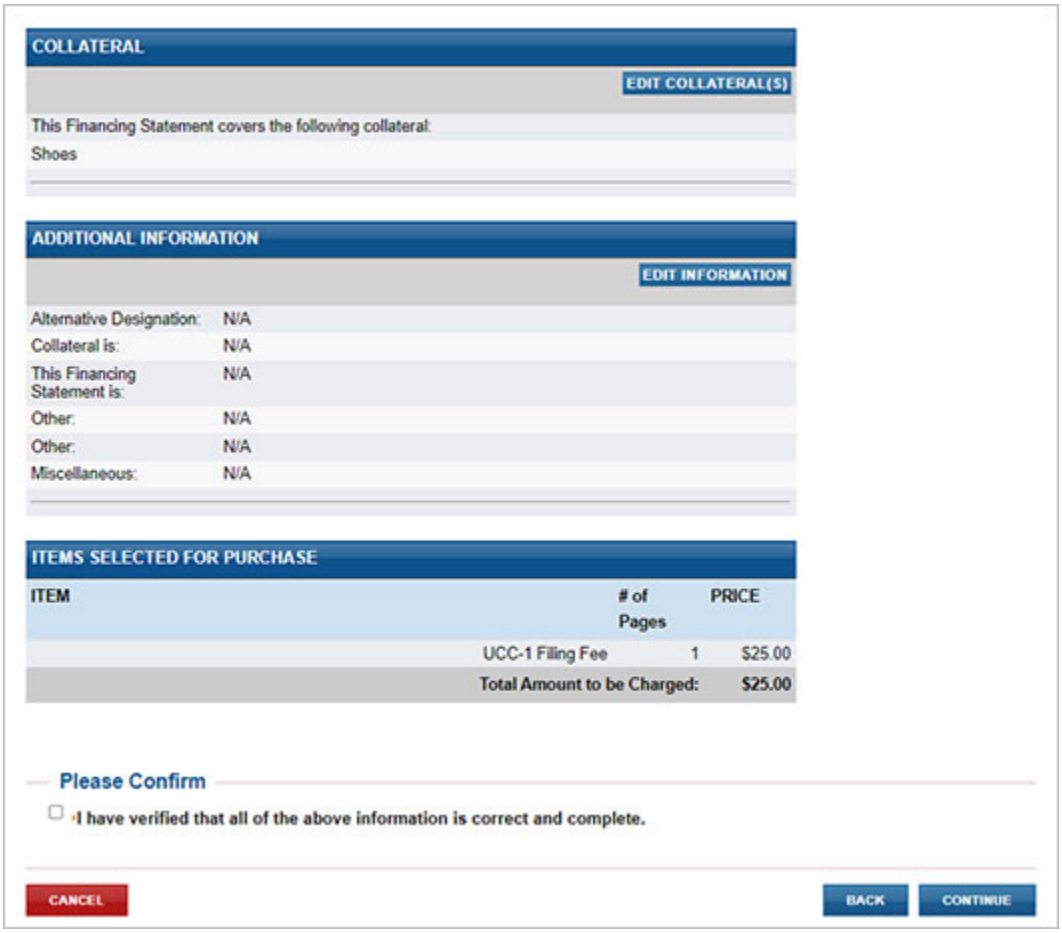
Once you have finished entering additional information, click the **CONTINUE** button to move to the next step of the filing process.



4.06 – Filing Summary

The user has an opportunity to review and check data prior to submitting the filing to the Maryland State Department of Assessments and Taxation's Office. The user selects the appropriate **EDIT** button to change information previously entered.



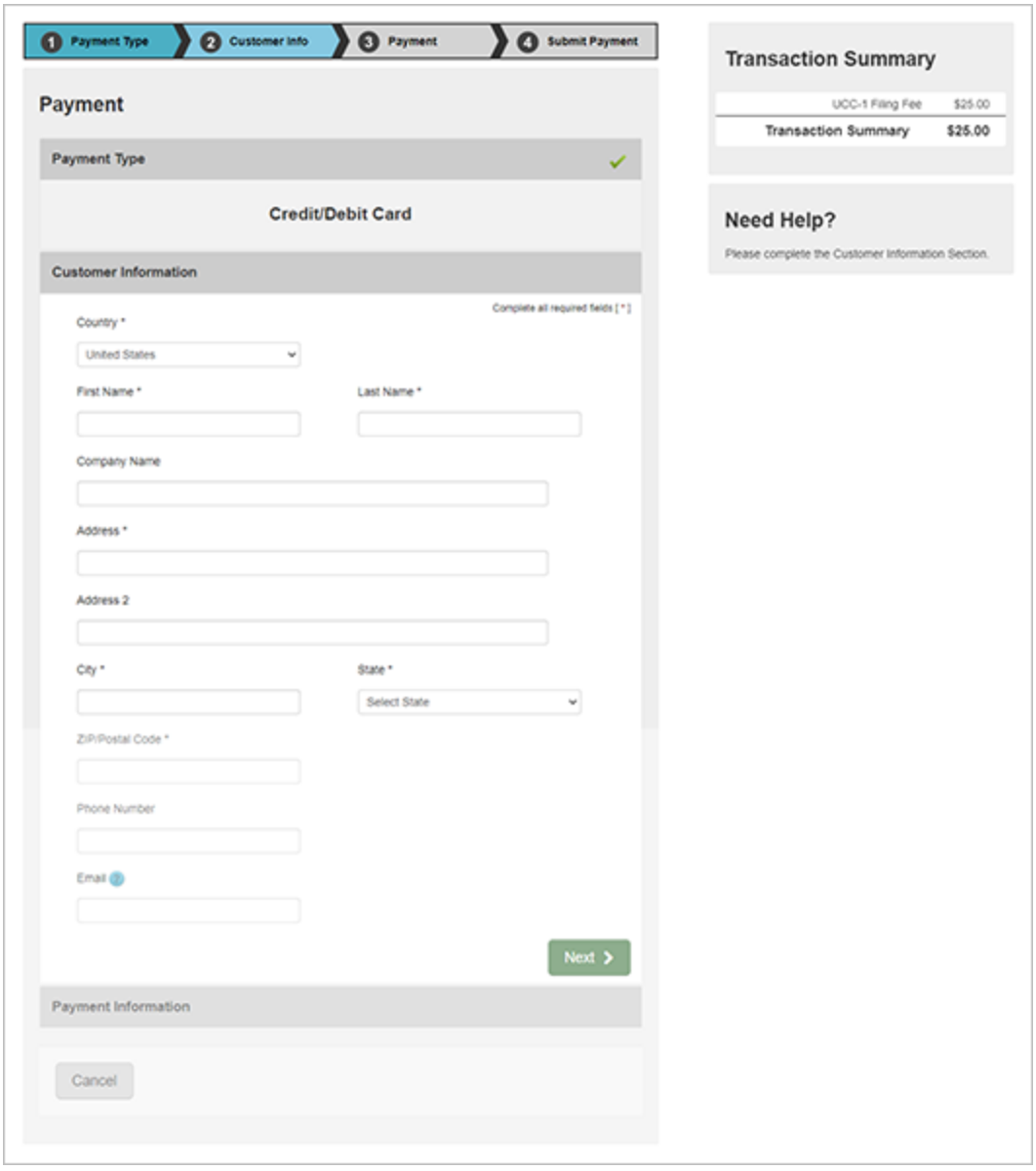


If all of the information in the filing summary is correct, check the **Please Confirm** box and then select the **CONTINUE** button to move to the next step of the filing process.

4.07 – Filing Fees Payment

Payment

When submitting the filing, you will be taken to a Payment screen. Payment may be made by using any American Express, Visa, MasterCard or Discover credit cards or debit card.



4.08 – Acknowledgment Copy and Receipt

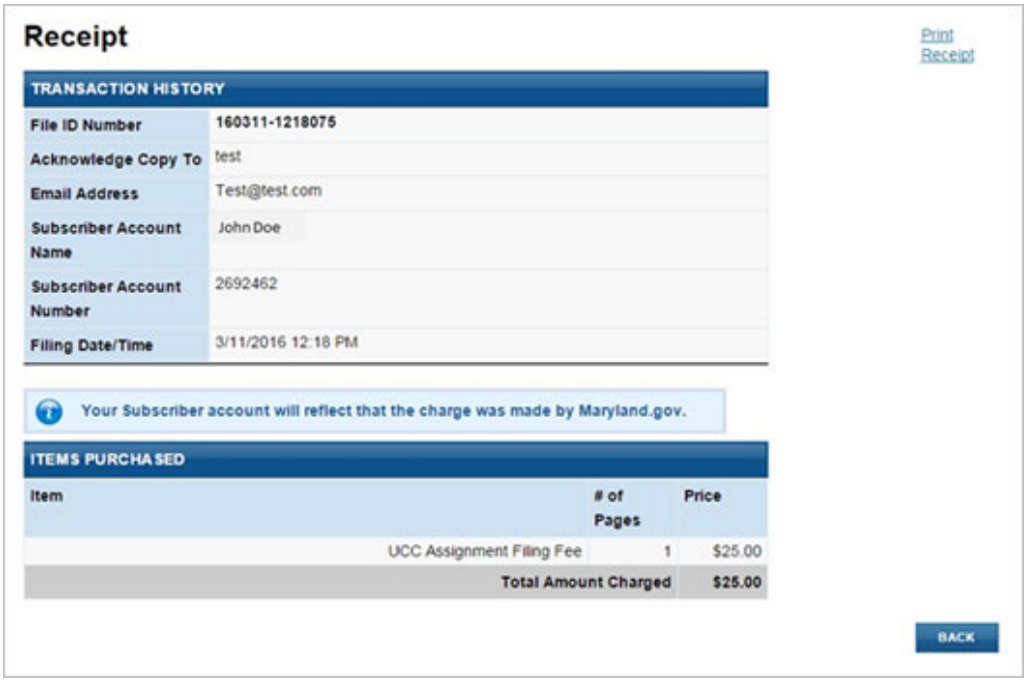
After the filing is submitted and processed, the user will see a Payment Successful screen. The user will be able to view/print/save the acknowledgment copy as well as the receipt by selecting the appropriate link on this page.

Note: You must have Adobe Reader installed on your PC to view these documents.

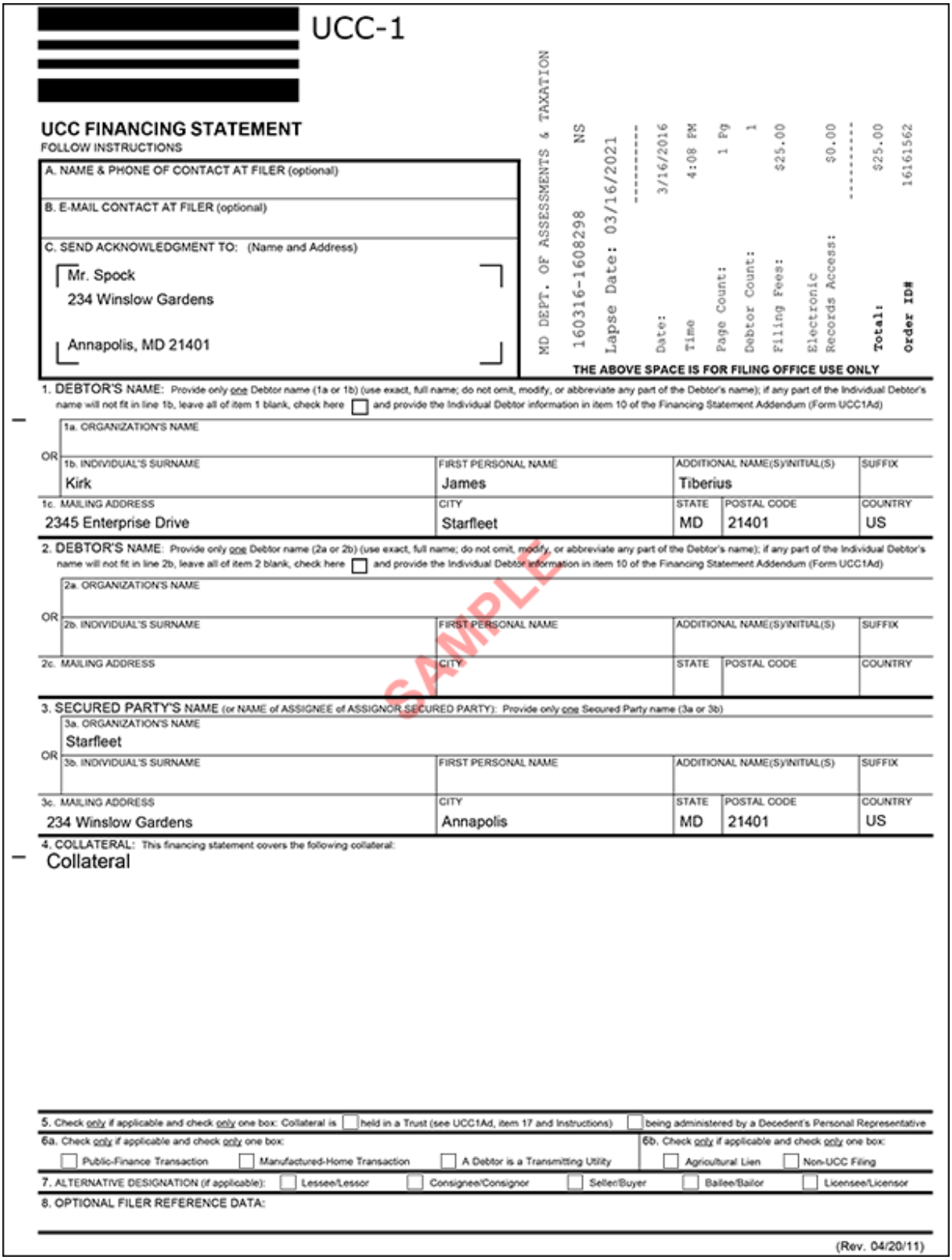
This is the user's acknowledgment, and no printed acknowledgment will be mailed by the Maryland State Department of Assessments and Taxation's Office. The user will also receive an email confirmation and receipt of the filing. This email will contain the link to the acknowledgment copy.



Sample Receipt



SAMPLE ACKNOWLEDGMENT COPY



[redacted]

UCC-1

UCC FINANCING STATEMENT
FOLLOW INSTRUCTIONS

A. NAME & PHONE OF CONTACT AT FILER (optional)

B. E-MAIL CONTACT AT FILER (optional)

C. SEND ACKNOWLEDGMENT TO: (Name and Address)

Mr. Spock
234 Winslow Gardens

Annapolis, MD 21401

MD DEPT. OF ASSESSMENTS & TAXATION
160316-1608298 NS
Lapse Date: 03/16/2021

Date: 3/16/2016
Time 4:08 PM
Page Count: 1 Pg
Debtor Count: 1
Filing Fees: $25.00
Electronic Records Access: $0.00

Total: $25.00
Order ID# 16161562

THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY

1. DEBTOR'S NAME: Provide only one Debtor name (1a or 1b) (use exact, full name; do not omit, modify, or abbreviate any part of the Debtor's name); if any part of the Individual Debtor's name will not fit in line 1b, leave all of item 1 blank, check here ☐ and provide the Individual Debtor information in item 10 of the Financing Statement Addendum (Form UCC1Ad)

1a. ORGANIZATION'S NAME

OR

1b. INDIVIDUAL'S SURNAME	FIRST PERSONAL NAME	ADDITIONAL NAME(S)/INITIAL(S)	SUFFIX
Kirk	James	Tiberius	

1c. MAILING ADDRESS	CITY	STATE	POSTAL CODE	COUNTRY
2345 Enterprise Drive	Starfleet	MD	21401	US

2. DEBTOR'S NAME: Provide only one Debtor name (2a or 2b) (use exact, full name; do not omit, modify, or abbreviate any part of the Debtor's name); if any part of the Individual Debtor's name will not fit in line 2b, leave all of item 2 blank, check here ☐ and provide the Individual Debtor information in item 10 of the Financing Statement Addendum (Form UCC1Ad)

2a. ORGANIZATION'S NAME

OR

2b. INDIVIDUAL'S SURNAME	FIRST PERSONAL NAME	ADDITIONAL NAME(S)/INITIAL(S)	SUFFIX

2c. MAILING ADDRESS	CITY	STATE	POSTAL CODE	COUNTRY

SAMPLE

3. SECURED PARTY'S NAME (or NAME of ASSIGNEE of ASSIGNOR SECURED PARTY): Provide only one Secured Party name (3a or 3b)

3a. ORGANIZATION'S NAME
Starfleet

OR

3b. INDIVIDUAL'S SURNAME	FIRST PERSONAL NAME	ADDITIONAL NAME(S)/INITIAL(S)	SUFFIX

3c. MAILING ADDRESS	CITY	STATE	POSTAL CODE	COUNTRY
234 Winslow Gardens	Annapolis	MD	21401	US

4. COLLATERAL: This financing statement covers the following collateral:
Collateral

5. Check only if applicable and check only one box: Collateral is ☐ held in a Trust (see UCC1Ad, item 17 and Instructions) ☐ being administered by a Decedent's Personal Representative

6a. Check only if applicable and check only one box: ☐ Public-Finance Transaction ☐ Manufactured-Home Transaction ☐ A Debtor is a Transmitting Utility

6b. Check only if applicable and check only one box: ☐ Agricultural Lien ☐ Non-UCC Filing

7. ALTERNATIVE DESIGNATION (if applicable): ☐ Lessee/Lessor ☐ Consignee/Consignor ☐ Seller/Buyer ☐ Bailee/Bailor ☐ Licensee/Licensor

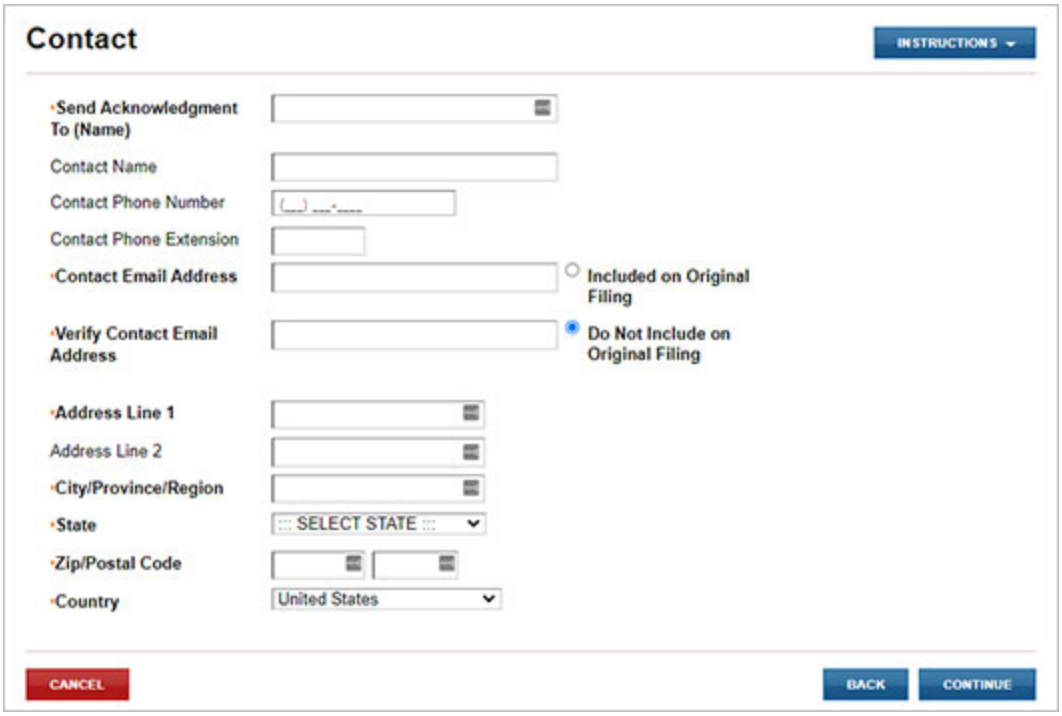
8. OPTIONAL FILER REFERENCE DATA:

(Rev. 04/20/11)

5.0 – UCC-3 AMENDMENT

5.01 – CONTACT INFORMATION

The first screen is used to document the name and contact information of the individual or organization filing the financing statement. This is the information provided in Boxes A, B and C of the UCC-3 form. Note that **Send Acknowledgment To (Name)**, **Contact Email Address**, **Verify Contact Email Address**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code** and **Country** are all required fields.



5.02 – Filing Number Lookup

The user must indicate whether they are a debtor or secured party making the filing and enter the filing number of the original financing statement. Information provided on this screen is the same information provided in Boxes 1a, 1b and 5 of the UCC-3 form. Note that **Filer Is A** and **Filing Number** are required fields.

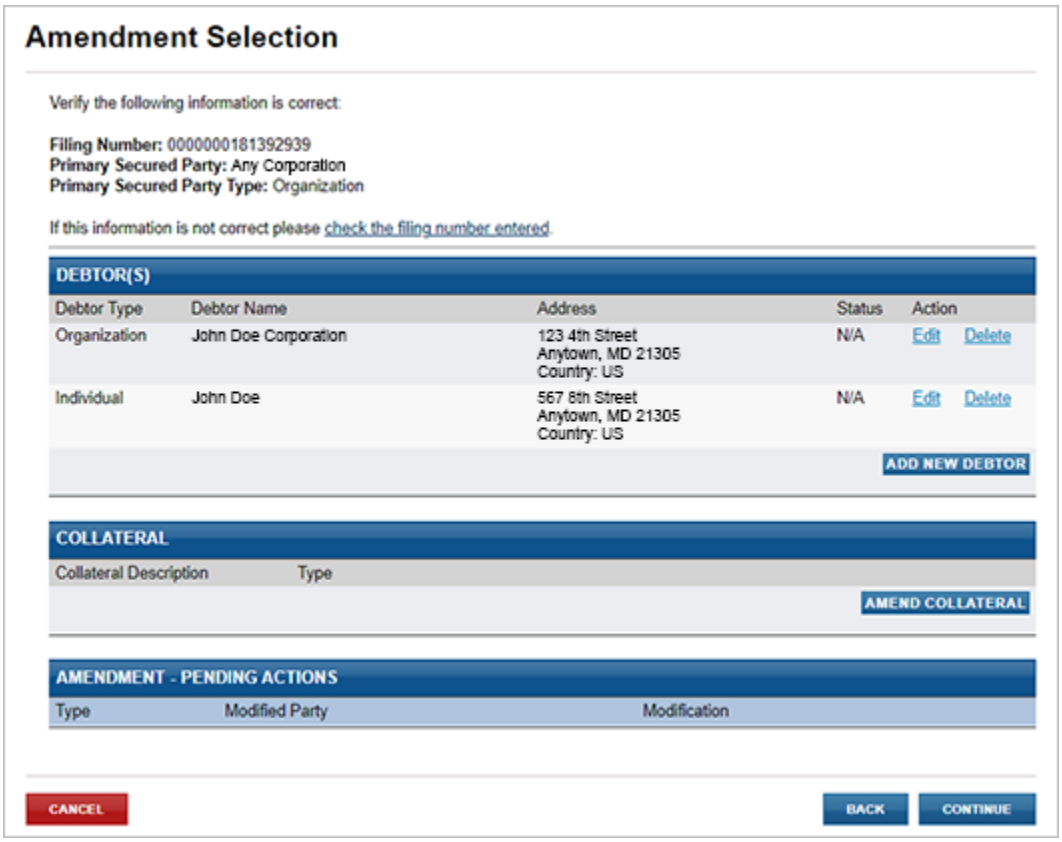
Filer is a Debtor or Secured Party



5.03 – Amendment Action

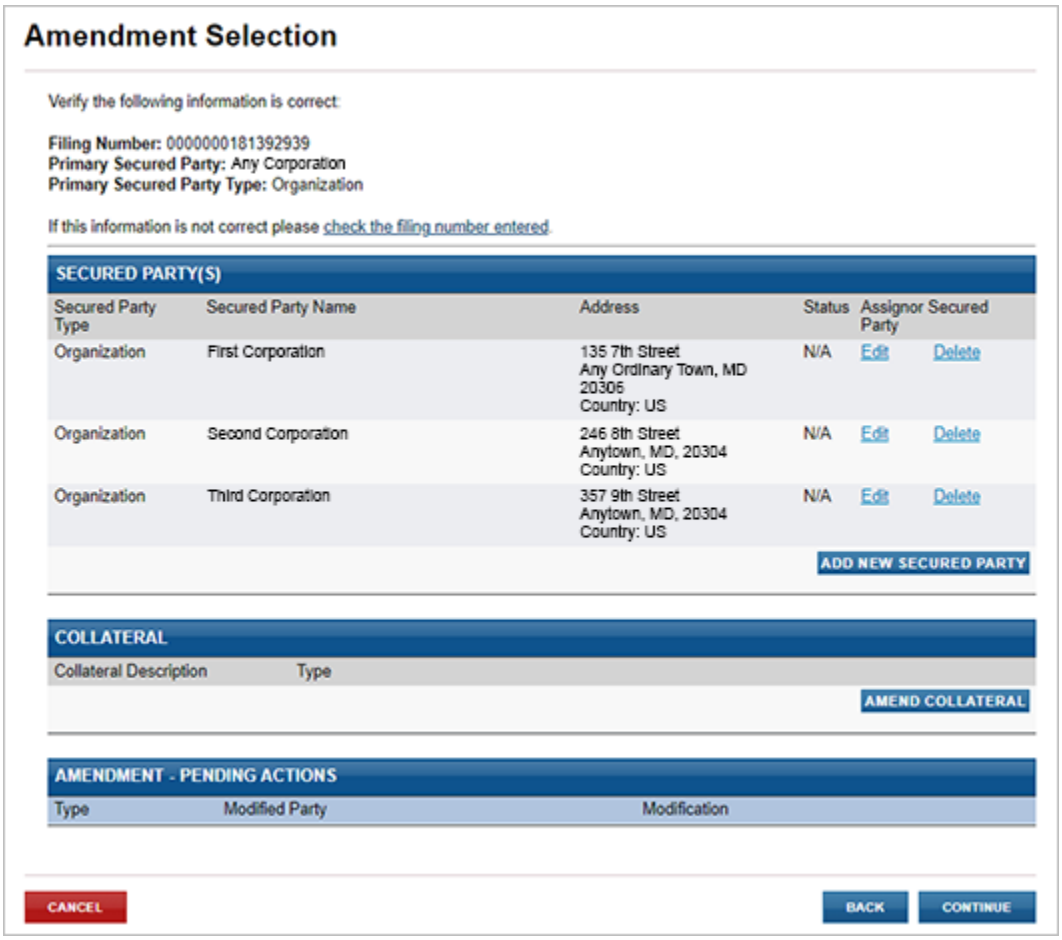
Debtor Filer Amendment Actions

Debtor party filers have the option to amend an existing debtor party(s), add new debtor party(s), and/or amend collateral.



