

## Instructions for Information Request (Form UCC11) (Texas)

Please type or laser-print this form. Be sure it is completely legible. Read all Instructions. Follow Instructions completely.

Fill in form very carefully; mistakes may have important legal consequences. If you have questions, consult your attorney. Filing office cannot give legal advice. Do not insert anything in the open space in the upper portion of this form; it is reserved for filing office use.

When properly completed, send form parts 1 and 2 (labeled Filing Office Copy (1) and (2)), with required fee, to filing office. Always detach Requestor Copy. Filing office may offer additional information options. Contact filing office or use form specially designed by filing office to obtain additional information options.

- A. To assist filing officers that might wish to communicate with requestor, requestor may provide information in item A, including Client Account#. These items are optional, but filers are encouraged to complete this item to assist filing officers in responding to this request.
- B. Enter name and address of requestor in item B. This item is NOT optional.

1. **Debtor name:** Enter only one Debtor name in item 1, an organization's name (1a) or an individual's name (1b). Enter Debtor's exact full legal name. Don't abbreviate.

1a. **Organization Debtor.** "Organization" means any Debtor other than a natural person. A partnership is an organization; a sole proprietorship is not an organization, even if it does business under a trade name. If Debtor is a partnership, enter exact full legal name of the partnership; you need not enter names of partners as additional Debtors. If Debtor is a registered organization (e.g., corporation, limited partnership, limited liability company), it is advisable to examine Debtor's current filed charter documents to determine Debtor's correct name, organization type, and jurisdiction of organization.

1b. **Individual Debtor.** "Individual" means a natural person; this includes a sole proprietorship, whether or not operating under a trade name. Don't use prefixes (Mr., Mrs., Ms.). Use suffix box only for titles of lineage (Jr., Sr., III) and not for other suffixes or titles (e.g., M.D.). Use married woman's personal name (Mary Smith, not Mrs. John Smith). Enter individual Debtor's family name (surname) in Last Name box, first given name in First Name box, and all additional given names in Middle Name box.

For both organization and individual Debtors: Don't use Debtor's trade name, DBA, AKA, FKA, Division name, etc. in place of or combined with Debtor's legal name (e.g., DO NOT use "Simpson Motor Inc. DBA Cornelia Car City" or "John Smith DBA Smith's Coffee Shop"). Search results in response to such an information request may not reveal effective initial financing statements on file that correctly use the legal name of the Debtor.

2. Check the box under the item 2 heading (in addition to checking one of the boxes for 2a, 2b, or 2c) unless you wish to limit the information request response to those items on file which have not lapsed with respect to all Secured Parties of record. It is strongly recommended that you check this box; if you do not, the search response may be incomplete (it may fail to list all filings against the named Debtor) and you may fail to learn information that might be of value to you.

After checking the box under the item 2 heading, check only one of the boxes for 2a, 2b, or 2c, whichever of these corresponds to the response you wish to receive.

3. Some filing offices offer service options in addition to those offered in item 2. These may be shown on the face of this form or may otherwise be publicized by the particular filing office. **Caution:** if any of these additional service options introduces a search criterion (e.g., limiting search to named Debtor at an address in a specified city and state) that narrows the scope of the search, this may result in an incomplete search (that fails to list all filings against the named Debtor) and you may fail to learn information that might be of value to you.

4. **Delivery Instructions:** Unless otherwise instructed, filing office will mail information to the name and address in item B. If information will be picked up from the filing office, check the "Pick Up" box. Contact filing office concerning availability of fax service or other delivery options. For other than mail, pick up, or FAX, check the "Other" box and specify the other delivery method that you are requesting. If requesting delivery service, provide delivery service's name and requestor's account number to bill for delivery charge. Filing office will not deliver by delivery service unless prepaid waybill or account number for billing is provided.

Secretary of State offers all of the additional information services in item 4. Contact county clerk to determine whether any of the additional services are offered by that office. Provide additional information as indicated for all additional services requested.