**Certificate of Interested Parties Instructions (Form 1295)**

Pursuant HB 1295, the addition of section 2252.908 of the Government Code, all awarded vendors must fill out electronically, with the Texas Ethics Commission's online filing application.

The law states that a governmental entity or state may not enter into certain contract with a business entity unless the business entity submits a disclosure of Interested Parties (Form 1295) to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The Texas Ethics Commission has adopted rules requiring the business to file Form 1295 electronically with the Commission.

The commission has made available on its website a new filing application that must be used to file Form 1295. A business entity must use this application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorization agent of the business entity must sign the printed copy of the form. The completed Form 1295 with the certification of filing must be filed with Anna ISD.

The filing application site can be located at:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

Following is a link to a video, which explains this process and how to fill out the form:

https://www.ethics.state.tx.us/filinginfo/videos/Form1295/CreateCertificate/CreateCertificate.html

Please note the following:

Box 2: Please enter Anna ISD

Box 3: Please use MISD's solicitation (bid) number as the identification number being requested and the contract name as description of goods or services.

A new form must be completed for each contract entered into with Anna ISD.

# CERTIFICATE OF INTERESTED PARTIES

**FORM 1295**

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY**

1 **Name of business entity filing form, and the city, state and country of the business entity's place of business.**

Company Name

2 **Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

Anna ISD

3 **Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

| 4 Name of Interested Party | City, State, Country (place of business) | Nature of Interest (check applicable) | |
|---|---|---|---|
| | | Controlling | Intermediary |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

5 Check only if there is NO Interested Party. ☐

6 **UNSWORN DECLARATION**

My name is _____ and my date of birth is _____

My address is _____
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____ 20_____
(month) (year)

_____
Signature of author/authorized agent of contracting business entity
(Declarant)

**ADD ADDITIONAL PAGES AS NECESSARY**

Must file online at www.ethics.state.tx.us/File