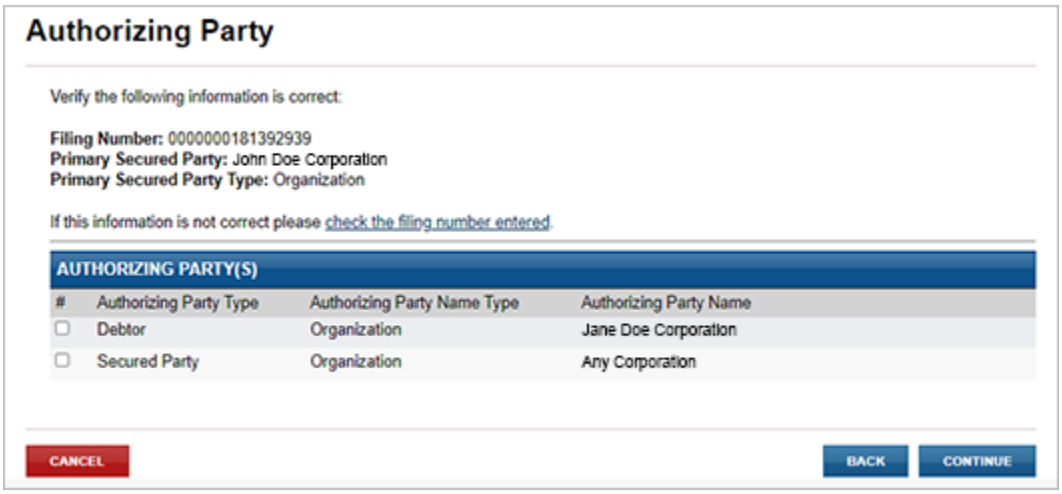
Secured Party Filer Amendment Actions

Secured party filers have the option to amend an existing party(s), add new party(s), delete existing party(s) and/or amend collateral.



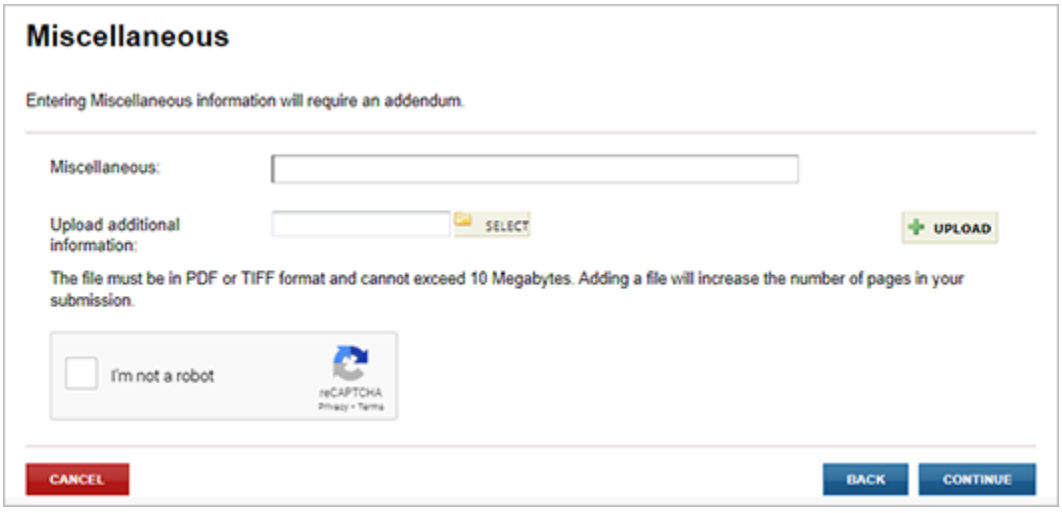
5.04 – Authorizing Party

Amendments must be authorized by a secured party or debtor. The Authorizing Party page provides checkbox options to mark one or more parties as the authorizing party. This is the information provided in Section 9 of the UCC-3 form.



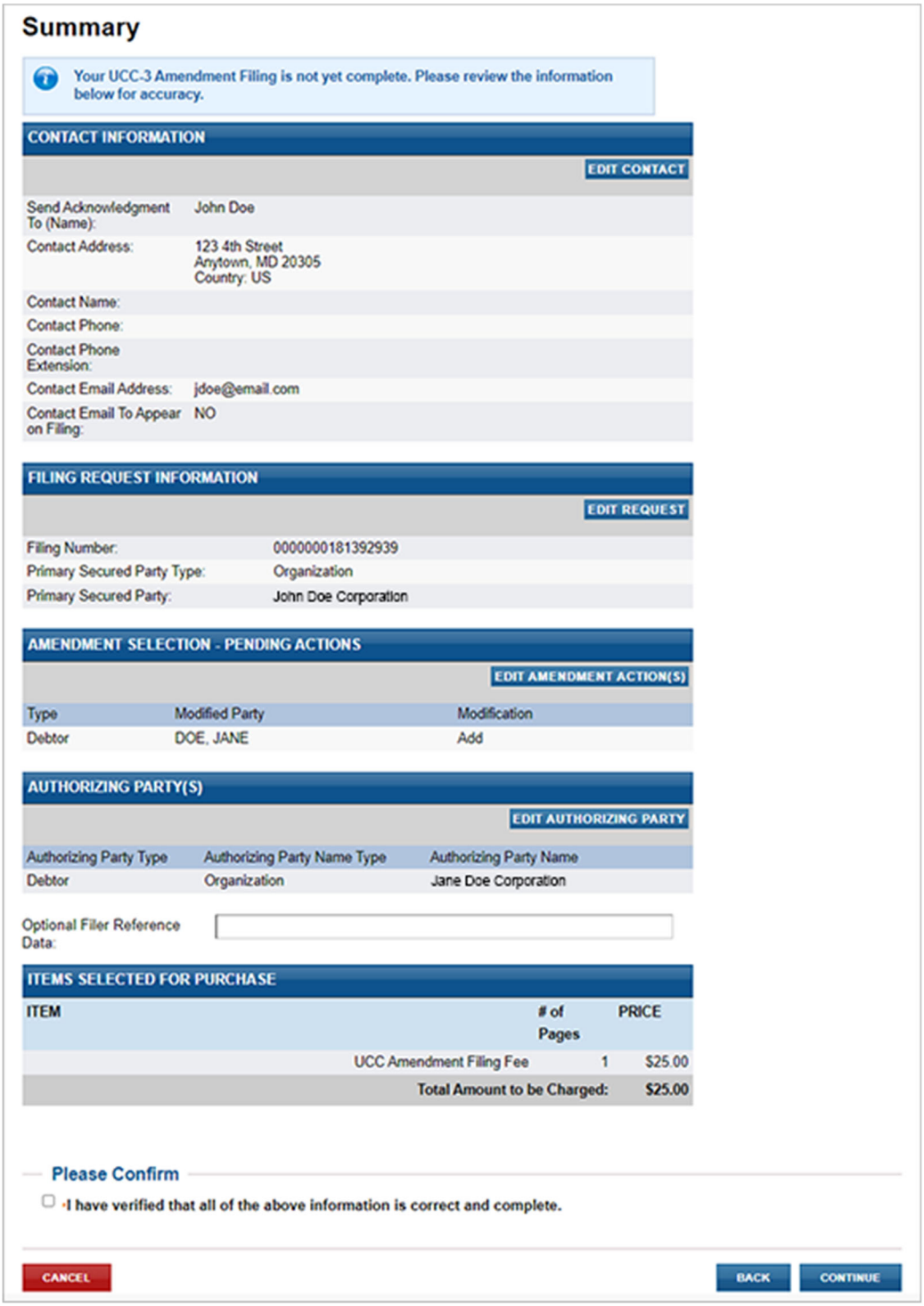
5.05 – Miscellaneous

The user has an opportunity to enter miscellaneous information. Doing so requires an addendum to be uploaded.



5.06 – Filing Summary

The user has an opportunity to review and check data prior to submitting the filing to the Maryland State Department of Assessments and Taxation's Office. The user selects the appropriate **EDIT** button to change information previously entered.



Summary

Your UCC-3 Amendment Filing is not yet complete. Please review the information below for accuracy.

CONTACT INFORMATION — EDIT CONTACT

Send Acknowledgment To (Name):	John Doe
Contact Address:	123 4th Street Anytown, MD 20305 Country: US
Contact Name:	
Contact Phone:	
Contact Phone Extension:	
Contact Email Address:	jdoe@email.com
Contact Email To Appear on Filing:	NO

FILING REQUEST INFORMATION — EDIT REQUEST

Filing Number:	0000000181392939
Primary Secured Party Type:	Organization
Primary Secured Party:	John Doe Corporation

AMENDMENT SELECTION - PENDING ACTIONS — EDIT AMENDMENT ACTION(S)

Type	Modified Party	Modification
Debtor	DOE, JANE	Add

AUTHORIZING PARTY(S) — EDIT AUTHORIZING PARTY

Authorizing Party Type	Authorizing Party Name Type	Authorizing Party Name
Debtor	Organization	Jane Doe Corporation

Optional Filer Reference Data:

ITEMS SELECTED FOR PURCHASE

ITEM	# of Pages	PRICE
UCC Amendment Filing Fee	1	$25.00
Total Amount to be Charged:		$25.00

Please Confirm

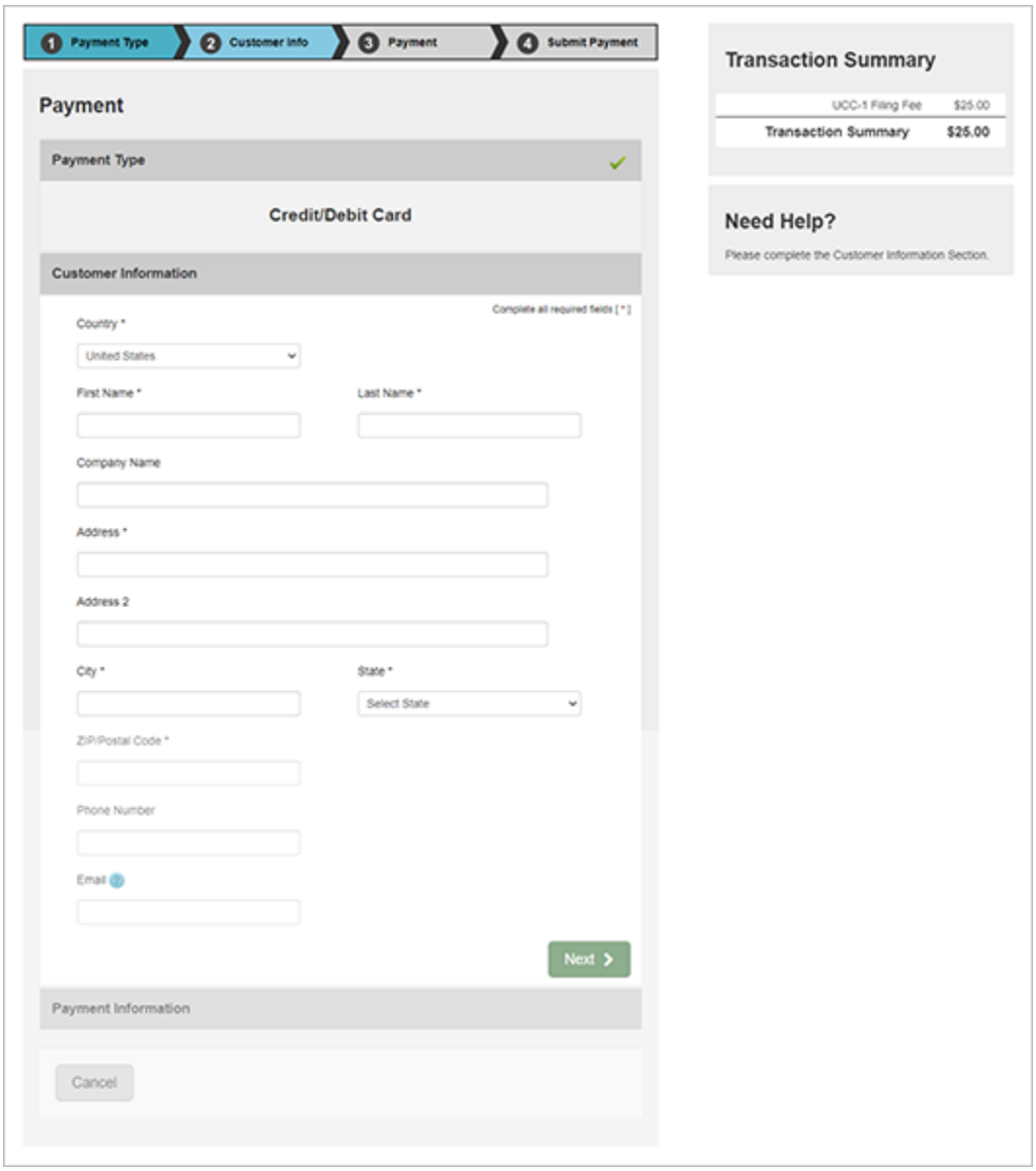
I have verified that all of the above information is correct and complete.

CANCEL BACK CONTINUE

5.07 – Filing Fees Payment

Payment

When submitting the filing, you will be taken a Payment screen. Payment may be made by using any American Express, Visa, MasterCard or Discover debit or credit card.



5.08 – Acknowledgment Copy and Receipt

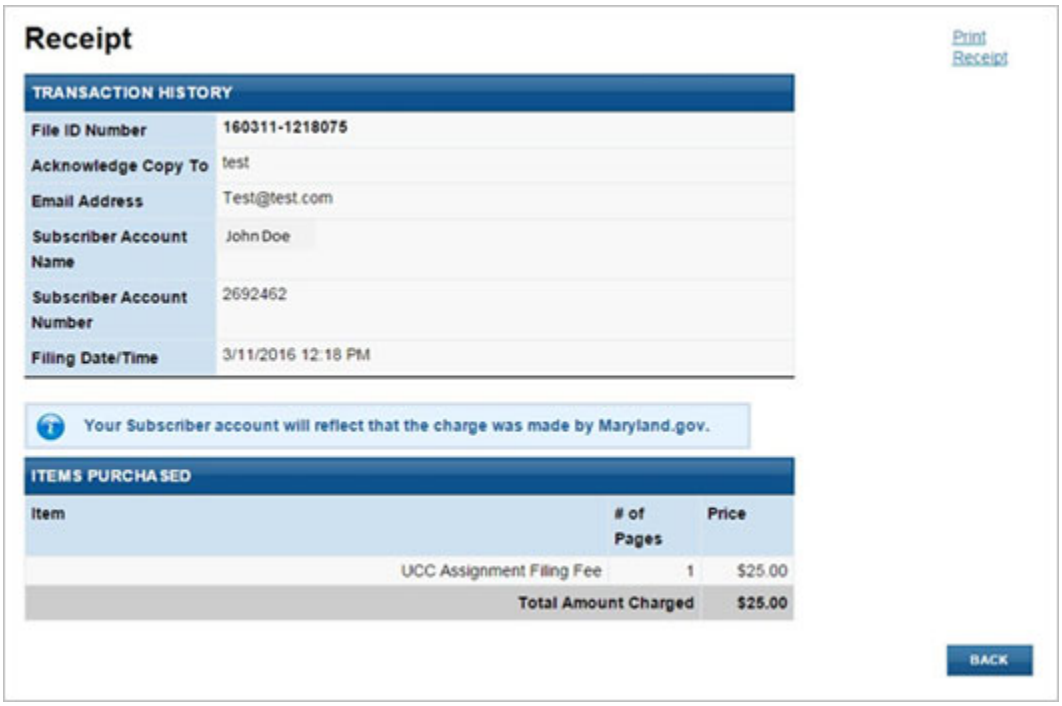
After the filing is submitted and processed, the user sees a Payment Successful screen. The user will be able to view/print/save the acknowledgment copy as well as the receipt by selecting the appropriate link on this page.

Note: You must have Adobe Reader installed on your PC to view these documents.

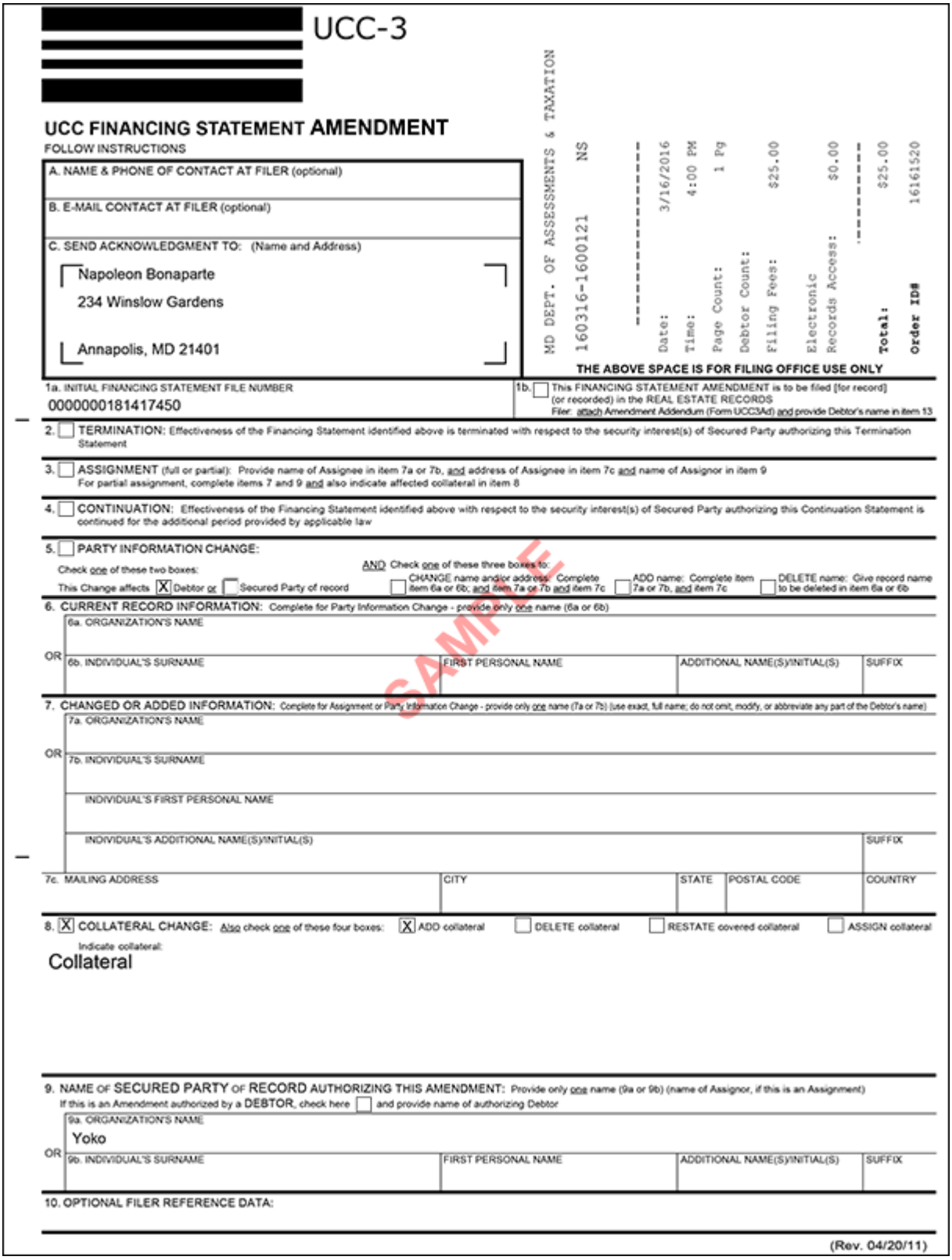
This is the user's acknowledgment, and no printed acknowledgment will be mailed by the Maryland State Department of Assessments and Taxation's Office. The user will also receive an email confirmation and receipt of the filing. This email will contain the link to the acknowledgment copy.



Sample Receipt



SAMPLE ACKNOWLEDGMENT COPY



[redacted]

UCC-3

UCC FINANCING STATEMENT AMENDMENT

FOLLOW INSTRUCTIONS

A. NAME & PHONE OF CONTACT AT FILER (optional)

B. E-MAIL CONTACT AT FILER (optional)

C. SEND ACKNOWLEDGMENT TO: (Name and Address)

Napoleon Bonaparte
234 Winslow Gardens
Annapolis, MD 21401

MD DEPT. OF ASSESSMENTS & TAXATION
160316-1600121 NS

Date: 3/16/2016
Time: 4:00 PM
Page Count: 1 Pg
Debtor Count:
Filing Fees: $25.00
Electronic Records Access: $0.00

Total: $25.00
Order ID# 16161520

THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY

1a. INITIAL FINANCING STATEMENT FILE NUMBER
0000000181417450

1b. ☐ This FINANCING STATEMENT AMENDMENT is to be filed [for record] (or recorded) in the REAL ESTATE RECORDS
Filer: attach Amendment Addendum (Form UCC3Ad) and provide Debtor's name in item 13

2. ☐ TERMINATION: Effectiveness of the Financing Statement identified above is terminated with respect to the 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 the 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: AND Check one of these three boxes to:
This Change affects ☒ Debtor or ☐ Secured Party of record
☐ 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)

6a. ORGANIZATION'S NAME

OR

6b. INDIVIDUAL'S SURNAME	FIRST PERSONAL NAME	ADDITIONAL NAME(S)/INITIAL(S)	SUFFIX

SAMPLE

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)

7a. ORGANIZATION'S NAME

OR

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:
Collateral

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

9a. ORGANIZATION'S NAME
Yoko

OR

9b. INDIVIDUAL'S SURNAME	FIRST PERSONAL NAME	ADDITIONAL NAME(S)/INITIAL(S)	SUFFIX

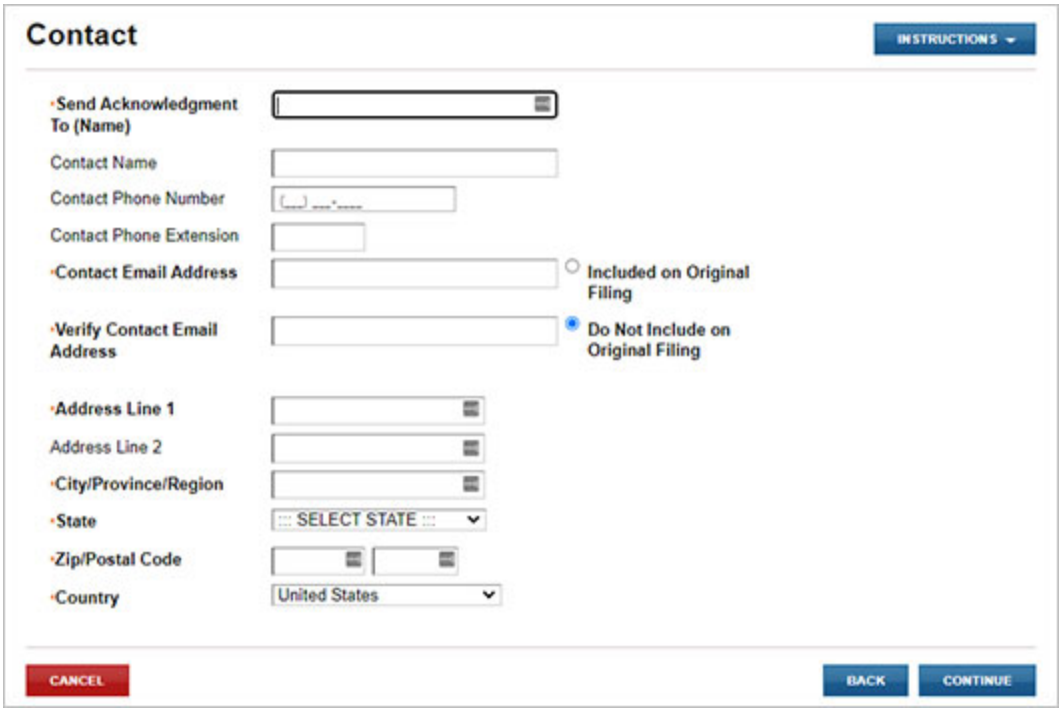
10. OPTIONAL FILER REFERENCE DATA:

(Rev. 04/20/11)

6.0 – UCC-3 ASSIGNMENT

6.01 – CONTACT INFORMATION

The first screen is used to document the name and contact information of the individual or organization filing the financing statement. This is the information provided in Boxes A, B and C of the UCC-3 form. Note that **Send Acknowledgment To (Name)**, **Contact Email Address**, **Verify Contact Email Address**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code** and **Country** are all required fields.



6.02 – FILING NUMBER LOOKUP

The user must indicate enter the filing number of the original financing statement. Information provided on this screen is the same information provided in Boxes 1a, 1b and 5 of the UCC-3 form. Note that **Filing Number** is a required field.



