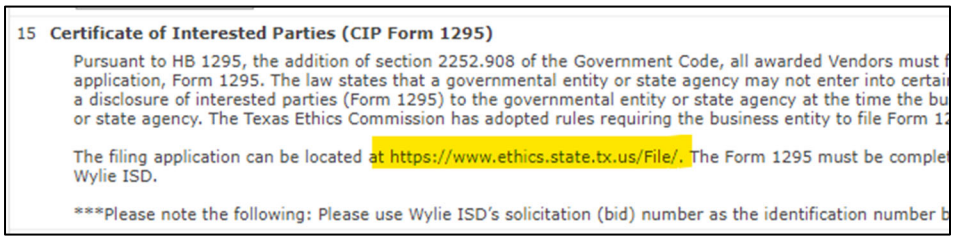
Certificate of Interested Parties (Form 1295) Instructions

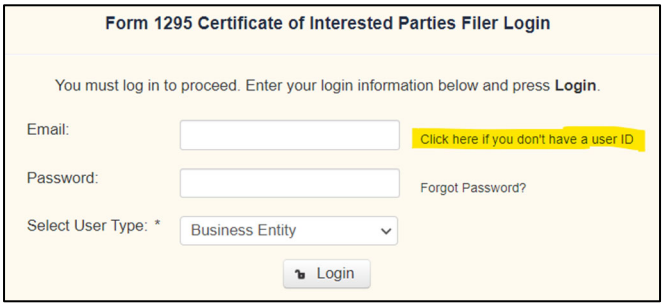
When you get to question #15 on the "Attributes" tab, copy the link https://www.ethics.state.tx.us/File/ to open the Texas Ethics Commission website.



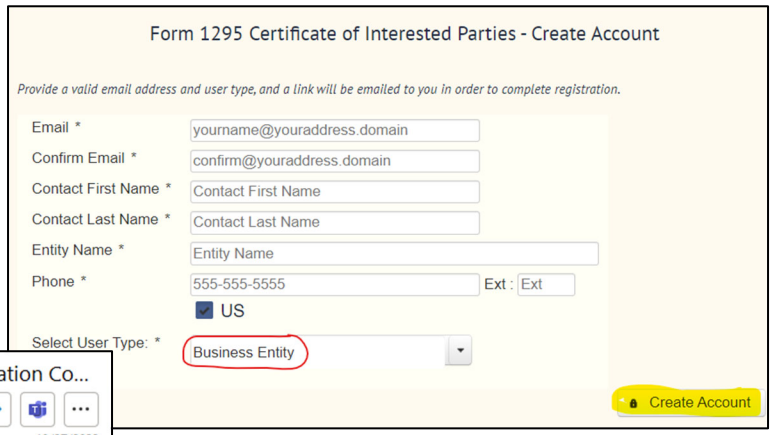


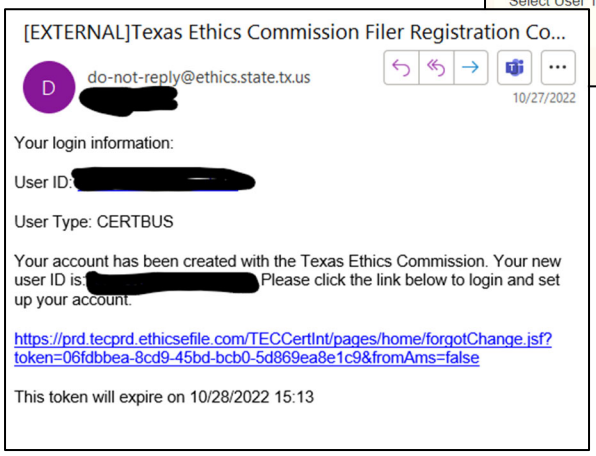
Click on the Form 1295 Filings button.

If this is first time to create a 1295 Form, click the link to create an account.



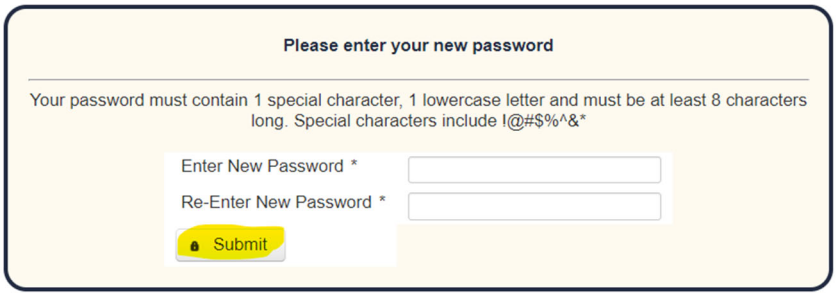
Enter all required information, then select "Business Entity" as the User Type, then click "Create Account."