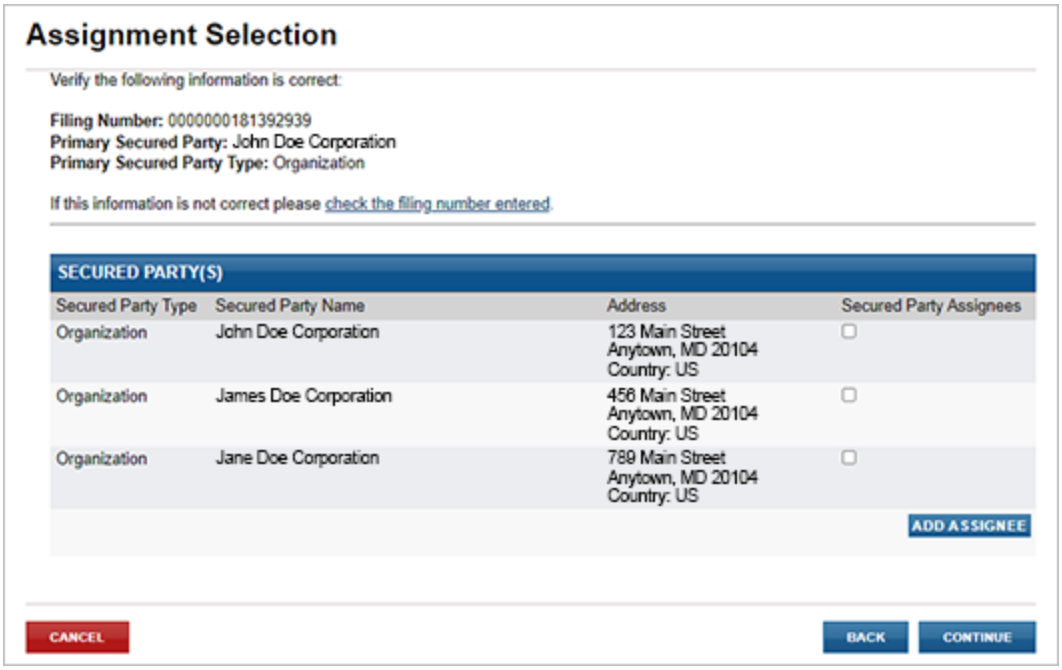
Cannot Locate Filing Number

If the filing number entered cannot be located, the user will be provided a message that the filing number could not be located.



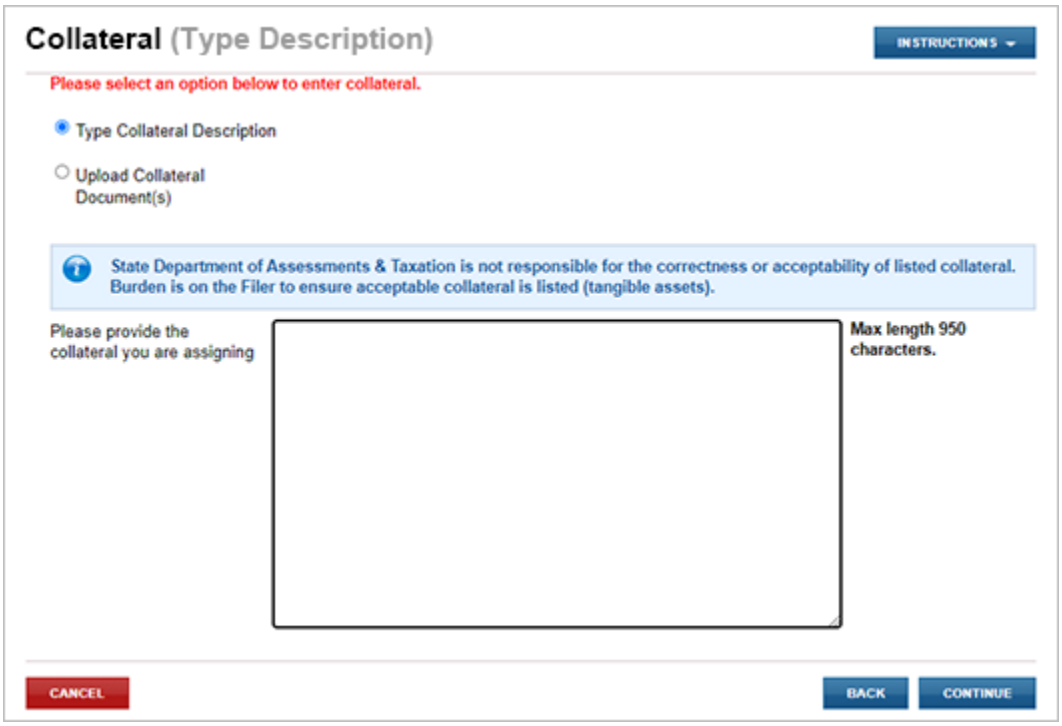
6.03 – Assignment Action

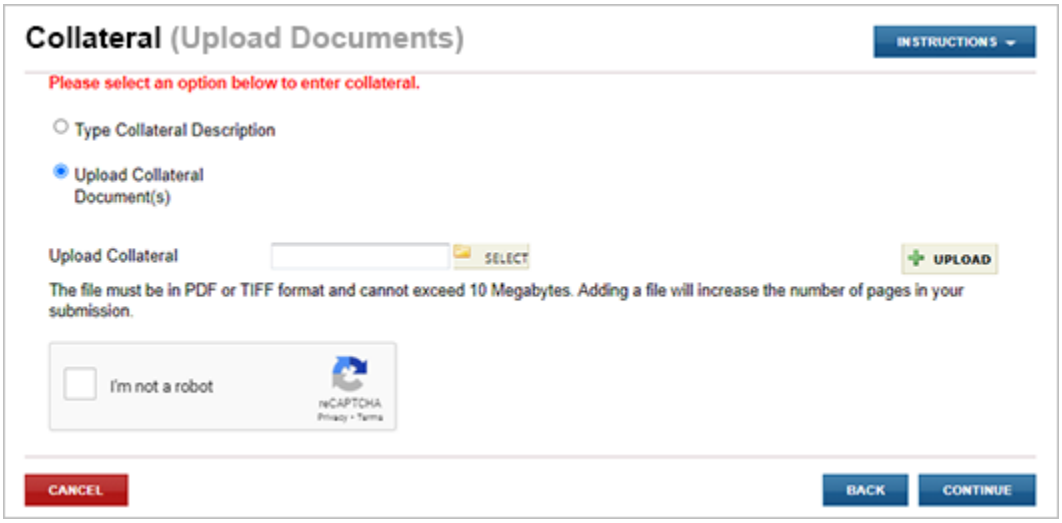
Filers have the option to select an existing party to assign collateral, add new debtor(s) to assign collateral or amend the collateral statement.



6.04 – COLLATERAL ASSIGNMENT

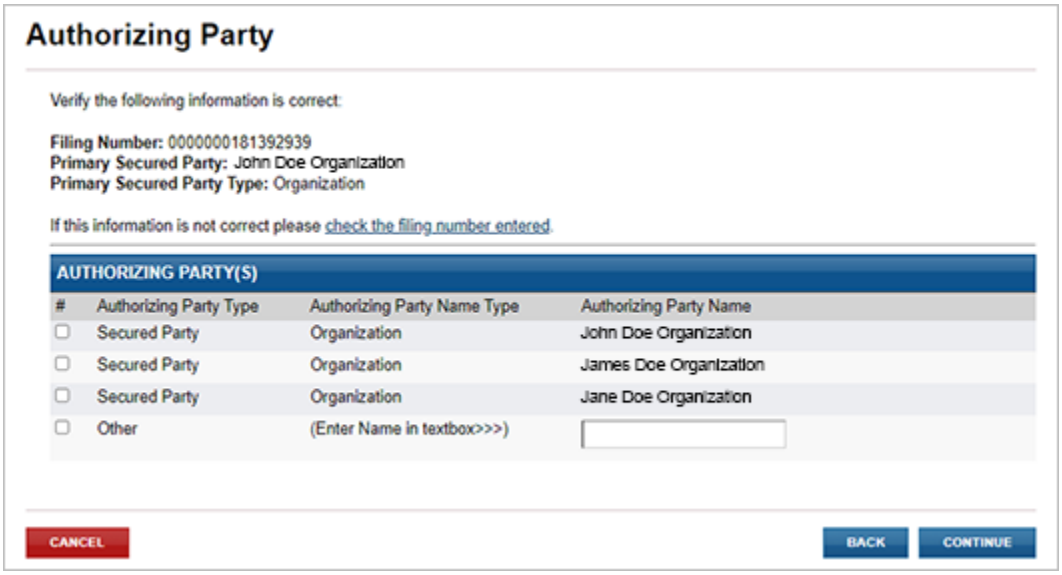
This page allows for the entry of a collateral assignment. The user selects the assignment type and provides the collateral that is being assigned. Information provided on this screen is the same information provided in Box 8 of the UCC-3 form and Box 13 of the UCC-3Ad form. Note that **Assignment Type** and **Please provide the collateral you are assigning** are required fields.





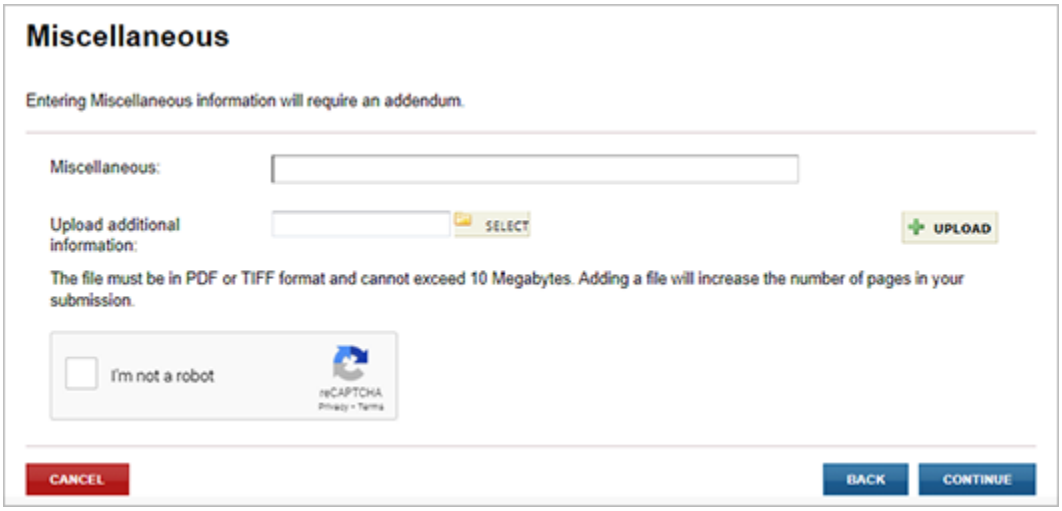
6.05 – Authorizing Party

Assignments must be authorized by a secured party or debtor. The Authorizing Party page provides checkbox options to mark one or more parties as the authorizing party. This is the information provided in Section 9 of the UCC-3 form.



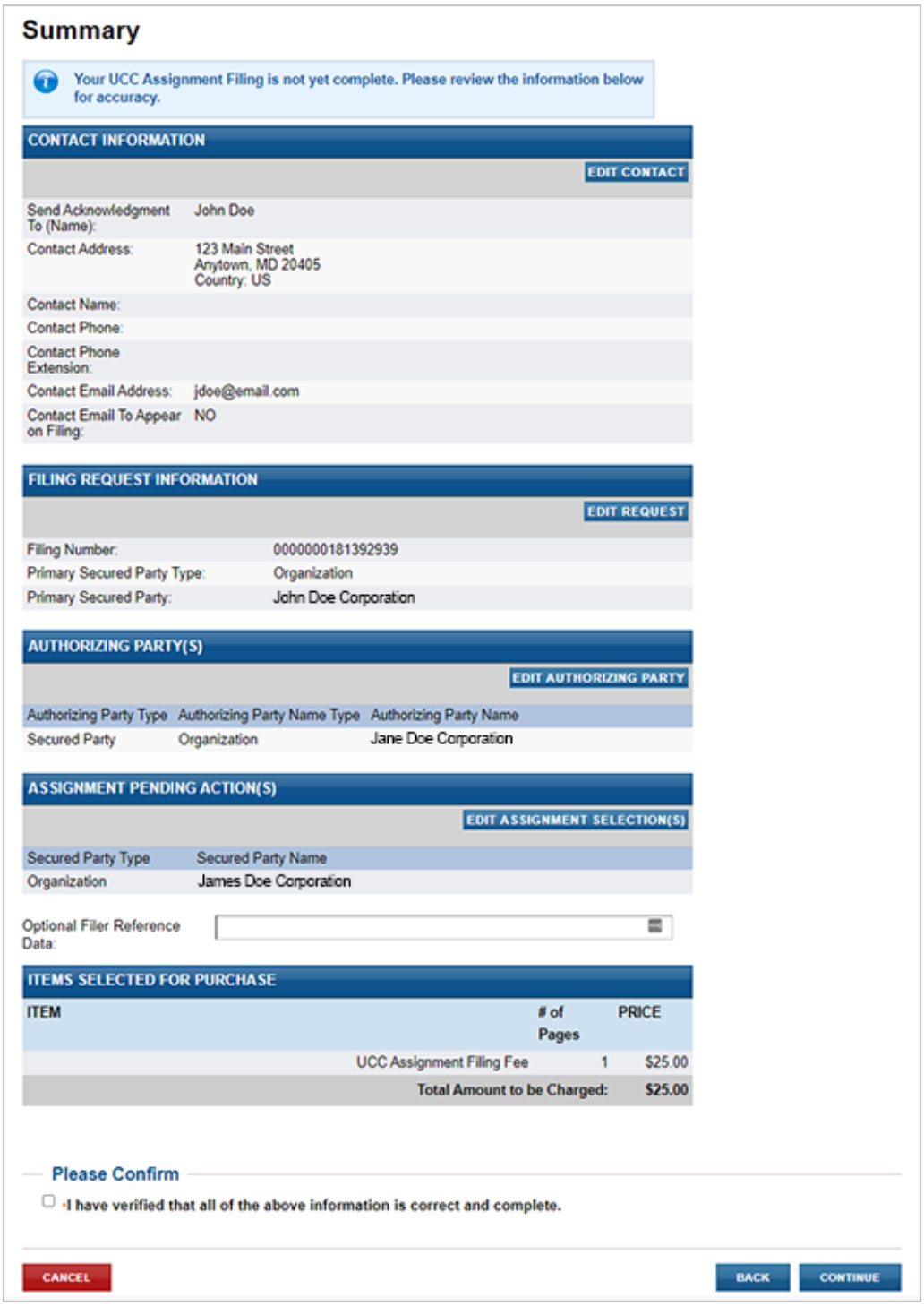
6.06 – Miscellaneous

The user has an opportunity to enter miscellaneous information. Doing so requires an addendum to be uploaded.



6.07 – Filing Summary

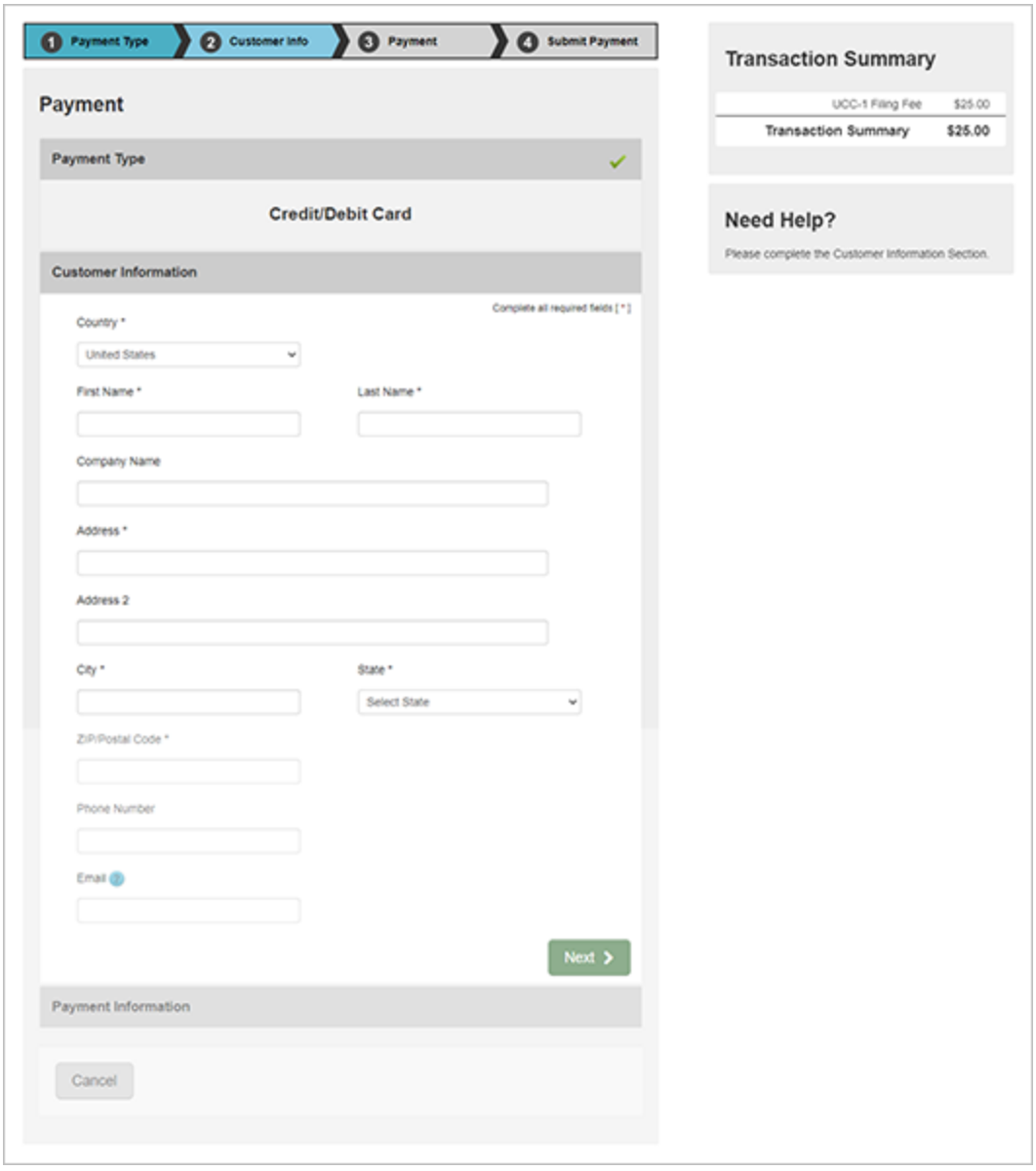
The user has an opportunity to review and check data prior to submitting the filing to the Maryland State Department of Assessments and Taxation's Office. The user selects the appropriate **EDIT** button to change information previously entered.



6.08 – Filing Fees Payment

Payment

When submitting the filing, you will be taken a Payment screen. Payment may be made by using any American Express, Visa, MasterCard or Discover debit or credit card.



6.09 – Acknowledgment Copy and Receipt

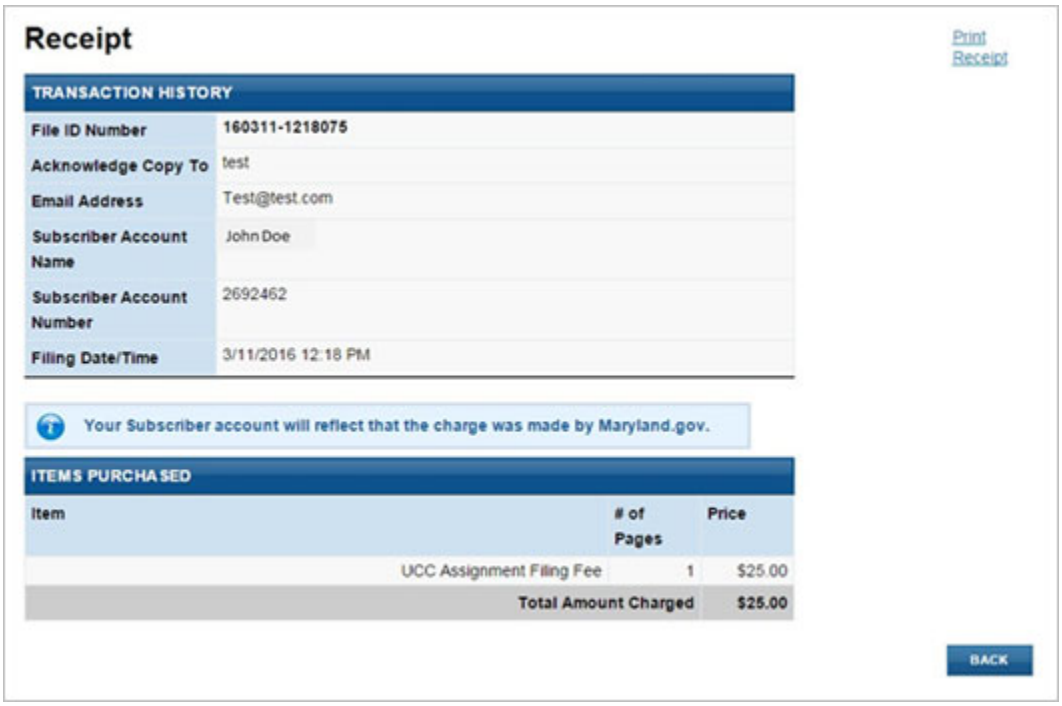
After the filing is submitted and processed, the user will see a PAYMENT SUCCESSFUL screen. The user will be able to view/print/save the acknowledgment copy as well as the receipt by selecting the appropriate link on this page.

Note: You must have Adobe Reader installed on your PC to view these documents.

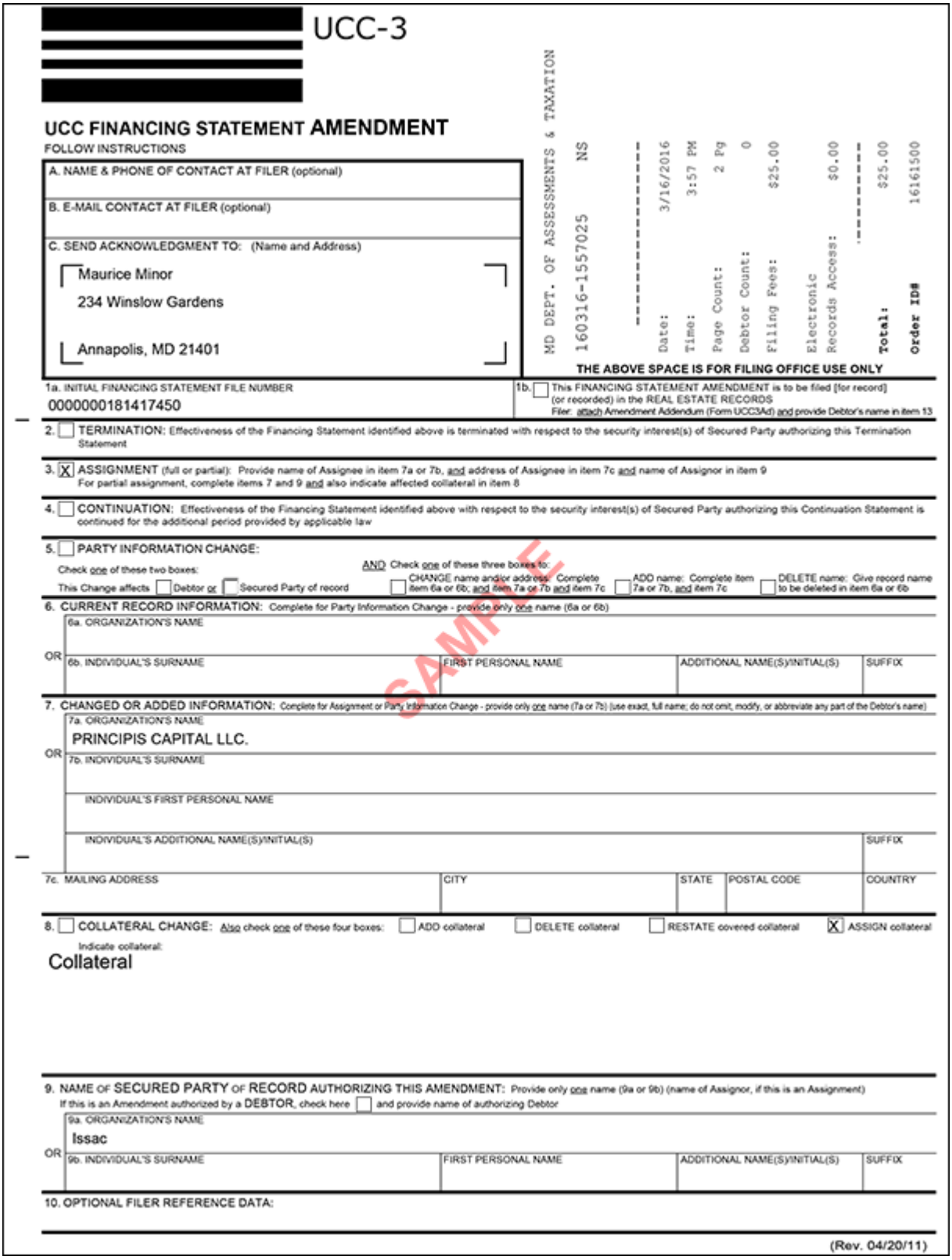
This is the user's acknowledgment, and no printed acknowledgment will be mailed by the Maryland State Department of Assessments and Taxation's office. The user will also receive an email confirmation and receipt of the filing. This email will contain the link to the acknowledgment copy.



Sample Receipt



SAMPLE ACKNOWLEDGMENT COPY



[redacted]

UCC-3

UCC FINANCING STATEMENT AMENDMENT

FOLLOW INSTRUCTIONS

A. NAME & PHONE OF CONTACT AT FILER (optional)

B. E-MAIL CONTACT AT FILER (optional)

C. SEND ACKNOWLEDGMENT TO: (Name and Address)

Maurice Minor
234 Winslow Gardens
Annapolis, MD 21401

MD DEPT. OF ASSESSMENTS & TAXATION
160316-1557025 NS

Date: 3/16/2016
Time: 3:57 PM
Page Count: 2 Pg
Debtor Count: 0
Filing Fees: $25.00
Electronic Records Access: $0.00

Total: $25.00
Order ID# 16161500

THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY

1a. INITIAL FINANCING STATEMENT FILE NUMBER
0000000181417450

1b. ☐ This FINANCING STATEMENT AMENDMENT is to be filed [for record] (or recorded) in the REAL ESTATE RECORDS
Filer: attach Amendment Addendum (Form UCC3Ad) and provide Debtor's name in item 13

2. ☐ TERMINATION: Effectiveness of the Financing Statement identified above is terminated with respect to the 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 the 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: AND Check one of these three boxes to:
This Change affects ☐ Debtor or ☐ Secured Party of record
☐ 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)

6a. ORGANIZATION'S NAME

OR

6b. INDIVIDUAL'S SURNAME	FIRST PERSONAL NAME	ADDITIONAL NAME(S)/INITIAL(S)	SUFFIX

SAMPLE

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)

7a. ORGANIZATION'S NAME
PRINCIPIS CAPITAL LLC.

OR

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:
Collateral

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

9a. ORGANIZATION'S NAME
Issac

OR

9b. INDIVIDUAL'S SURNAME	FIRST PERSONAL NAME	ADDITIONAL NAME(S)/INITIAL(S)	SUFFIX

10. OPTIONAL FILER REFERENCE DATA:

(Rev. 04/20/11)

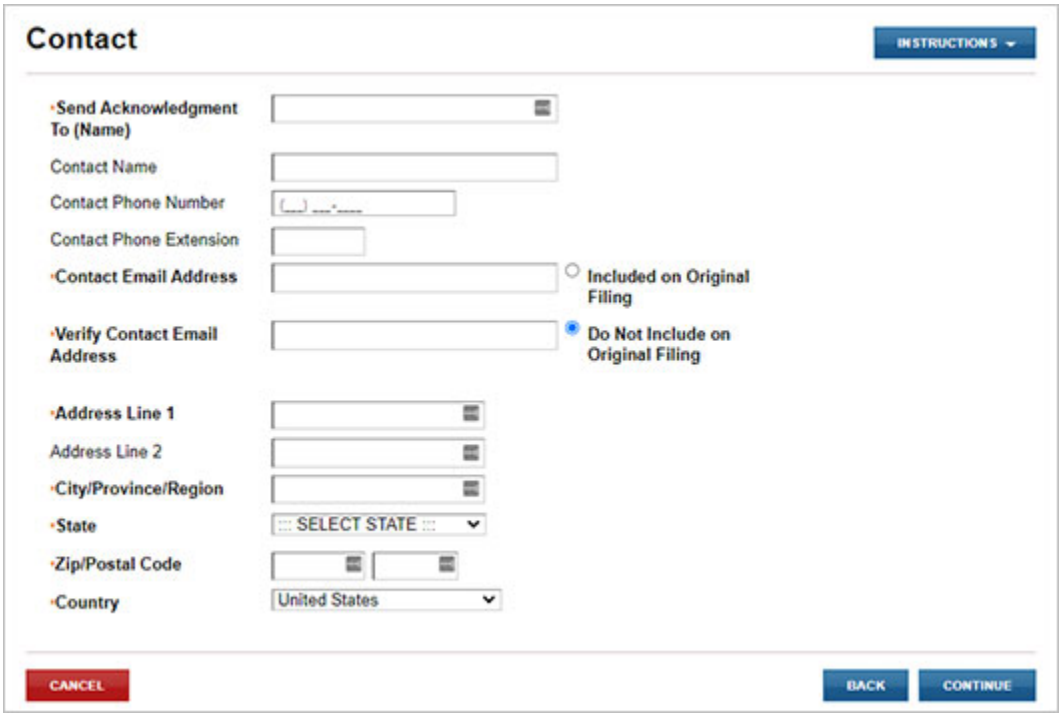
7.0 – UCC-3 CONTINUATION

This option is used to file a continuation to extend the lapse period for the filing. The UCC-3 can be filed within six months before the expiration of the five-year period. If a UCC-3 is not filed before the end of the five-year period, the financing statement lapses, and the security interest becomes unperfected. A UCC-3 cannot be filed after the lapse date.

The UCC-3 Continuation filing is divided into several web pages. Each page allows for the entry of a specific type of information. Please do not place your social security number on a UCC filing or any other document you submit to the Maryland State Department of Assessments and Taxation. Although we attempt to prevent disclosure of social security numbers, we cannot guarantee that a social security number placed on a document will not be disclosed due to the large number of documents filed. It is the responsibility of the filer to ensure that a social security number is not contained on the filing. Please note that all information entered on the following screens will be displayed on copies of the filing. Filings may be viewed by the public and requested copies may also be made available.

7.01 – CONTACT INFORMATION

The first screen is used to document the name and contact information of the individual or organization filing the financing statement. This is the information provided in Boxes A, B and C of the UCC-3 form. Note that **Send Acknowledgment To (Name)**, **Contact Email Address**, **Verify Contact Email Address**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code** and **Country** are all required fields.



7.02 – Filing Number Lookup

The user must indicate whether they are a debtor or secured party making the filing and enter the filing number of the original financing statement. Information provided on this screen is the same information provided in Boxes 1a, 1b and 5 of the UCC-3 form. Note that **Filer Is A** and **Filing Number** are required fields.



Ineligible for Continuation

If the filing number entered is ineligible for continuation because the original filing has lapsed or is not in the six-month window of the filing lapsing, the user will be provided a message that the filing is not eligible to be continued.



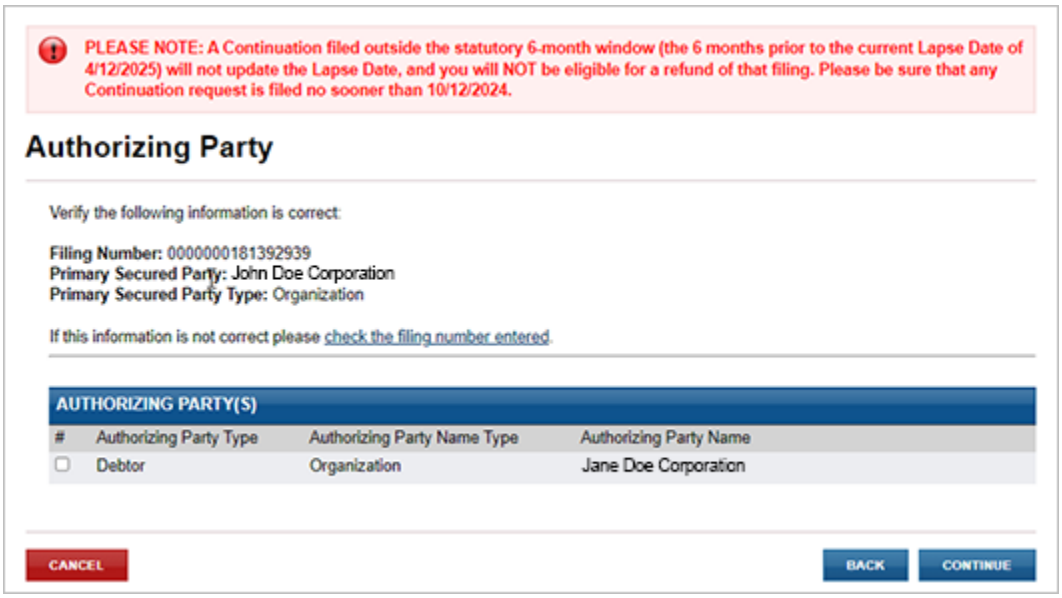
Cannot Locate Filing Number

If the filing number entered cannot be located, the user will be provided a message that the filing number could not be located.



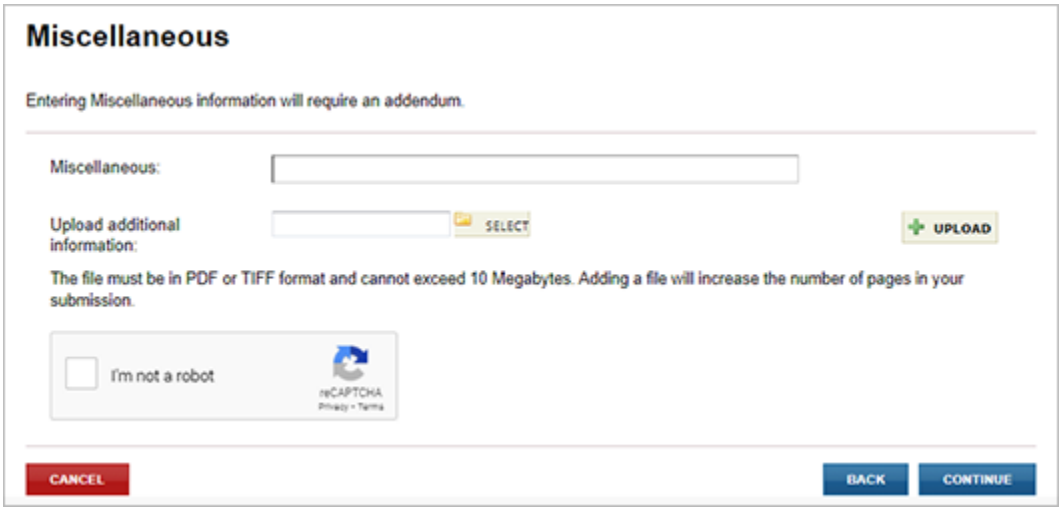
7.03 – Authorizing Party

Continuations must be authorized by a secured party or debtor. The Authorizing Party page provides checkbox options to mark one or more parties as the authorizing party. This is the information provided in Section 9 of the UCC-3 form.



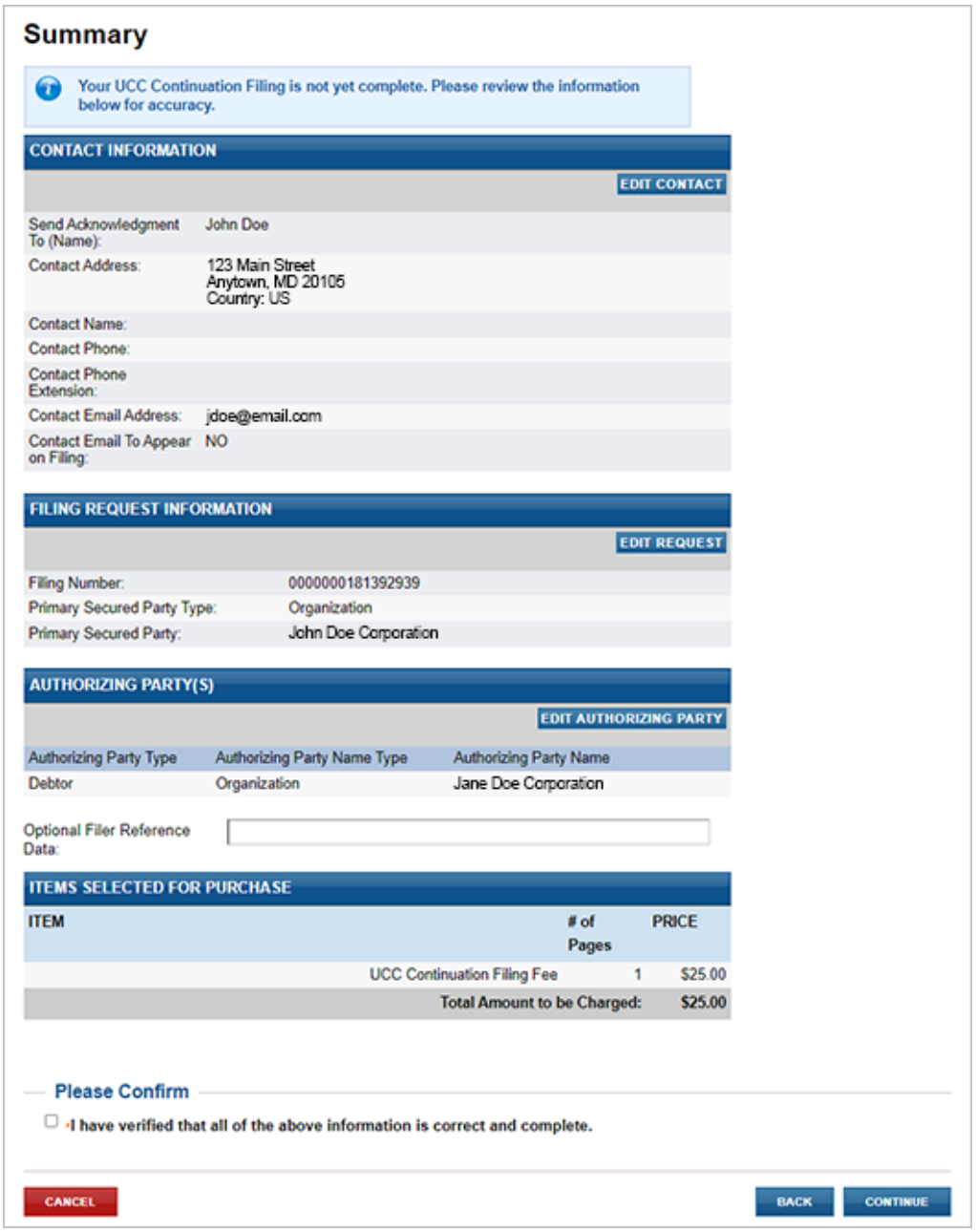
7.04 – Miscellaneous

The user has an opportunity to enter miscellaneous information. Doing so requires an addendum to be uploaded.



7.05 – Filing Summary

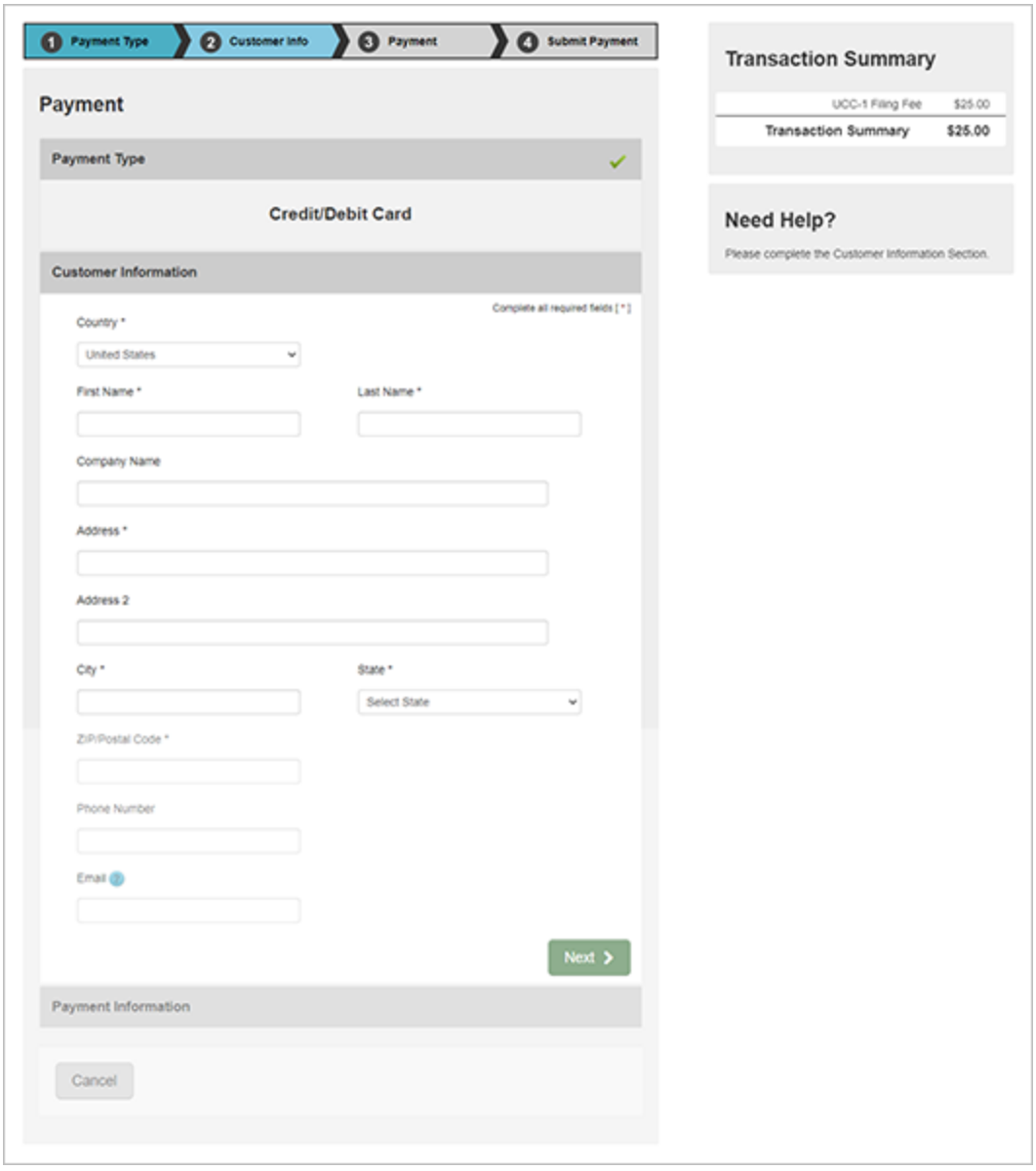
The user has an opportunity to review and check data prior to submitting the filing to the Maryland State Department of Assessments and Taxation's Office. The user selects the appropriate **EDIT** button to change information previously entered.



7.06 – Filing Fees Payment

Payment

When submitting the filing, you will be taken a Payment screen. Payment may be made by using any American Express, Visa, MasterCard or Discover debit or credit card.



7.07 – Acknowledgment Copy and Receipt

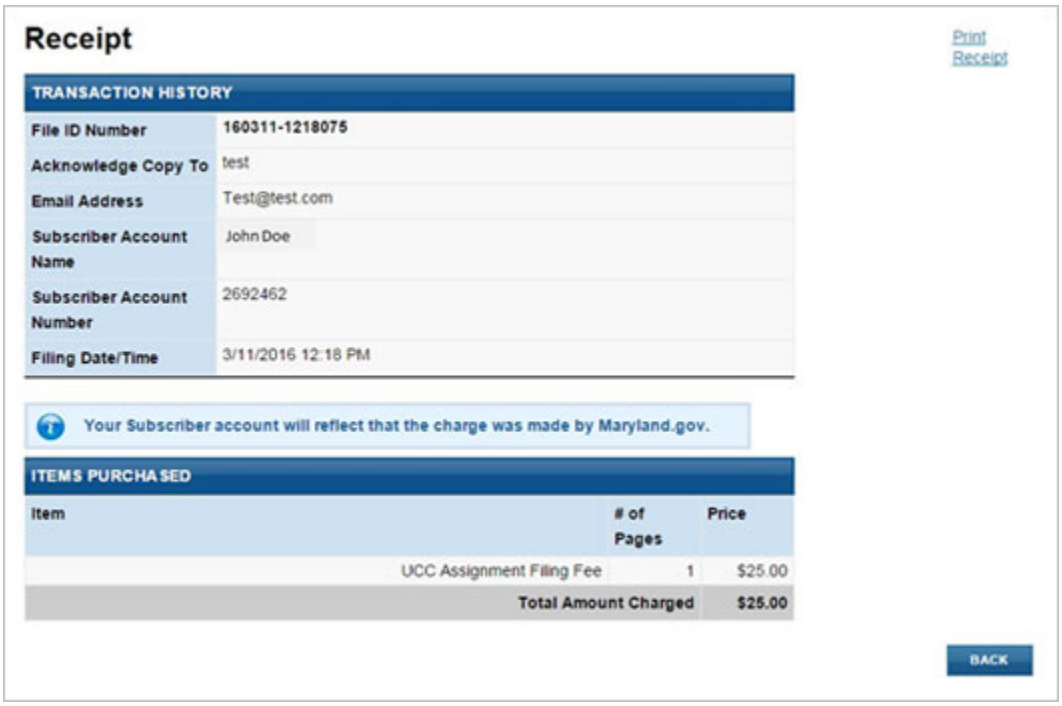
After the filing is submitted and processed, the user sees a Payment Successful screen. The user will be able to view/print/save the acknowledgment copy as well as the receipt by selecting the appropriate link on this page.

Note: You must have Adobe Reader installed on your PC to view these documents.

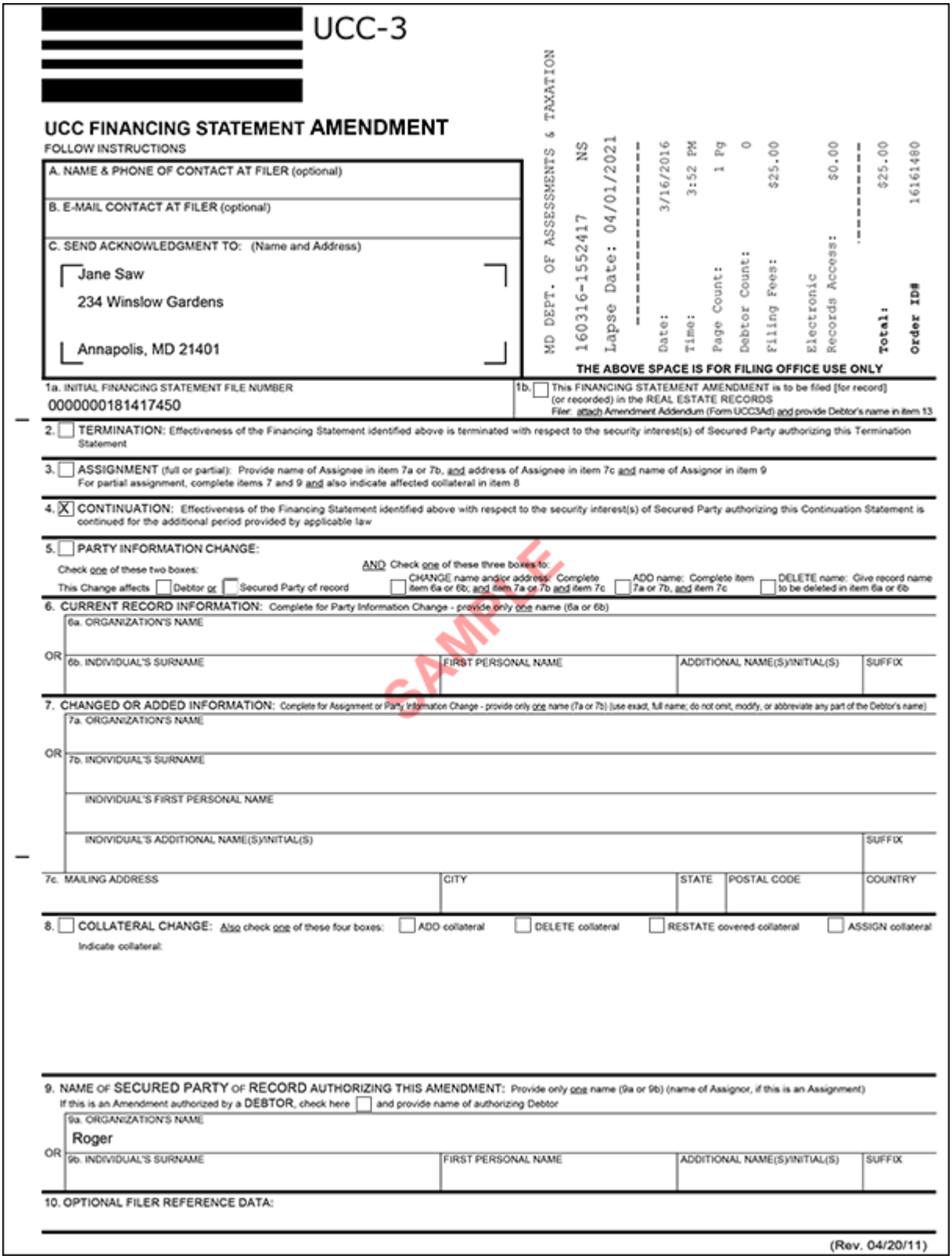
This is the user's acknowledgment, and no printed acknowledgment will be mailed by the Maryland State Department of Assessments and Taxation's Office. The user will also receive an email confirmation and receipt of the filing. This email will contain the link to the acknowledgment copy.



Sample Receipt



SAMPLE ACKNOWLEDGMENT COPY



[redacted]

UCC-3

UCC FINANCING STATEMENT AMENDMENT

FOLLOW INSTRUCTIONS

A. NAME & PHONE OF CONTACT AT FILER (optional)

B. E-MAIL CONTACT AT FILER (optional)

C. SEND ACKNOWLEDGMENT TO: (Name and Address)

Jane Saw
234 Winslow Gardens
Annapolis, MD 21401

MD DEPT. OF ASSESSMENTS & TAXATION
160316-1552417 NS
Lapse Date: 04/01/2021

Date: 3/16/2016
Time: 3:52 PM
Page Count: 1 Pg
Debtor Count: 0
Filing Fees: $25.00
Electronic Records Access: $0.00

Total: $25.00
Order ID# 16161480

THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY

1a. INITIAL FINANCING STATEMENT FILE NUMBER
0000000181417450

1b. ☐ This FINANCING STATEMENT AMENDMENT is to be filed [for record] (or recorded) in the REAL ESTATE RECORDS
Filer: attach Amendment Addendum (Form UCC3Ad) and provide Debtor's name in item 13

2. ☐ TERMINATION: Effectiveness of the Financing Statement identified above is terminated with respect to the 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 the 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: AND Check one of these three boxes to:
This Change affects ☐ Debtor or ☐ Secured Party of record
☐ 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)
6a. ORGANIZATION'S NAME
OR
6b. INDIVIDUAL'S SURNAME | FIRST PERSONAL NAME | ADDITIONAL NAME(S)/INITIAL(S) | SUFFIX

SAMPLE

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)
7a. ORGANIZATION'S NAME
OR
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:

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

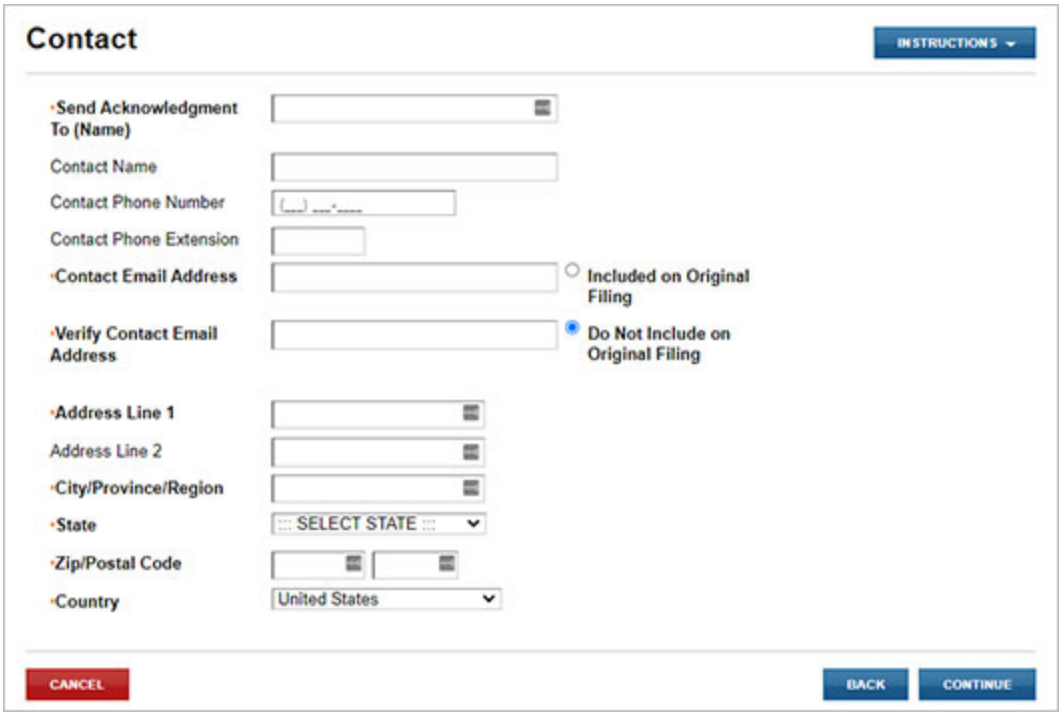
10. OPTIONAL FILER REFERENCE DATA:

(Rev. 04/20/11)

8.0 – UCC-3 TERMINATION

8.01 – CONTACT INFORMATION

The first screen is used to document the name and contact information of the individual or organization filing the financing statement. This is the information provided in Boxes A, B and C of the UCC-3 form. Note that **Send Acknowledgment To (Name)**, **Contact Email Address**, **Verify Contact Email Address**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code** and **Country** are all required fields.



8.02 – Filing Number Lookup

The user must indicate whether they are a debtor or secured party making the filing and enter the Filing number of the original financing statement. Information provided on this screen is the same information provided in Boxes 1a, 1b and 5 of the UCC-3 form. Note that **Filer Is A** and **Filing Number** are required fields.



Cannot Locate Filing Number

If the filing number entered cannot be located, the user will be provided a message that the filing number could not be located.



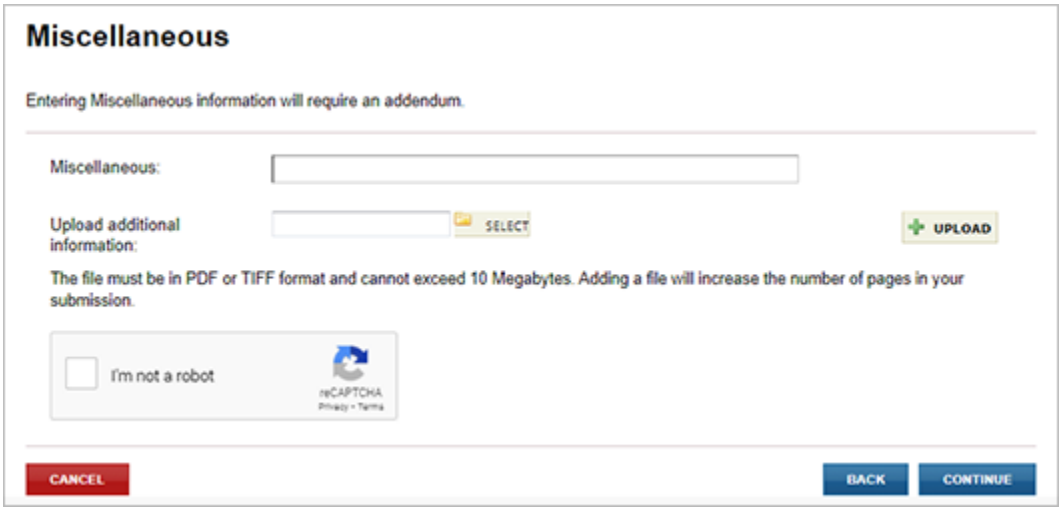
8.03 – Authorizing Party

Terminations must be authorized by a secured party or debtor. The Authorizing Party page provides checkbox options to mark one or more parties as the authorizing party. This is the information provided in Section 9 of the UCC-3 form.



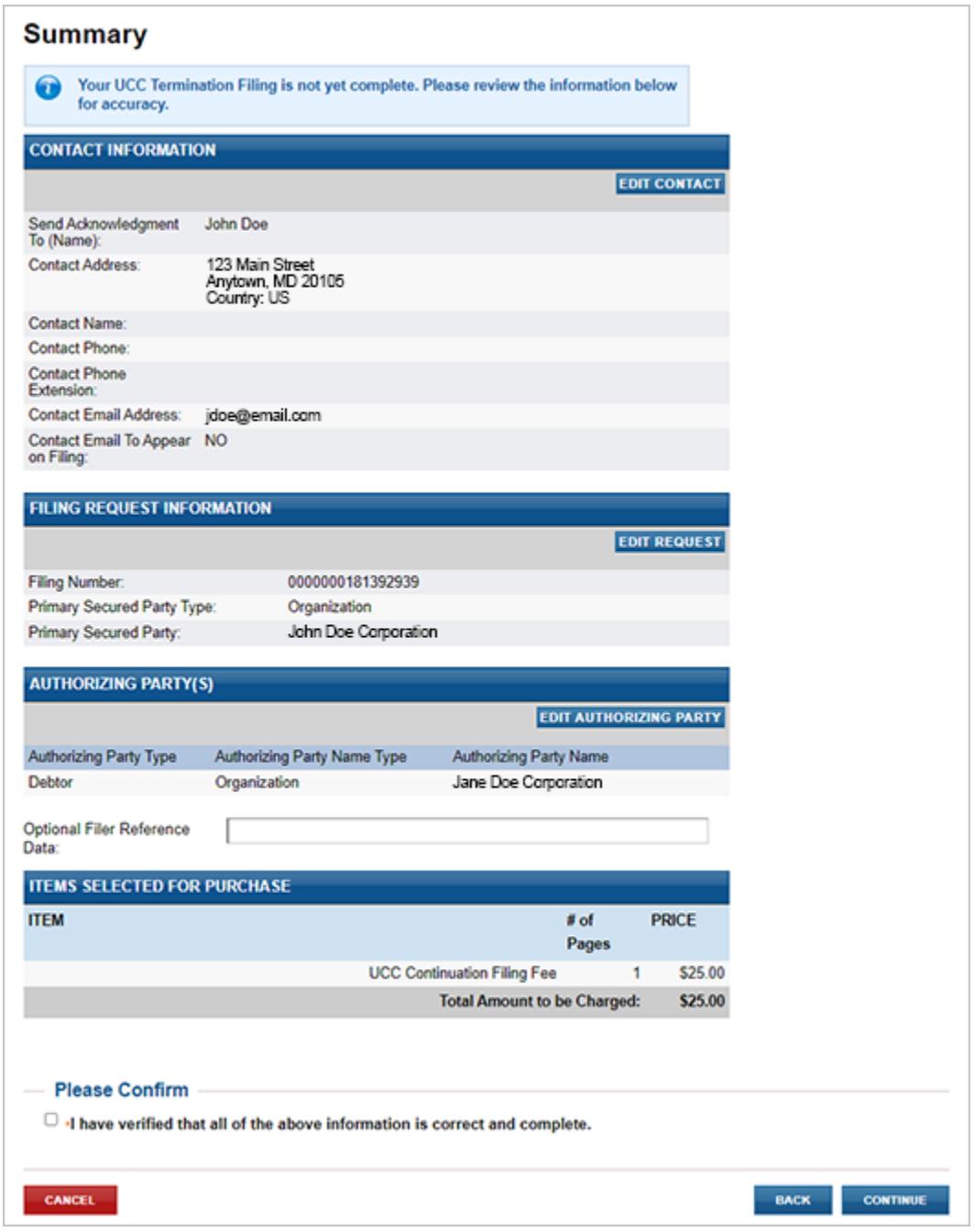
8.04 – Miscellaneous

The user has an opportunity to enter miscellaneous information. Doing so requires an addendum to be uploaded.



8.05 – Filing Summary

The user has an opportunity to review and check data prior to submitting the filing to the Maryland State Department of Assessments and Taxation's Office. The user selects the appropriate **EDIT** button to change information previously entered.



Summary

Your UCC Termination Filing is not yet complete. Please review the information below for accuracy.

CONTACT INFORMATION — EDIT CONTACT

Send Acknowledgment To (Name):	John Doe
Contact Address:	123 Main Street Anytown, MD 20105 Country: US
Contact Name:	
Contact Phone:	
Contact Phone Extension:	
Contact Email Address:	jdoe@email.com
Contact Email To Appear on Filing:	NO

FILING REQUEST INFORMATION — EDIT REQUEST

Filing Number:	0000000181392939
Primary Secured Party Type:	Organization
Primary Secured Party:	John Doe Corporation

AUTHORIZING PARTY(S) — EDIT AUTHORIZING PARTY

Authorizing Party Type	Authorizing Party Name Type	Authorizing Party Name
Debtor	Organization	Jane Doe Corporation

Optional Filer Reference Data:

ITEMS SELECTED FOR PURCHASE

ITEM	# of Pages	PRICE
UCC Continuation Filing Fee	1	$25.00
Total Amount to be Charged:		$25.00

Please Confirm

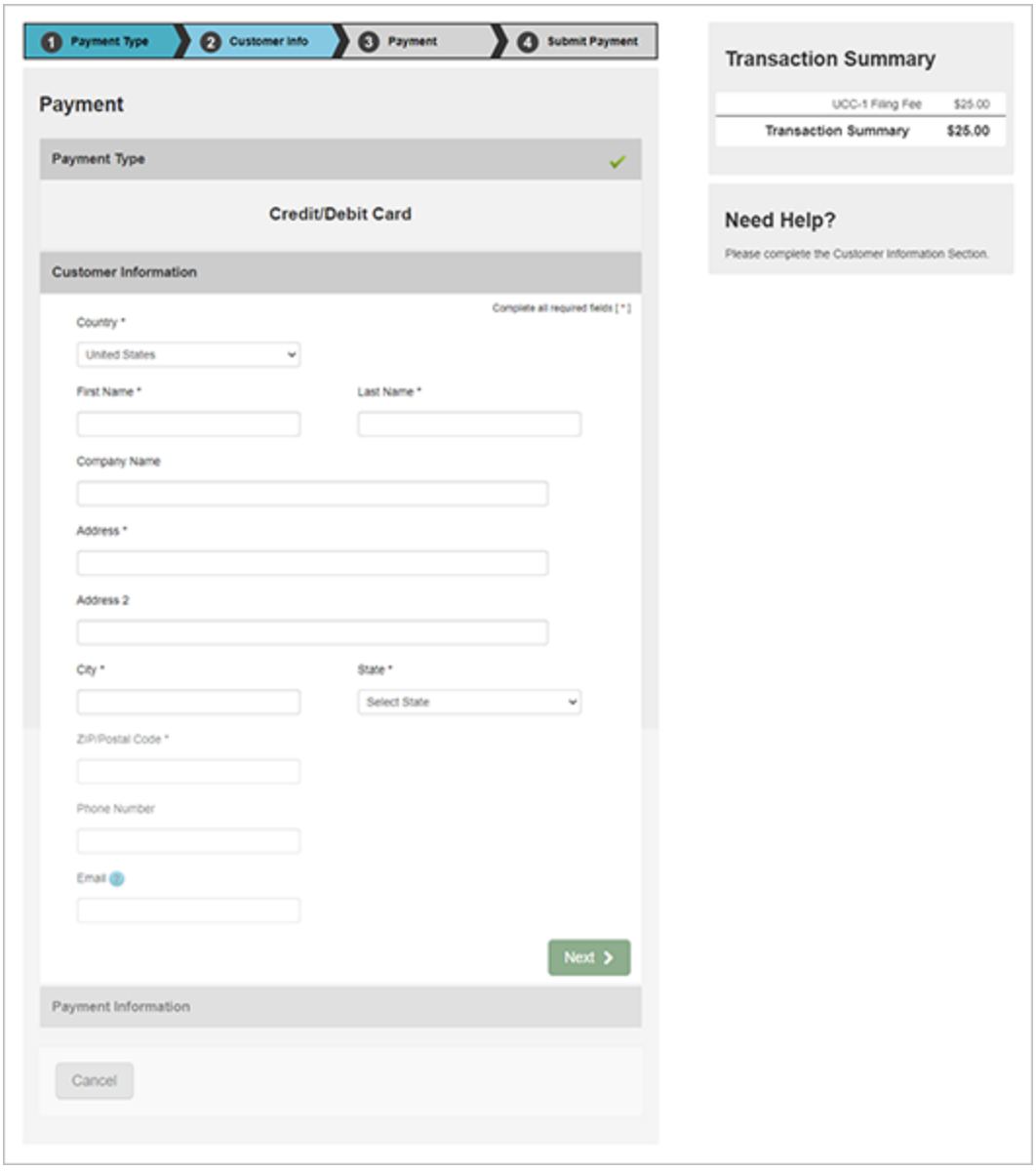
I have verified that all of the above information is correct and complete.

CANCEL BACK CONTINUE

8.06 – Filing Fees Payment

Payment

When submitting the filing, you will be taken a Payment screen. Payment may be made by using any American Express, Visa, MasterCard or Discover debit or credit card.



8.07 – Acknowledgment Copy and Receipt

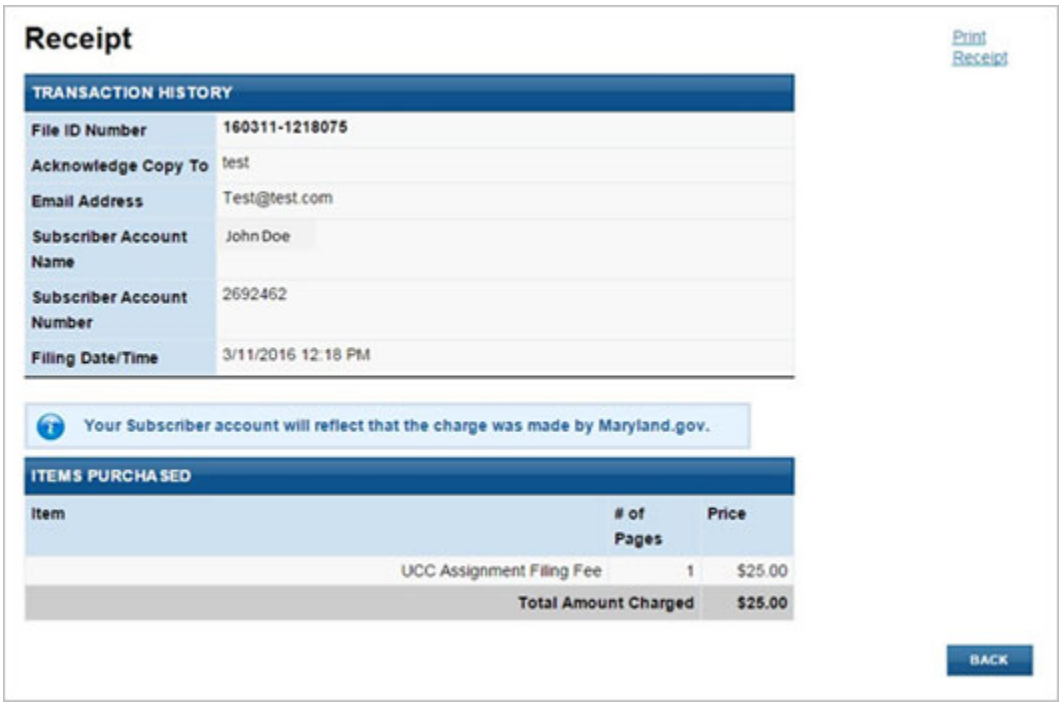
After the filing is submitted and processed, the user sees a Payment Successful screen. The user will be able to view/print/save the acknowledgment copy as well as the receipt by selecting the appropriate link on this page.

Note: You must have Adobe Reader installed on your PC to view these documents.

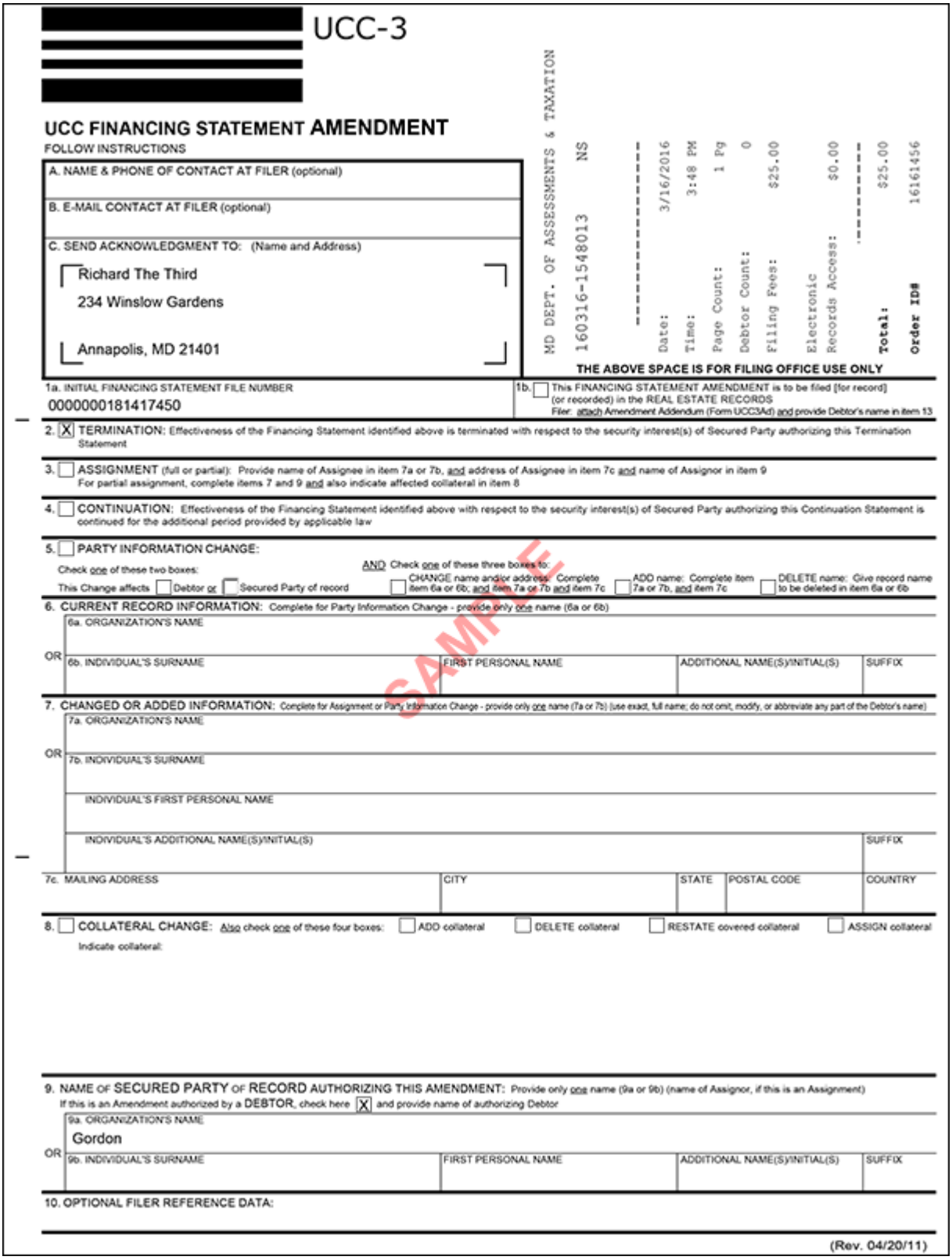
This is the user's acknowledgment, and no printed acknowledgment will be mailed by the Maryland State Department of Assessments and Taxation's office. The user will also receive an email confirmation and receipt of the filing. This email will contain the link to the acknowledgment copy.



Sample Receipt



SAMPLE ACKNOWLEDGMENT COPY



[redacted]

UCC-3

UCC FINANCING STATEMENT AMENDMENT

FOLLOW INSTRUCTIONS

A. NAME & PHONE OF CONTACT AT FILER (optional)

B. E-MAIL CONTACT AT FILER (optional)

C. SEND ACKNOWLEDGMENT TO: (Name and Address)

Richard The Third
234 Winslow Gardens
Annapolis, MD 21401

MD DEPT. OF ASSESSMENTS & TAXATION
160316-1548013 NS

Date: 3/16/2016
Time: 3:48 PM
Page Count: 1 Pg
Debtor Count: 0
Filing Fees: $25.00
Electronic Records Access: $0.00

Total: $25.00
Order ID# 16161456

THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY

1a. INITIAL FINANCING STATEMENT FILE NUMBER
0000000181417450

1b. ☐ This FINANCING STATEMENT AMENDMENT is to be filed [for record] (or recorded) in the REAL ESTATE RECORDS
Filer: attach Amendment Addendum (Form UCC3Ad) and provide Debtor's name in item 13

2. ☒ TERMINATION: Effectiveness of the Financing Statement identified above is terminated with respect to the 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 the 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: AND Check one of these three boxes to:
This Change affects ☐ Debtor or ☐ Secured Party of record
☐ 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)

6a. ORGANIZATION'S NAME

OR

6b. INDIVIDUAL'S SURNAME	FIRST PERSONAL NAME	ADDITIONAL NAME(S)/INITIAL(S)	SUFFIX

SAMPLE

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)

7a. ORGANIZATION'S NAME

OR

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:

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

9a. ORGANIZATION'S NAME
Gordon

OR

9b. INDIVIDUAL'S SURNAME	FIRST PERSONAL NAME	ADDITIONAL NAME(S)/INITIAL(S)	SUFFIX

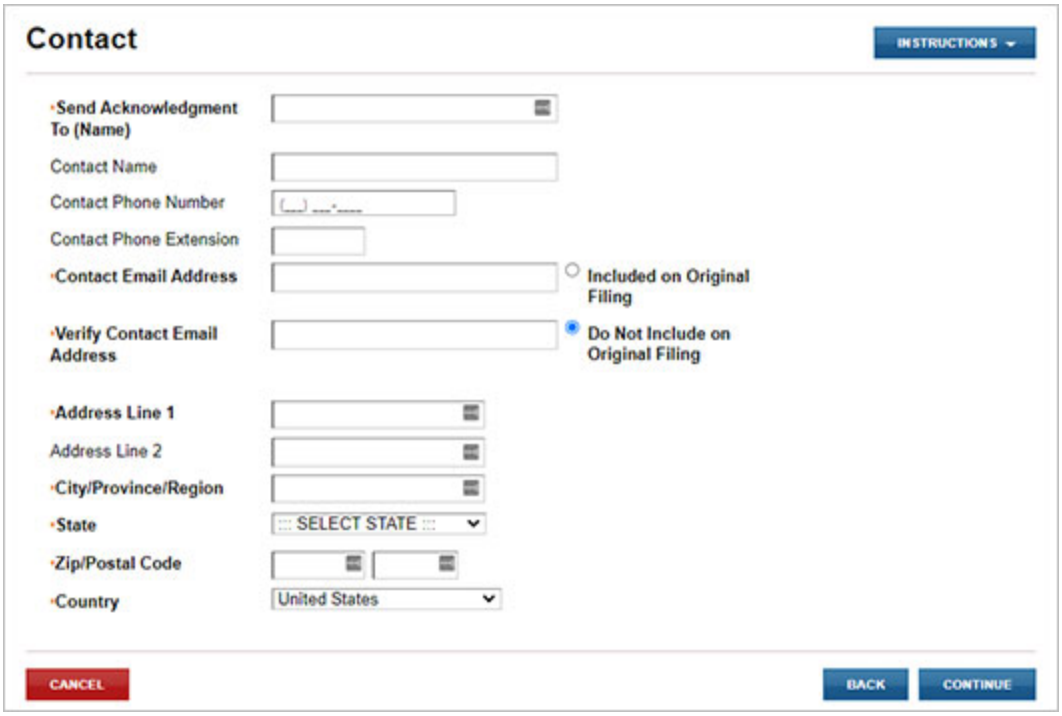
10. OPTIONAL FILER REFERENCE DATA:

(Rev. 04/20/11)

9.0 – UCC-5, INFORMATION STATEMENT

9.01 – CONTACT INFORMATION

The first screen is used to document the name and contact information of the individual or organization filing the financing statement. This is the information provided in Boxes A, B and C of the UCC-1 form. Note that **Send Acknowledgment To (Name)**, **Contact Email Address**, **Verify Contact Email Address**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code** and **Country** are all required fields.



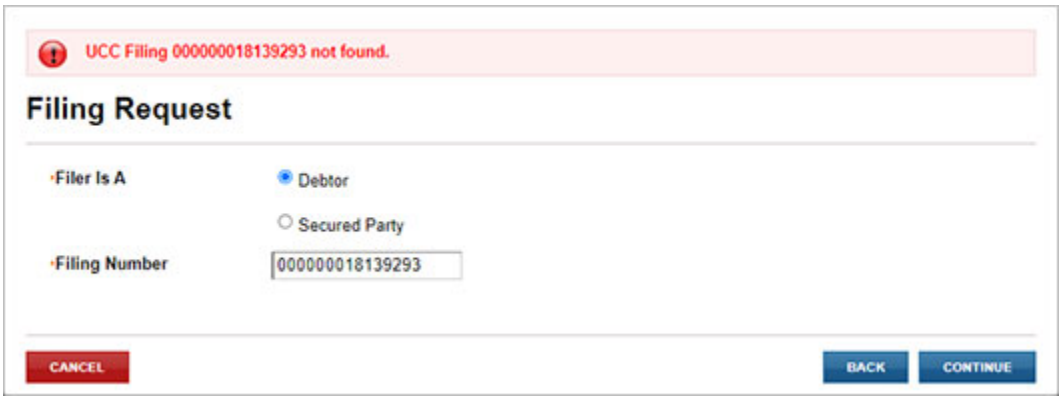
9.02 – FILING NUMBER LOOKUP

The user must indicate whether they are a debtor or secured party making the filing and enter the filing number of the original financing statement. Information provided on this screen is the same information provided in Boxes 1a, 1b and 5 of the UCC-3 form. Note that **Filer Is A** and **Filing Number** are required fields.



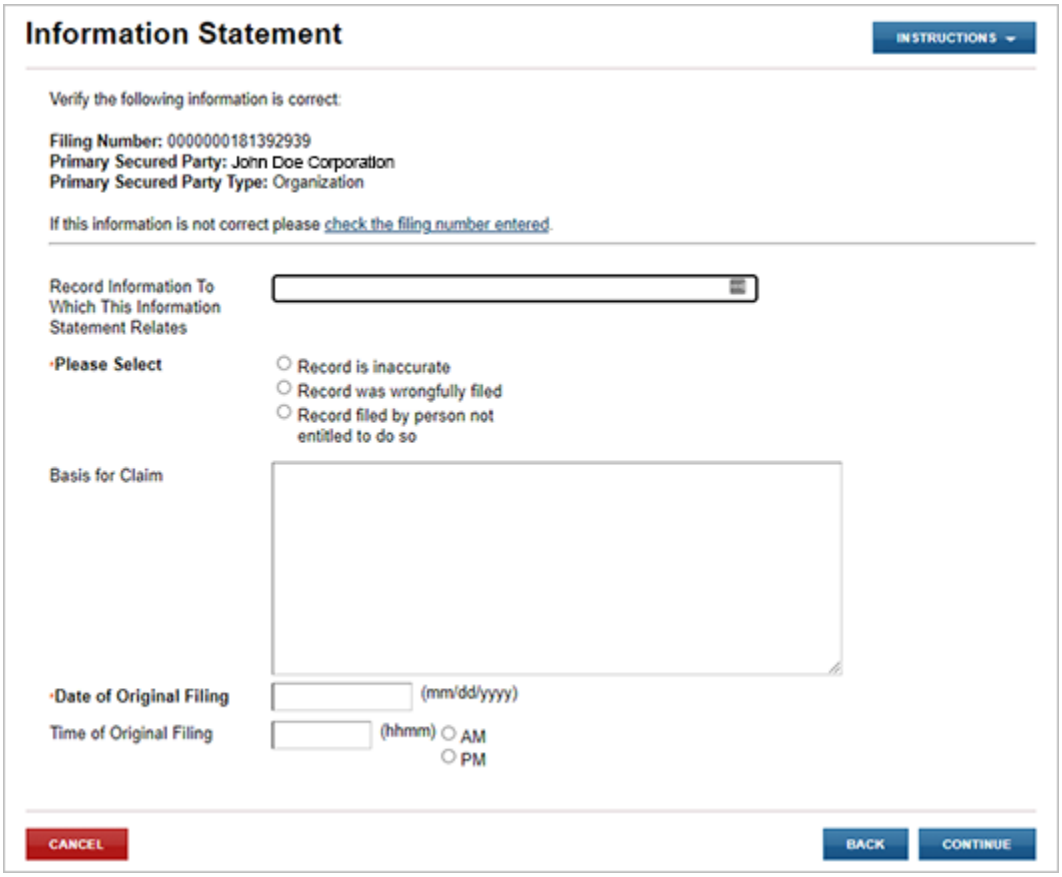
CANNOT LOCATE FILING NUMBER

If the filing number entered cannot be located, the user will be provided a message that the filing number could not be located.



9.03 – INFORMATION STATEMENT

The user indicates on this page whether they believe the filing to be inaccurate or wrongly filed. Information provided on this screen is the same information provided in Boxes 1b, 2 and 3 of the UCC-5 form. Note that **Please Select** and **Date of Original Filing** are required fields.



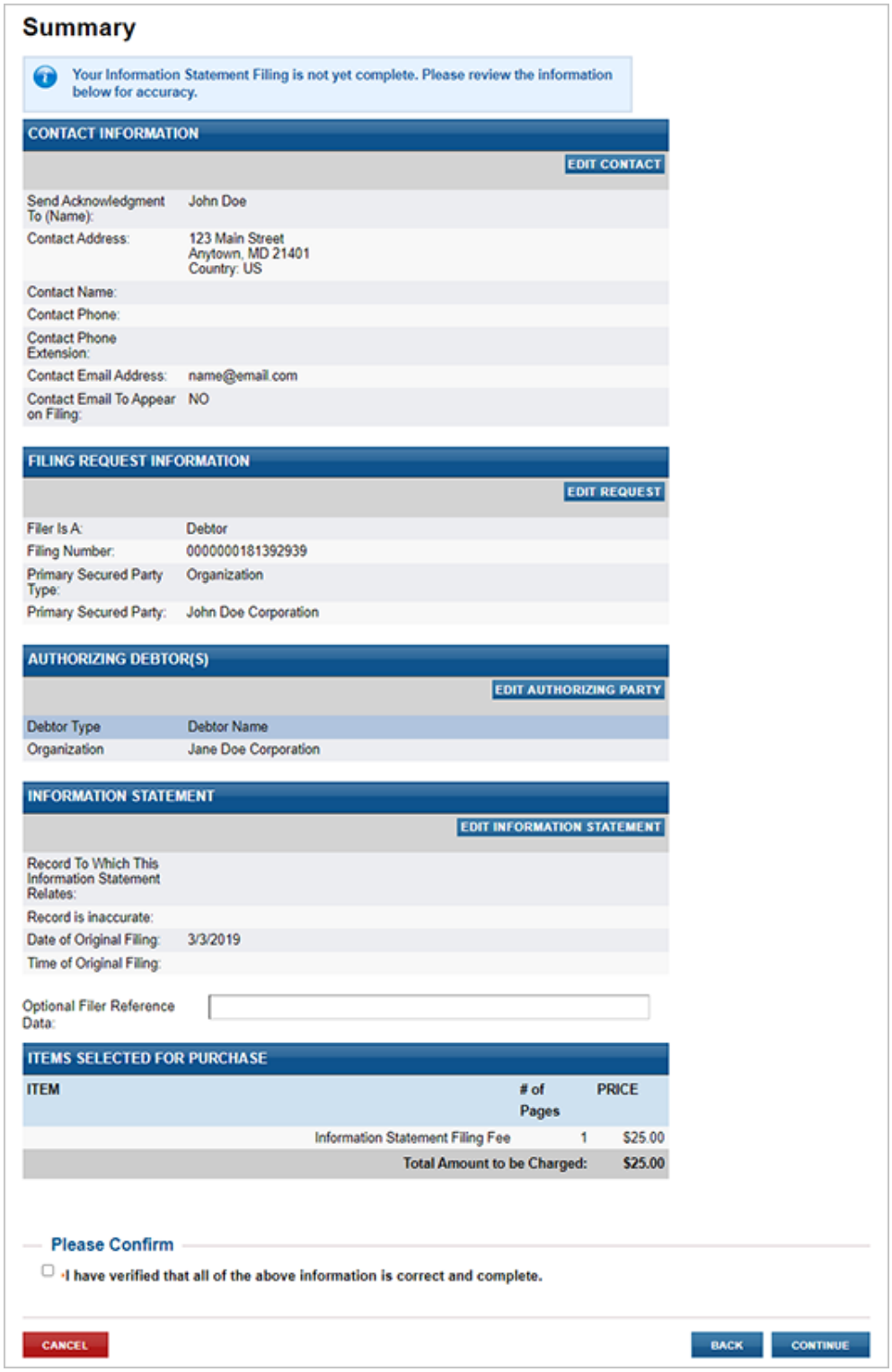
9.04 – AUTHORIZING PARTY

Information Statement must be authorized by a party of record. The Authorizing Party page provides checkbox options to mark one or more parties as the authorizing party. This is the information provided in Section 5 of the UCC-5 form.



9.05 – Filing Summary

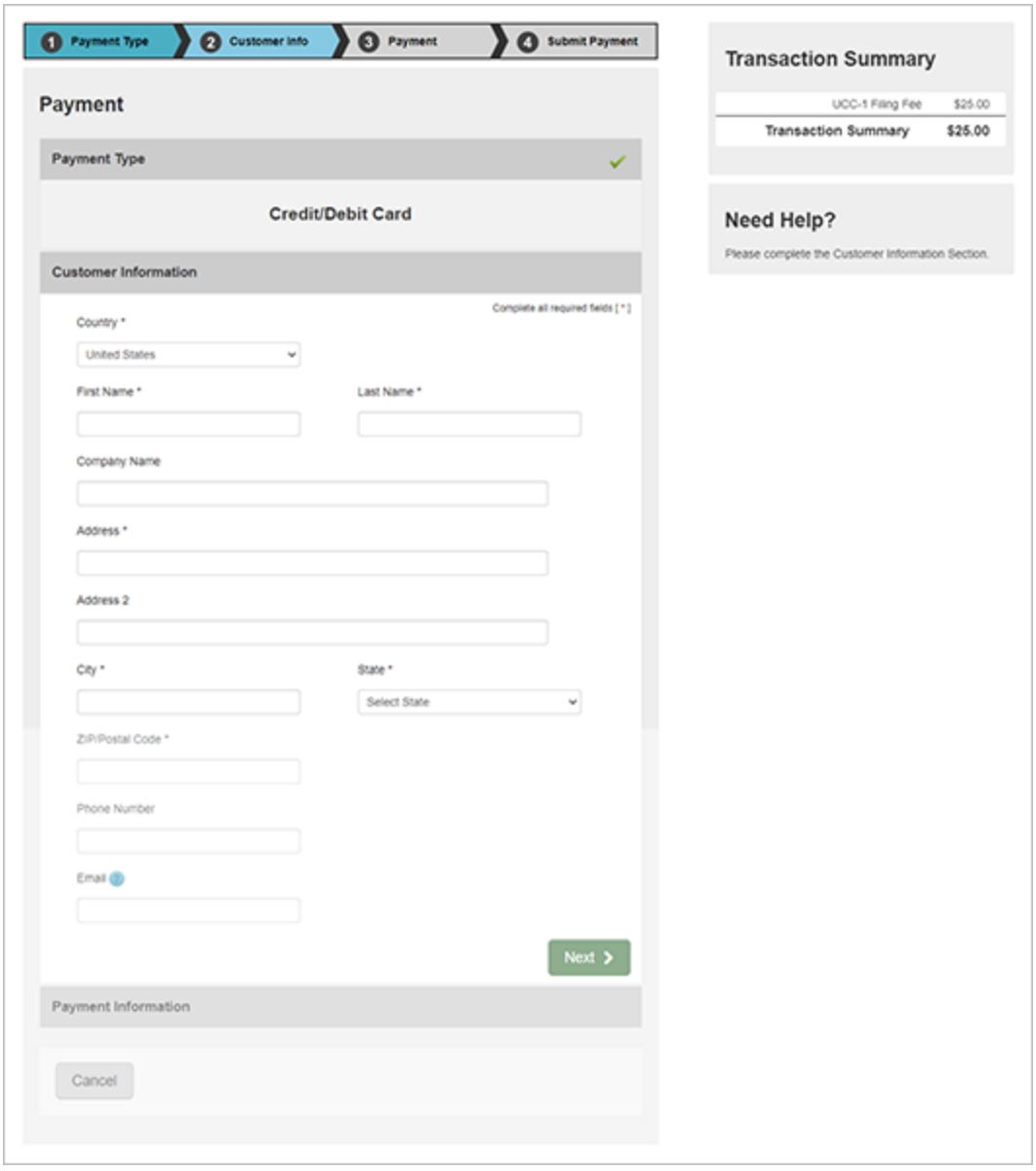
The user has an opportunity to review and check data prior to submitting the filing to the State Department of Assessments and Taxation's Office. The user selects the **EDIT** button to change information previously entered.



9.06 – Filing Fees Payment

Payment

When submitting the filing, you will be taken to a Payment screen. Payment may be made by using any American Express, Visa, MasterCard or Discover debit or credit card.



9.07 – Acknowledgment Copy and Receipt

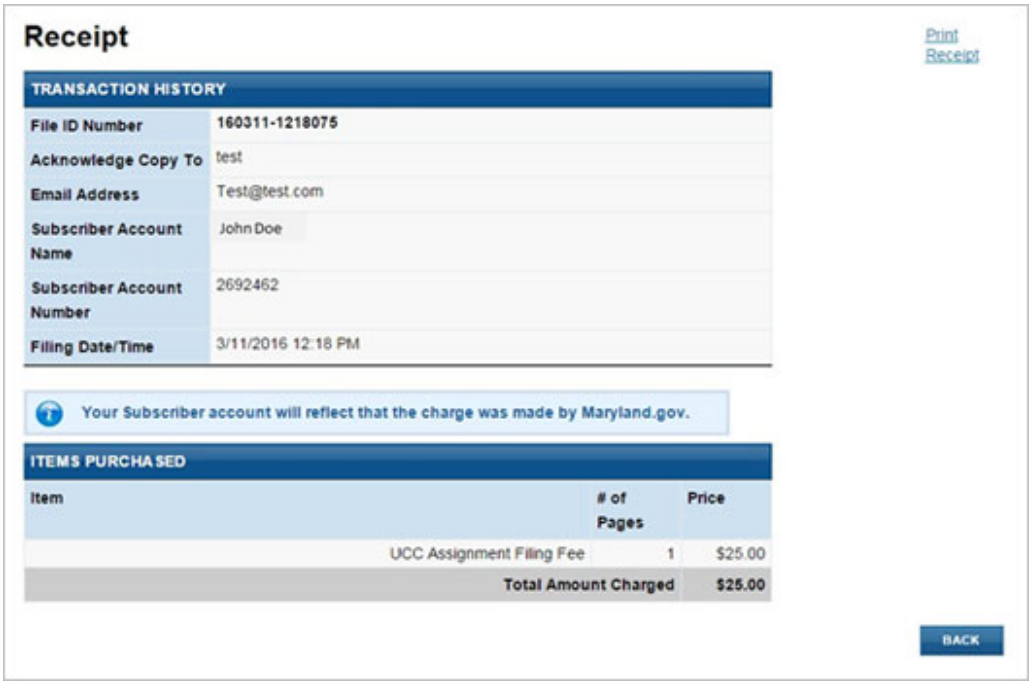
After the filing is submitted and processed, the user will see a Payment Successful screen. The user will be able to view/print/save the acknowledgment copy as well as the receipt by selecting the appropriate link on this page.

Note: You must have Adobe Reader installed on your PC to view these documents.

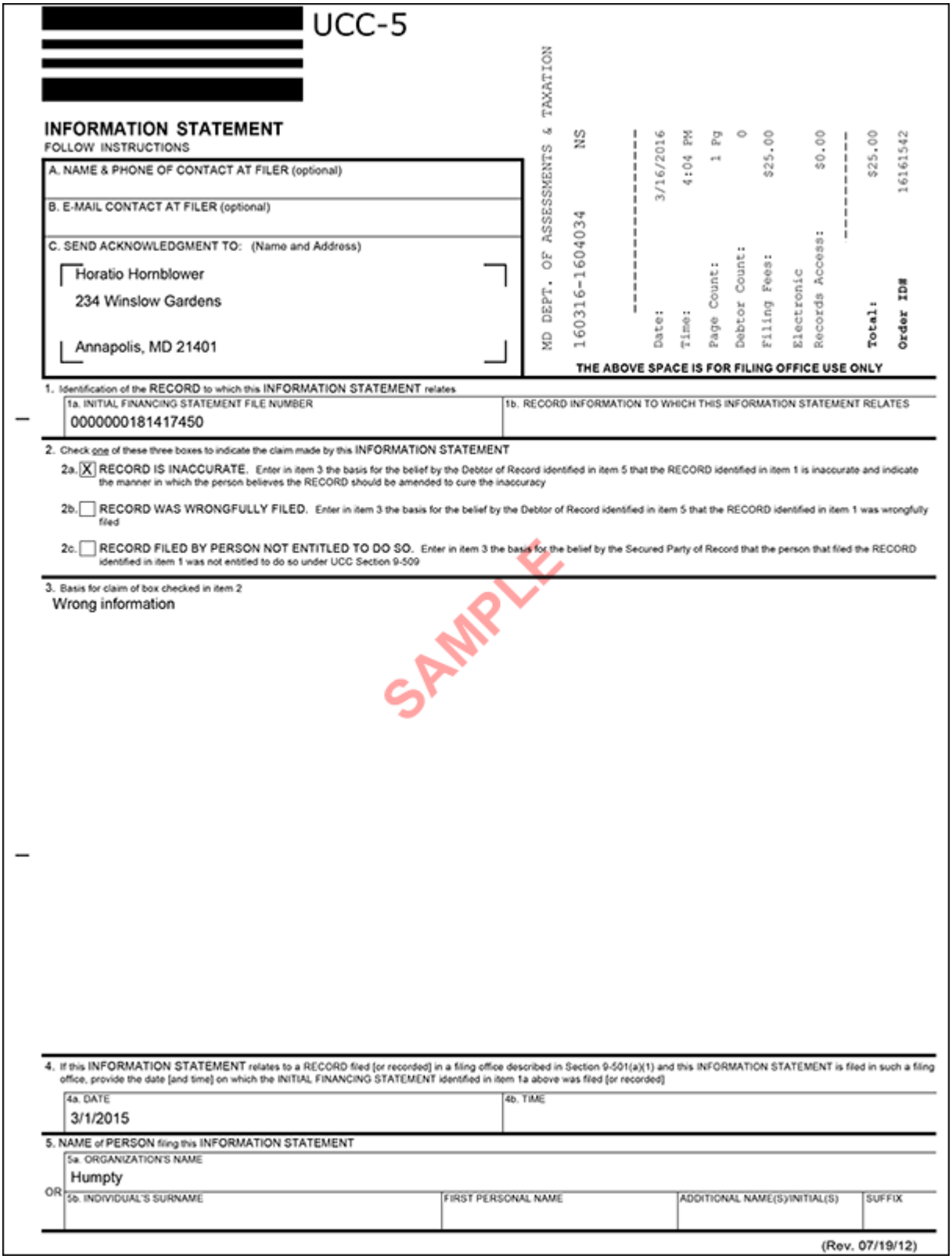
This is the user's acknowledgment, and no printed acknowledgment will be mailed by the Maryland State Department of Assessments and Taxation's office. The user will also receive an email confirmation and receipt of the filing. This email will contain the link to the acknowledgment copy.



Sample Receipt



SAMPLE ACKNOWLEDGMENT COPY



[redacted]

UCC-5

INFORMATION STATEMENT
FOLLOW INSTRUCTIONS

A. NAME & PHONE OF CONTACT AT FILER (optional)

B. E-MAIL CONTACT AT FILER (optional)

C. SEND ACKNOWLEDGMENT TO: (Name and Address)

Horatio Hornblower
234 Winslow Gardens
Annapolis, MD 21401

MD DEPT. OF ASSESSMENTS & TAXATION
160316-1604034 NS
Date: 3/16/2016
Time: 4:04 PM
Page Count: 1 Pg
Debtor Count: 0
Filing Fees: $25.00
Electronic Records Access: $0.00
Total: $25.00
Order ID# 16161542

THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY

1. Identification of the RECORD to which this INFORMATION STATEMENT relates

1a. INITIAL FINANCING STATEMENT FILE NUMBER: 0000000181417450

1b. RECORD INFORMATION TO WHICH THIS INFORMATION STATEMENT RELATES

2. Check one of these three boxes to indicate the claim made by this INFORMATION STATEMENT

2a. [X] RECORD IS INACCURATE. Enter in item 3 the basis for the belief by the Debtor of Record identified in item 5 that the RECORD identified in item 1 is inaccurate and indicate the manner in which the person believes the RECORD should be amended to cure the inaccuracy

2b. [ ] RECORD WAS WRONGFULLY FILED. Enter in item 3 the basis for the belief by the Debtor of Record identified in item 5 that the RECORD identified in item 1 was wrongfully filed

2c. [ ] RECORD FILED BY PERSON NOT ENTITLED TO DO SO. Enter in item 3 the basis for the belief by the Secured Party of Record that the person that filed the RECORD identified in item 1 was not entitled to do so under UCC Section 9-509

3. Basis for claim of box checked in item 2
Wrong information

SAMPLE

4. If this INFORMATION STATEMENT relates to a RECORD filed [or recorded] in a filing office described in Section 9-501(a)(1) and this INFORMATION STATEMENT is filed in such a filing office, provide the date [and time] on which the INITIAL FINANCING STATEMENT identified in item 1a above was filed [or recorded]

4a. DATE: 3/1/2015

4b. TIME

5. NAME of PERSON filing this INFORMATION STATEMENT

5a. ORGANIZATION'S NAME: Humpty

OR

5b. INDIVIDUAL'S SURNAME | FIRST PERSONAL NAME | ADDITIONAL NAME(S)/INITIAL(S) | SUFFIX

(Rev. 07/19/12)

10.0 –SEARCH BY NAME

Searches are used to find initial financing statements, amendments, correction statements and lien statements for debtors. One of the key components to keep in mind while searching is the “through date.” The through date and time is “real time” – your search results will contain data meeting the criteria up to the date and time the search is submitted. The search results you receive will clearly display the through date.

SEARCH LOGIC

Search results are created by applying search rules to the name presented for searching.

- There is no limit to the number of matches that may be returned in response to the search criteria.
- No distinction is made between upper- and lower-case letters.
- Punctuation marks and accents are disregarded.
- All spaces are disregarded.
- Searches for individuals should be entered as Last Name First Name Middle Name or Initial (i.e., Doe John)
- If a first name is provided, a match will be found on that with any middle name.
- If only an initial is provided for the first name, a match will be found on any first name starting with the same letter.
- If a middle name is provided for the middle name, a match will be found on the middle name.
- If only an initial is given for the middle name, a match will be found on any middle name starting with the same letter.

Examples are as follows:

A search for **Bank of America** will retrieve:

- Bank of America Home Loans
- Bank of America Corporate Center
- Bank of America N.A.

A search request for **Smith John A.** will retrieve:

- John A. Smith
- John Alexander Smith
- John Adam Smith

A search request for **Smith John** will retrieve:

- John Smith
- John A. Smith
- Johnnie Smith
- John Robert Smith

A search request for **Smith J M** will retrieve:

- John M. Smith
- John Michael Smith

- Johnnie Smith
- John Matthew Smith

Because search results are produced by applying standard RA9 search logic to the name presented to the filing officer, this provides consistent, reliable results and ensures that human judgment does not play a role in determining the results of the search.

Per RA9 Standards Section 503, jurisdictions perform UCC lien searches using the following logic:

There is no limit to the number of matches that may be returned in response to the search criteria.

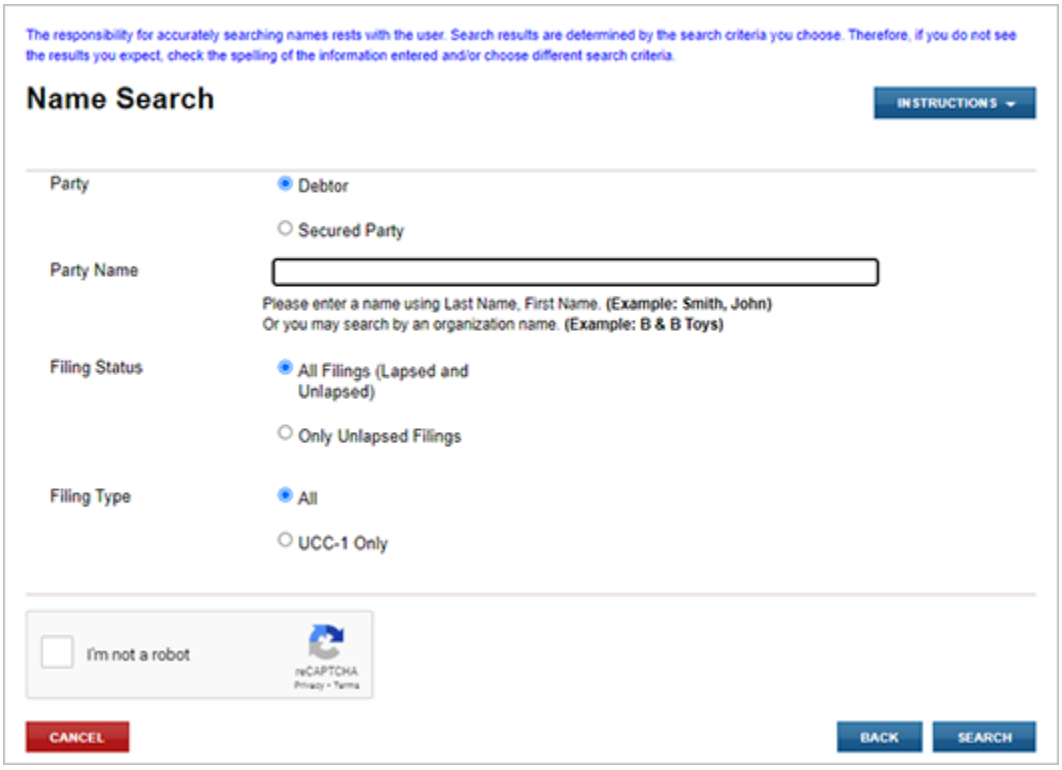
- No distinction is made between upper- and lower-case letters.
- The character "&" (the ampersand) is deleted and replaced with the characters "and" each place it appears in the name.
- Punctuation marks and accents are disregarded. For purposes of this rule, punctuation and accents include all characters other than the numerals 0 through 9 and the letters A through Z (in any case) of the English alphabet.
- Words and abbreviations at the end of an organization name that indicate the existence or nature of the organization are "disregarded" as determined by the filing office's programming of its UCC information management system.
- The word "the" at the beginning of an organization debtor name is disregarded.
- All spaces are disregarded.
- For first and middle names of individual debtor names, initials are treated as the logical equivalent of all names that begin with such initials, and first name and no middle name or initial is equated with all middle names and initials. For example, a search request for "John A. Smith" would cause the search to retrieve all filings against all individual debtors with "John" or the initial "J" as the first name, "Smith" as the last name, and with the initial "A" or any name beginning with "A" in the middle name field. If the search request were for "John Smith" (first and last names with no designation in the middle name field), the search would retrieve all filings against individual debtors with "John" or the initial J as the first name, "Smith" as the last name and with any name or initial or no name or initial in the middle name field.
- If the name being searched is the last name of an individual debtor name without any first or middle name provided, the search will retrieve from the UCC information management system all unlapsed records or, if requested by the searcher, all active records that pertain to financing statements with individual debtor names that consist of such last name, any or no middle name or initial and no first name.
- After using the preceding rules to modify the name being searched, the search will retrieve from the UCC information management system all unlapsed records, or, if requested by the searcher, all active records that pertain to financing statements with debtor names that, after being modified as provided in this rule, exactly match the modified name being searched.

NOISE WORDS

AGENCY
ASSOCIATION
ASSN
ASSOCIATES
ASSC
ASSOC
ATTORNEYS AT LAW
BANK
NATIONAL BANK
BUSINESS TRUST
CHARTER
CHARTERED
COMPANY
CO
CORPORATION
CORP
CREDIT UNION
CU
FEDERAL SAVINGS BANK
FSB
GENERAL PARTNERSHIP
GENPART
GP
INCORPORATED
INC
LIMITED
LTD
LTEE
LIMITED LIABILITY COMPANY
LC
LLC
LIMITED LIABILITY PARTNERSHIP
LLP
LIMITED PARTNERSHIP
LP
MEDICAL DOCTORS PROFESSIONAL ASSOCIATION
MDPA
MEDICAL DOCTORS PROFESSIONAL CORPORATION
MDPC
NATIONAL ASSOCIATION
NA
PARTNERS
PARTNERSHIP
PROFESSIONAL ASSOCIATION
PROF ASSN
PA
PROFESSIONAL CORPORATION
PROF CORP
PC
PROFESSIONAL LIMITED LIABILITY COMPANY
PLLC
RAILROAD
RR
REAL ESTATE INVESTMENT TRUST
REIT
REGISTERED LIMITED LIABILITY PARTNERSHIP
RLLP
SAVINGS ASSOCIATION
SA
SERVICE CORPORATION
SC
SOLE PROPRIETORSHIP
SP
SPA
TRUST
TRUSTEE
AS TRUSTEE
LLLP
LIMITED LIABILITY LIMITED PARTNERSHIP
OD
PROFESSIONAL LIMITED LIABILITY COMPANY
CO

10.01 – Search Criteria

The Search by Name option allows the user to look up and view information by debtor or secured party name.



Party Search Filter (1)

This option is used to allow the user to indicate if the party name being searched is a debtor or secured party. "Debtor" is selected by default.

Party Name

The user provides the party name they wish to search.

When searching for an individual, the user should enter the last name and then a first name or initial and optionally a middle name or initial. (Examples: Adams, John Q. or Adams, J Q or Adams, John Quincy)

When searching for an organization, the user should enter the name of the organization. (Examples: B and B Toys or B and B Toys)

Filing Status Filter (2)

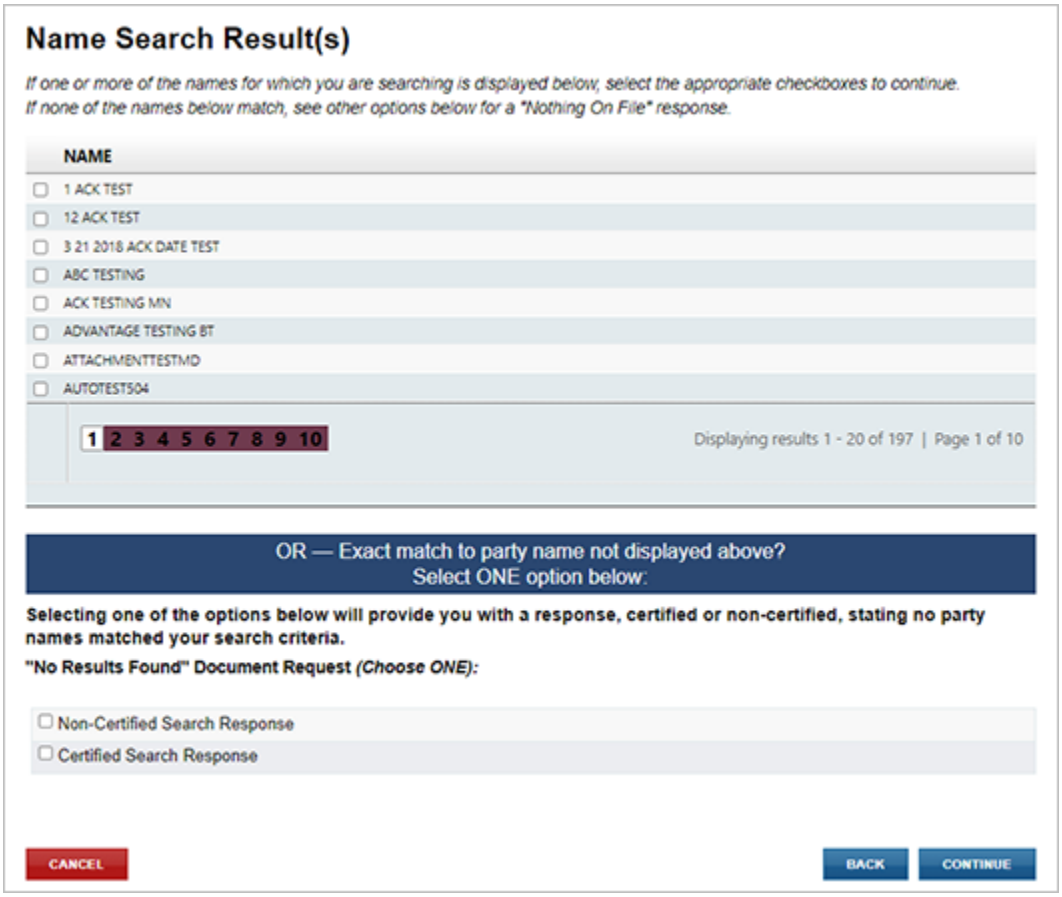
This option is used to allow the user to indicate if the search results should contain both active and lapsed filings or only active filings which are unlapsed. "All Filings (Lapsed and Unlapsed)" is selected by default.

Filing Type (3)

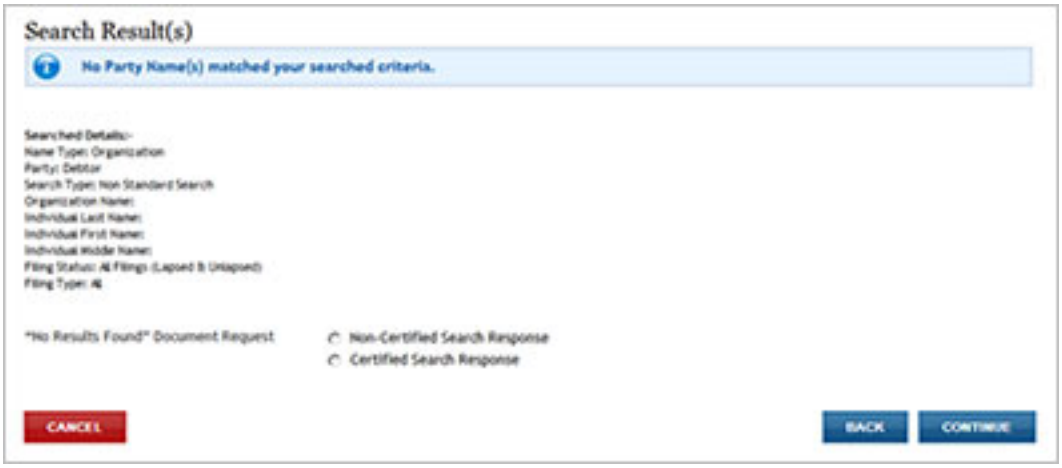
This option is used to allow the user to indicate if the search results should contain only initial financing statements (UCC-1) on record for the party name or all filings on record for the party name. "All" is selected by default.

10.02 – Search Results

If the search results include one or more matches, the application will display all matching party names on file for the search. The user has the option to select one or more matching names from the returned results.



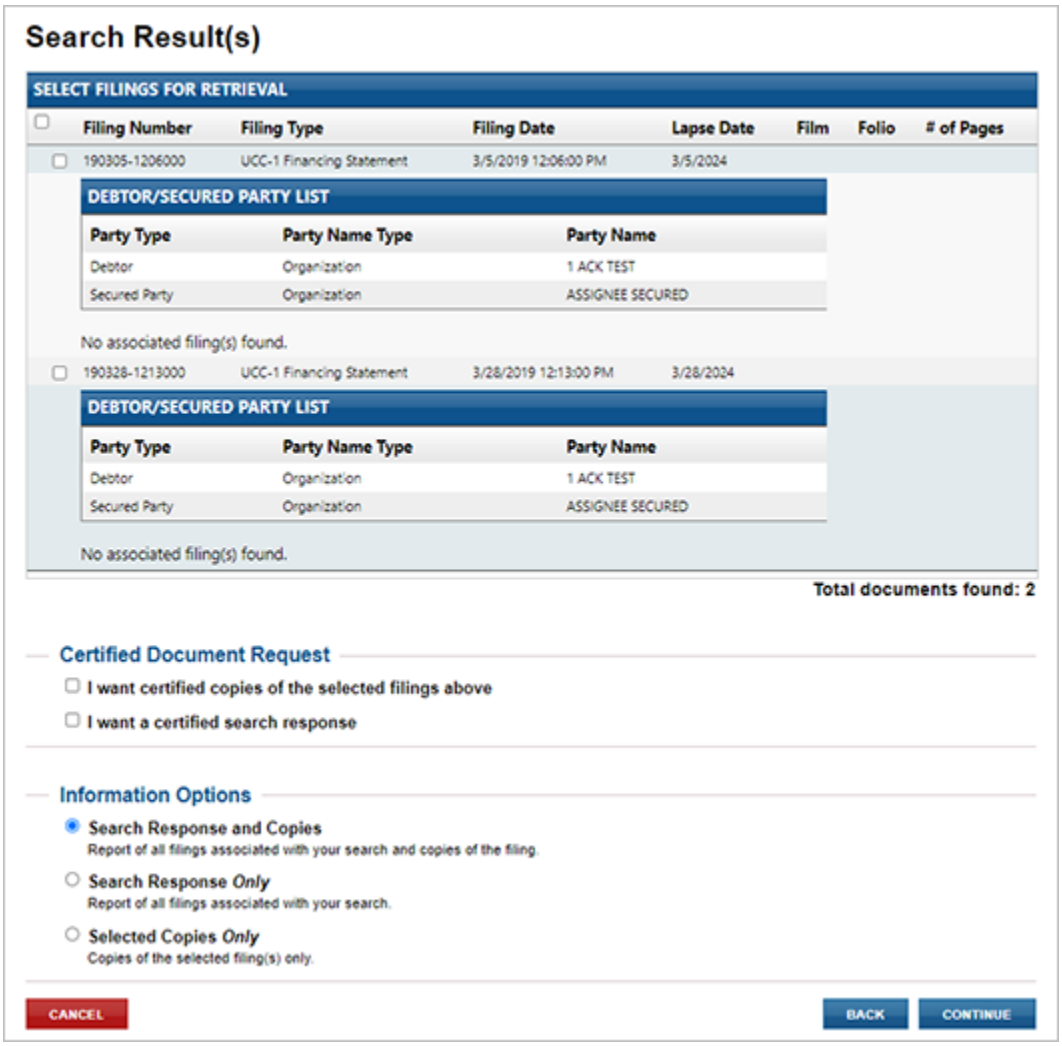
If no matches are located, the user will be informed that no documents are on file that meet the search criteria.



10.03 – Select Filings for Retrieval

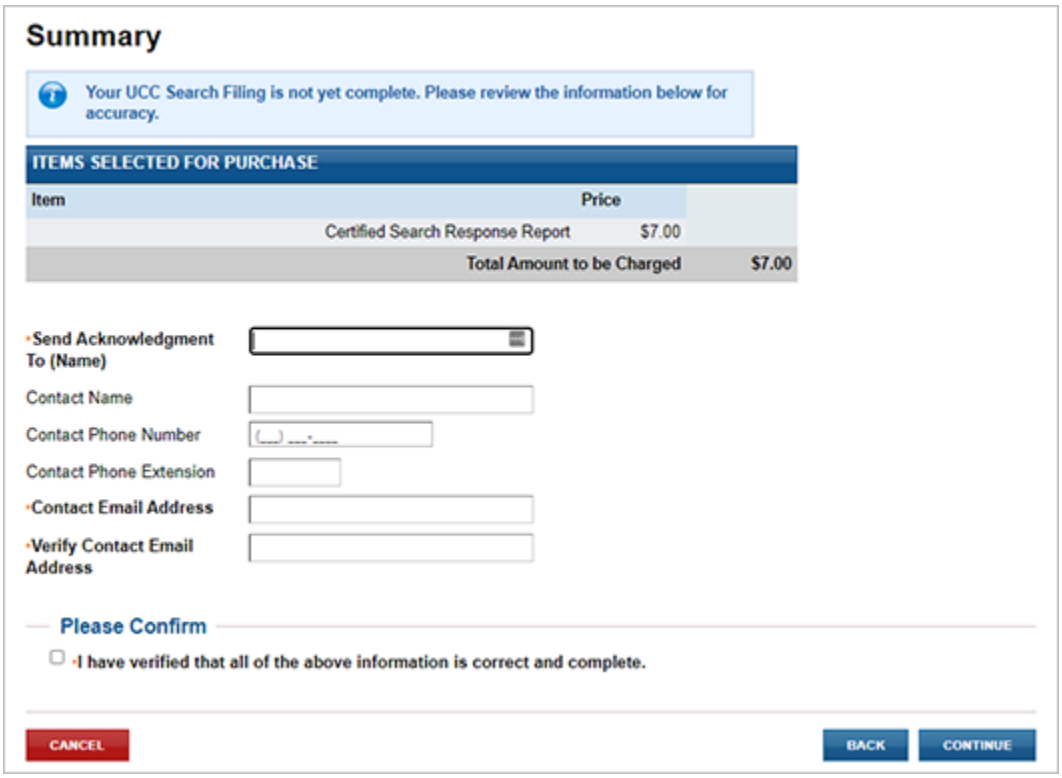
If the search results included a debtor match, the user will be provided with records on file that match the search criteria used.

All UCC-1 filings and, if applicable, their UCC-3 and/or UCC-5 associated filings will display. The user has the option to request a search response only, copies of one or more documents only or both a search response and copies of documents.



10.04 – Order Summary and Contact Information

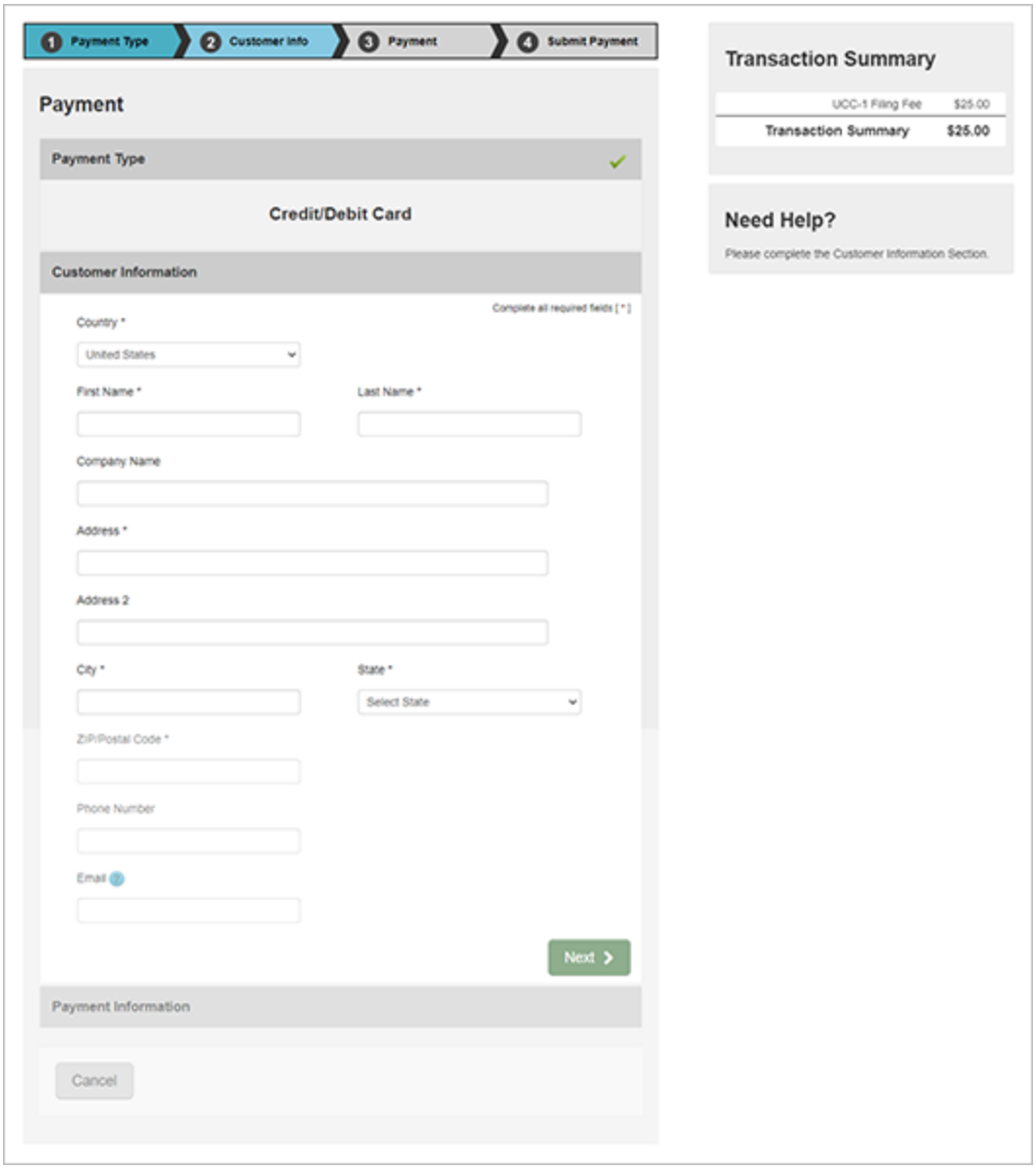
The user has an opportunity to review and check the search request before submitting the request to the Maryland State Department of Assessments and Taxation's Office. The user must also provide their contact information and verify that the request information is correct. Note that **Send Acknowledgment To (Name)**, **Contact Email Address**, and **Verify Contact Email Address** are all required fields.



10.05 – Filing Fees Payment

Payment

When submitting the filing, you will be taken to a Payment screen. Payment may be made by using any American Express, Visa, MasterCard or Discover debit or credit card.



10.06 – Acknowledgment Copy and Receipt

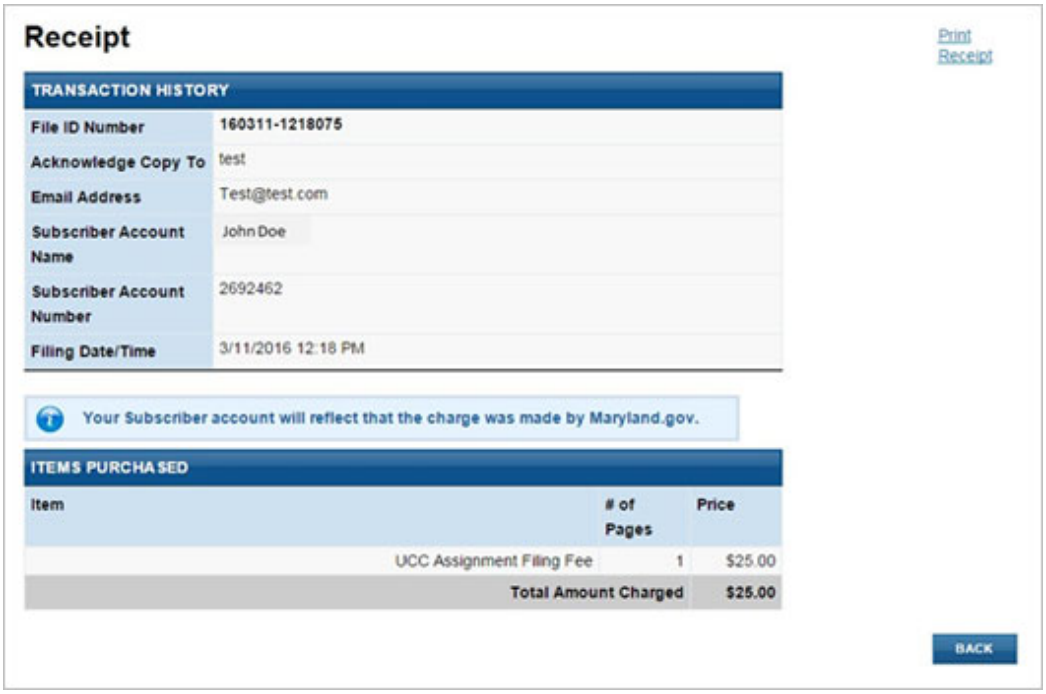
After the filing is submitted and processed, the user will see a Payment Successful screen. The user will be able to view/print/save the search response and any requested document(s) as well as the receipt by selecting the appropriate link on this page.

Note: You must have Adobe Reader installed on your PC to view these documents.

The user will also receive an email confirmation and receipt of the filing. This email will contain the link to the search response and document(s).



Sample Receipt

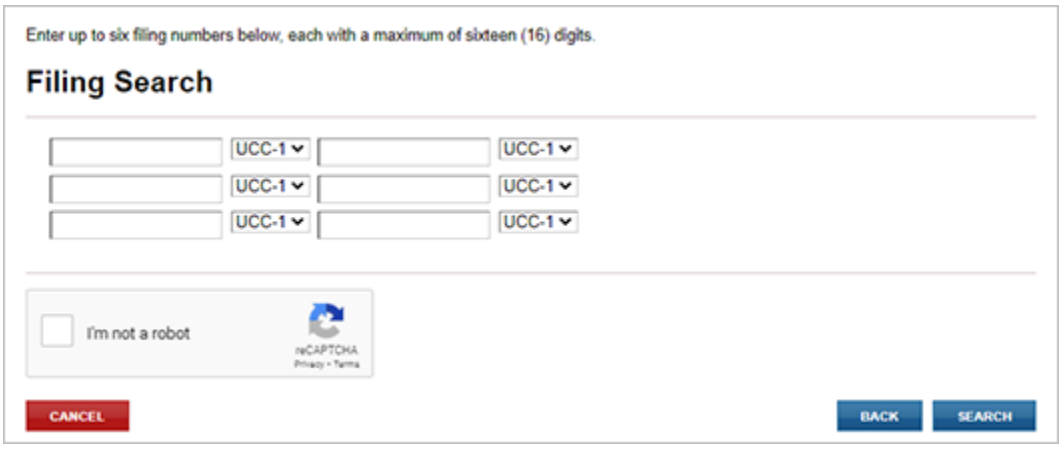


11.0 –Search by Filing Number

Each filing related to the Uniform Commercial Code, or a lien of record is given a filing number to be indexed and searchable. Filing numbers have evolved through various formats over the years. Effective July 1, 2001, Revised Article 9 changed the formats of filing numbers to be consistent nationwide; however, the filing numbers existing prior to that time were not updated to this format, so searchers need to be aware that filing numbers in older formats will exist as long as they remain on the system.

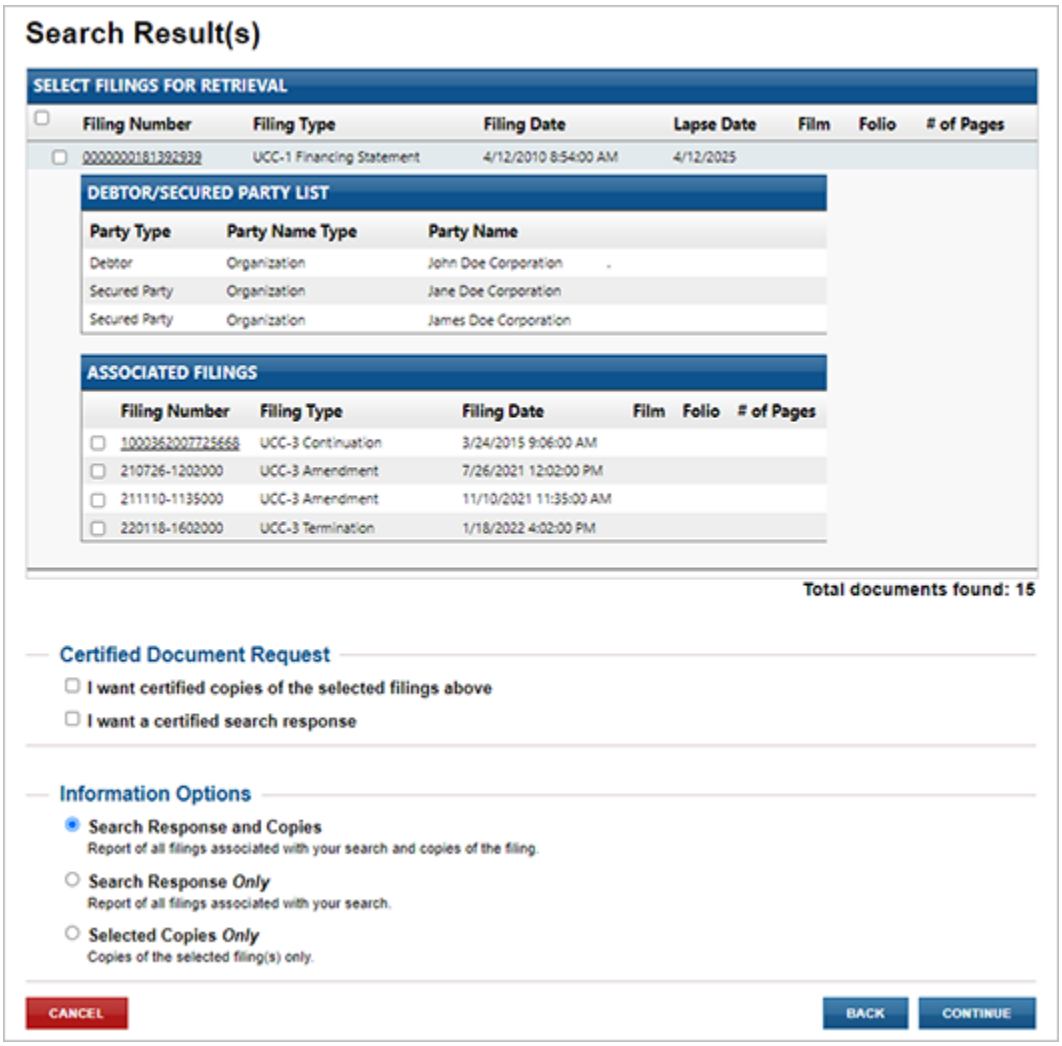
11.01 – Search Criteria

The Search by Number option allows the user to look up and view information by any UCC-1 or UCC-3 filing number. A search for a UCC-1 filing will also display any associated records. A search for a UCC-3 filing will display the associated UCC-1 record and any additional UCC-3 or UCC-5 filings.

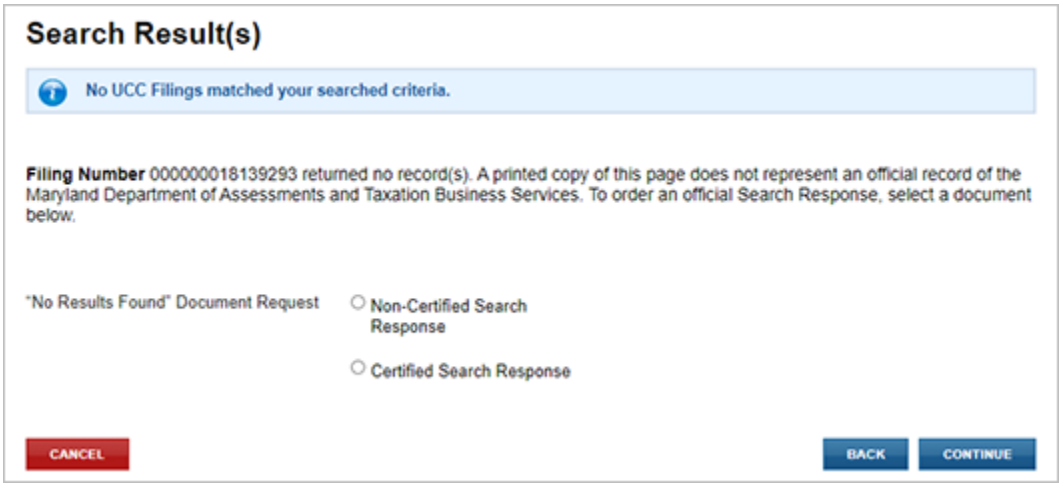


11.02 – Search Results and Select Filings for Retrieval

If the search result includes at least one match, the application will display all matching documents on file for the search. The user has the option to select one or more matching names from the returned results. All UCC-1 filings and, if applicable, their UCC-3 and/or UCC-5 associated filings will display. The user has the option to request a search response only, copies of one or more documents only, or both a search response and copies of documents.

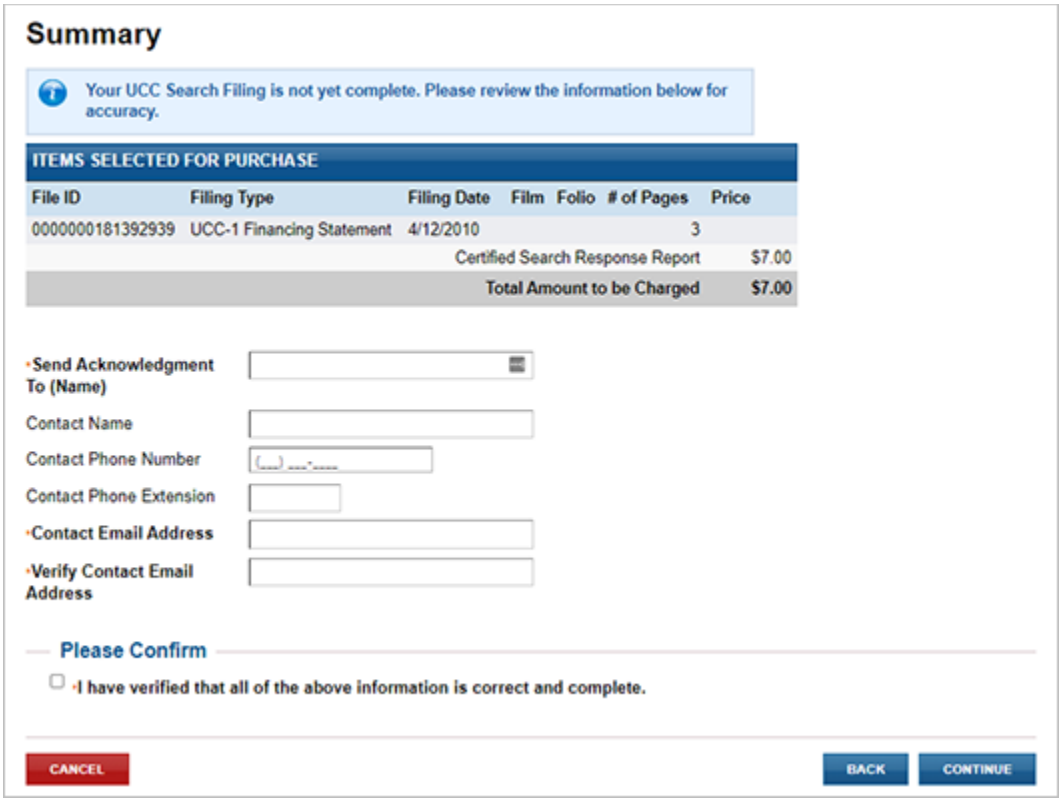


If no matches are located, the user will be informed that no documents are on file that meet the search criteria.



11.03 – Order Summary and Contact Information

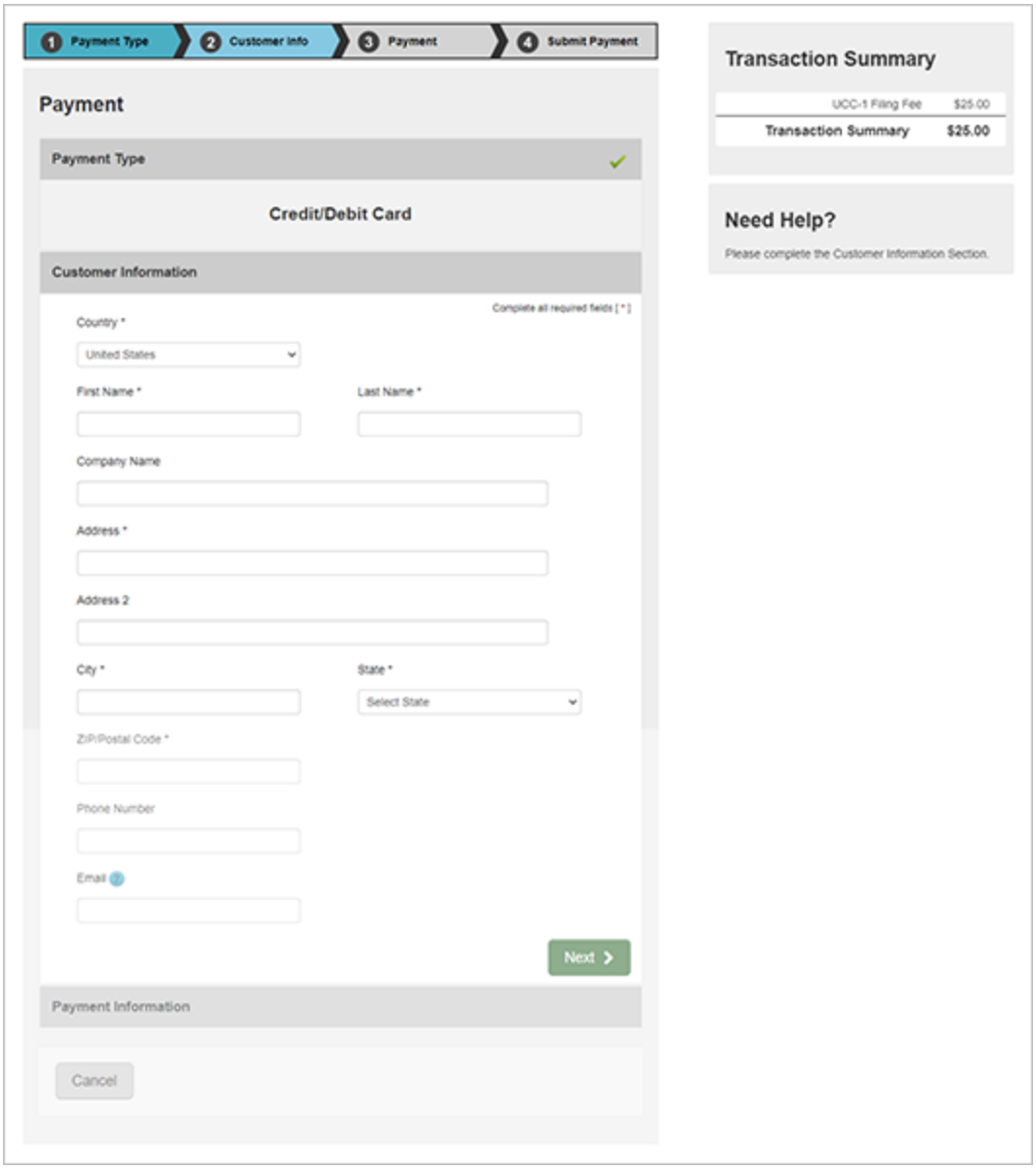
The user has an opportunity to review and check the search request before submitting the request to the Maryland State Department of Assessments and Taxation's Office. The user must also provide their contact information and verify that the request information is correct. Note that **Send Acknowledgment To (Name)**, **Contact Email Address**, and **Verify Contact Email Address** are all required fields.



11.04 – Filing Fees Payment

Payment

When submitting the filing, you will be taken to a payment screen. Payment may be made by using any American Express, Visa, MasterCard or Discover debit or credit card.



11.05 – Acknowledgment Copy and Receipt

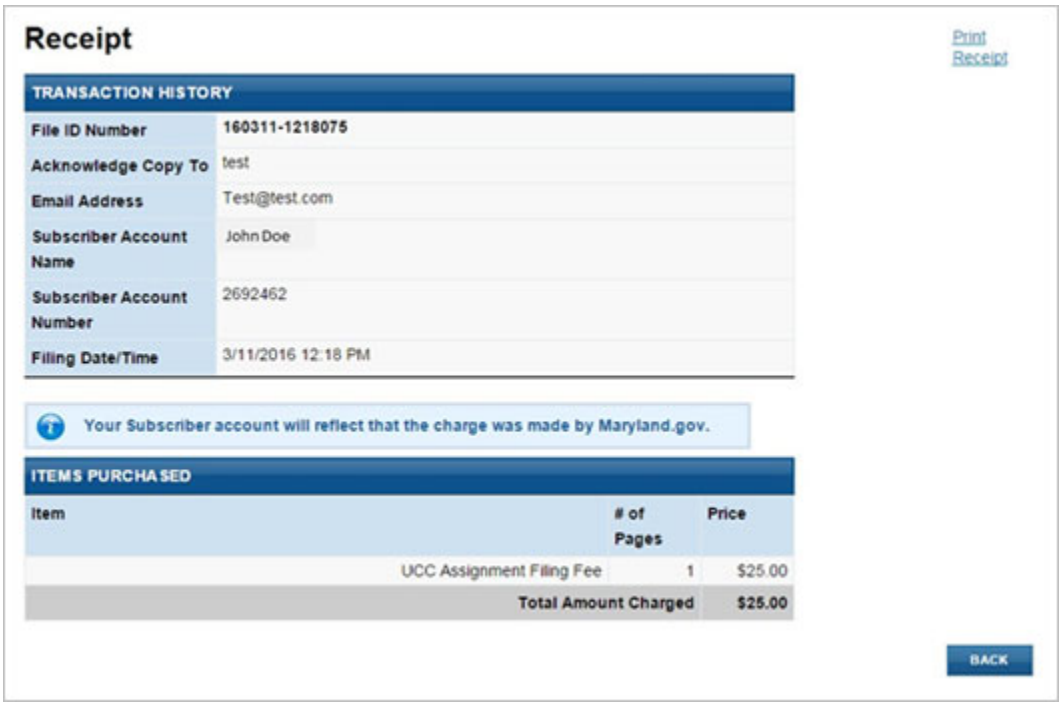
After the filing is submitted and processed, the user sees a Payment Successful screen. The user will be able to view/print/save the search response and any requested document(s) as well as the receipt by selecting the appropriate link on this page.

Note: You must have Adobe Reader installed on your PC to view these documents.

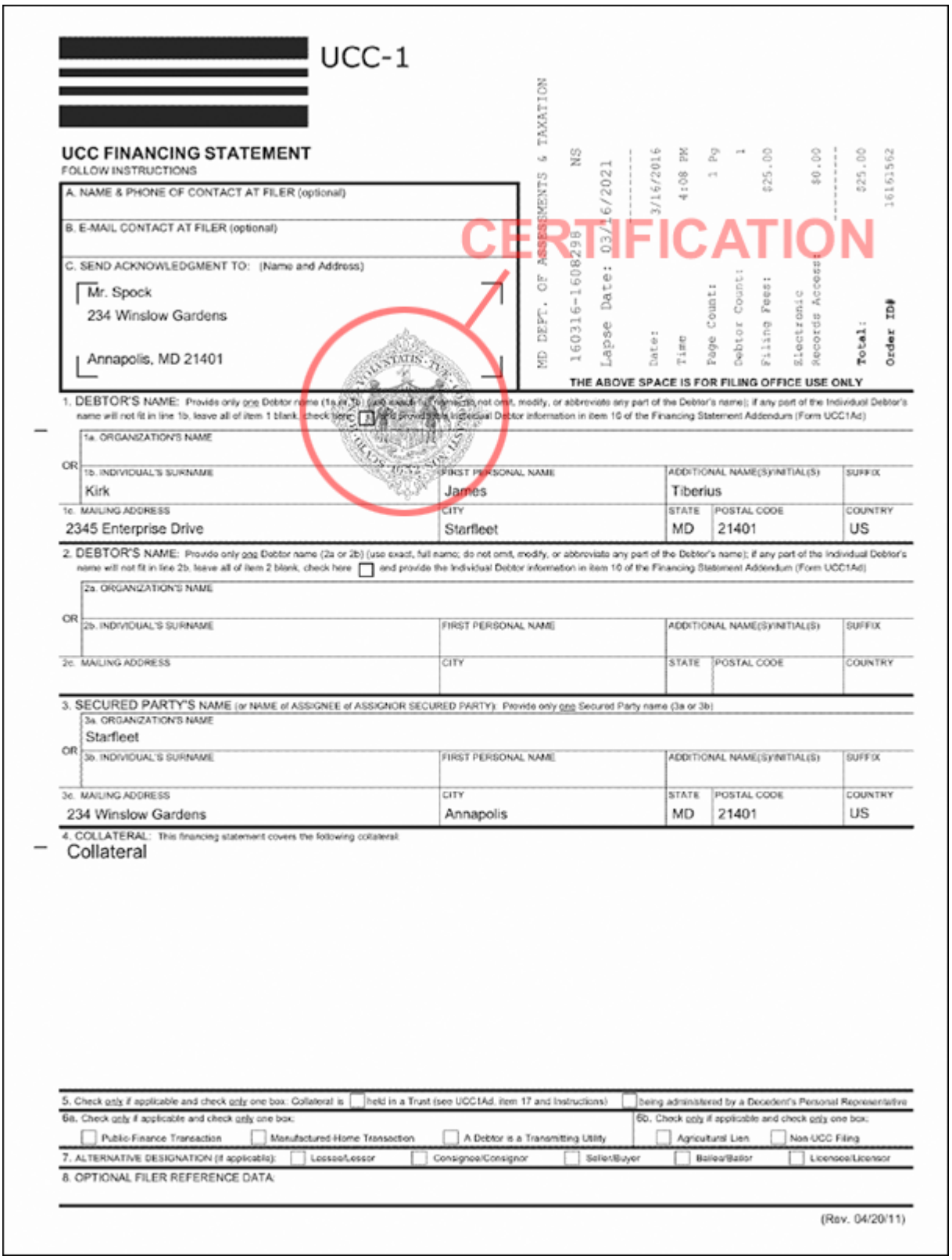
The user will also receive an email confirmation and receipt of the filing. This email will contain the link to the search response and document(s).



Sample Receipt



SAMPLE CERTIFIED DOCUMENT



[redacted]

UCC-1

UCC FINANCING STATEMENT
FOLLOW INSTRUCTIONS

A. NAME & PHONE OF CONTACT AT FILER (optional)

B. E-MAIL CONTACT AT FILER (optional)

C. SEND ACKNOWLEDGMENT TO: (Name and Address)

Mr. Spock
234 Winslow Gardens

Annapolis, MD 21401

MD DEPT. OF ASSESSMENTS & TAXATION
160316-1608298 NS
Lapse Date: 03/16/2021
Date: 3/16/2016
Time 4:08 PM
Page Count: 1 Pg
Debtor Count: 1
Filing Fee: $25.00
Electronic Records Access: $0.00
Total: $25.00
Order ID# 1616562

CERTIFICATION

THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY

1. DEBTOR'S NAME: Provide only one Debtor name (1a or 1b) (use exact, full name; do not omit, modify, or abbreviate any part of the Debtor's name); if any part of the Individual Debtor's name will not fit in line 1b, leave all of item 1 blank, check here ☐ and provide the Individual Debtor information in item 10 of the Financing Statement Addendum (Form UCC1Ad)

1a. ORGANIZATION'S NAME					
OR 1b. INDIVIDUAL'S SURNAME	FIRST PERSONAL NAME	ADDITIONAL NAME(S)/INITIAL(S)	SUFFIX		
Kirk	James	Tiberius			
1c. MAILING ADDRESS	CITY	STATE	POSTAL CODE	COUNTRY	
2345 Enterprise Drive	Starfleet	MD	21401	US	

2. DEBTOR'S NAME: Provide only one Debtor name (2a or 2b) (use exact, full name; do not omit, modify, or abbreviate any part of the Debtor's name); if any part of the Individual Debtor's name will not fit in line 2b, leave all of item 2 blank, check here ☐ and provide the Individual Debtor information in item 10 of the Financing Statement Addendum (Form UCC1Ad)

2a. ORGANIZATION'S NAME				
OR 2b. INDIVIDUAL'S SURNAME	FIRST PERSONAL NAME	ADDITIONAL NAME(S)/INITIAL(S)	SUFFIX	
2c. MAILING ADDRESS	CITY	STATE	POSTAL CODE	COUNTRY

3. SECURED PARTY'S NAME (or NAME of ASSIGNEE of ASSIGNOR SECURED PARTY): Provide only one Secured Party name (3a or 3b)

3a. ORGANIZATION'S NAME				
Starfleet				
OR 3b. INDIVIDUAL'S SURNAME	FIRST PERSONAL NAME	ADDITIONAL NAME(S)/INITIAL(S)	SUFFIX	
3c. MAILING ADDRESS	CITY	STATE	POSTAL CODE	COUNTRY
234 Winslow Gardens	Annapolis	MD	21401	US

4. COLLATERAL: This financing statement covers the following collateral:
Collateral

5. Check only if applicable and check only one box: Collateral is ☐ held in a Trust (see UCC1Ad, item 17 and Instructions) ☐ being administered by a Decedent's Personal Representative

6a. Check only if applicable and check only one box:
☐ Public-Finance Transaction ☐ Manufactured-Home Transaction ☐ A Debtor is a Transmitting Utility

6b. Check only if applicable and check only one box:
☐ Agricultural Lien ☐ Non-UCC Filing

7. ALTERNATIVE DESIGNATION (if applicable): ☐ Lessee/Lessor ☐ Consignee/Consignor ☐ Seller/Buyer ☐ Bailee/Bailor ☐ Licensee/Licensor

8. OPTIONAL FILER REFERENCE DATA:

(Rev. 04/20/11)

SAMPLE SEARCH RESPONSE

Maryland Department of Assessments and Taxation Business Services

Search Response

Dated: 3/17/2016 10:05 AM

Search Criteria Entered:

Filing Number Search
Filing Number1 (UCC1): 160316-1608298
Filing Number2 (UCC3): 160316-1552417
Filing Number3 (UCC3): 160316-1600121
Filing Number4 (UCC3): 160316-1548013
Filing Number5 (UCC3): 160316-1557025
Filing Number6 (UCC1):

SAMPLE

Filing Number	Filing Type	Filing Date	Lapse Date	Electronic Image Available
160316-1608298	UCC-1 Financing Statement	3/16/2016 4:08 PM	3/16/2021	Yes
00000001814 17450	UCC-1 Financing Statement	4/1/2011 10:48 AM	4/1/2021	Yes
160316-1604034	UCC-5 Information Statement	3/16/2016 4:04 PM	N/A	Yes
160316-1600121	UCC-3 Amendment	3/16/2016 4:00 PM	N/A	Yes
160316-1557025	UCC-3 Assignment	3/16/2016 3:57 PM	N/A	Yes
160316-1552417	UCC-3 Continuation	3/16/2016 3:52 PM	N/A	Yes
160316-1548013	UCC-3 Termination	3/16/2016 3:48 PM	N/A	Yes
160304-1413379	UCC-3 Termination	3/4/2016 2:13 PM	N/A	Yes

APPENDIX A – INFORMATION YOU SHOULD KNOW

PDF Files: Acknowledgment copies, search responses and documents will be presented to the user as hyperlinks. The hyperlink will open a PDF file. The user then has the opportunity to print and/or save the file. When saving the file, be sure to include the ".pdf" extension on the file name.

"Back" Button on Browser: We suggest that the user utilize the "Back" button provided within the application rather than the Back button on the web browser.

Entering Data: Data entry is case sensitive. Therefore, the format used in keying information into the application is how the information will be stored.

Collateral Field: If a long collateral description is desired, the user first should type that description in a word processing program (i.e., Word or WordPerfect) or a text editor (i.e., Notepad or Wordpad). That description can then be copied and pasted into the collateral field.

Browser Auto Complete: Many web browsers have a feature called "Auto Complete" which is turned on by default. Auto Complete stores information you have previously entered and will provide you with a drop-down box from which you can select an item. If you wish to have this feature turned off, consult with your IT help desk.

Navigating Through the Screens: All of the screens have a tab order set within them so the user can simply "Tab" through each field. The user can also use the mouse to click into specific fields.

Radio Buttons: The radio buttons displayed in the application are part of the tab order for that screen. To change a selection from one radio button to another, use the arrow keys on the keyboard.

Check Boxes: To place a check mark in a check box on any given screen, the user simply needs to tab into that field and hit the spacebar on the keyboard.

UCC Online Filing Fees:

UCC-1, UCC-3, UCC-5 and In Lieu of Continuation Fees

Pages 1 - 8	$25.00
Pages 9 and beyond	$75.00

Printing Fees (for certified copies only)

Certification Fee (per document)	$6.00
Each Page	$1.00

Technology Fee

A technology fee is assessed for this online service by NICUSA Inc., Maryland's eGovernment Service Provider. This fee is non-refundable.

Certified Search	$2.00 per certified search
Filling	$4.50 per online filing (NOT per page)