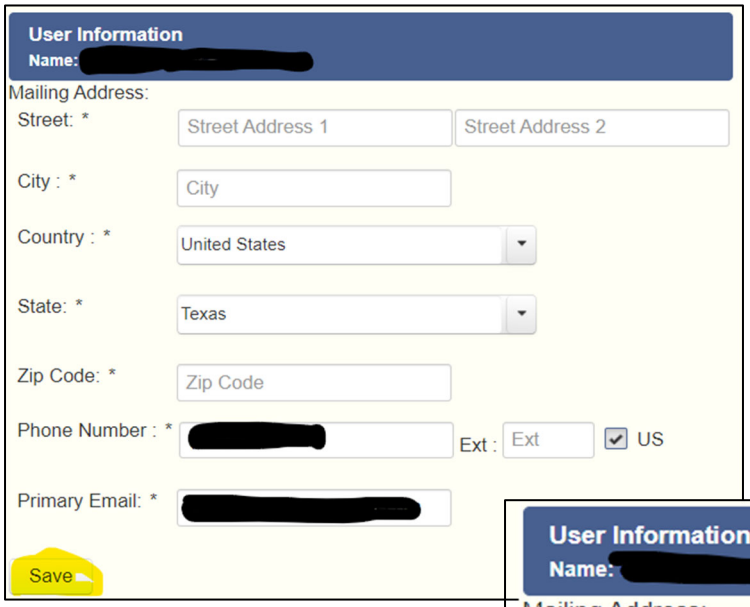




After your account has been created, you will receive an email from the Texas Ethics Commission to confirm your account. Click on the link provided in the email to create the 1295 form.

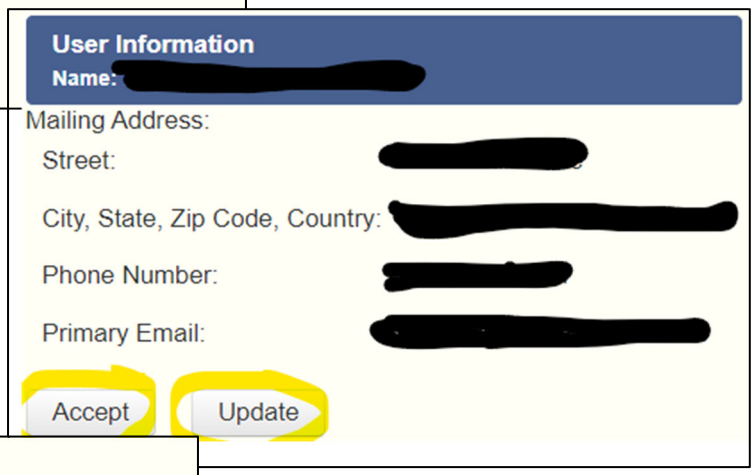
The link provided will open a new window to change your password. Enter a new password, then click Submit.

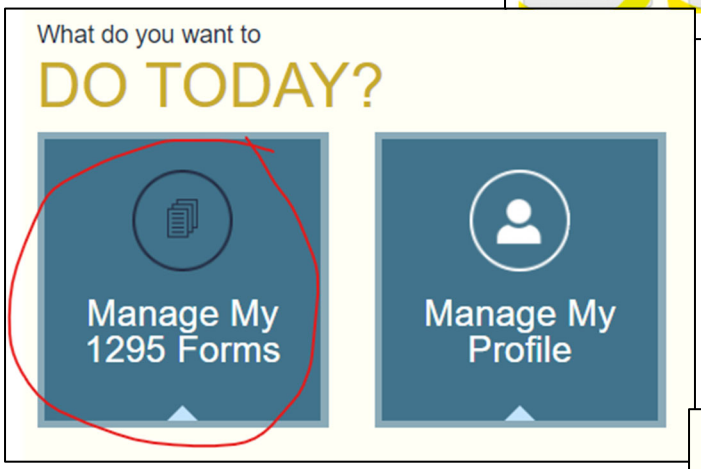




Enter the requested information then click Save.

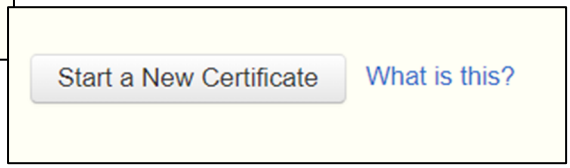
Confirm the information on the next screen and click Accept or Update if needed.





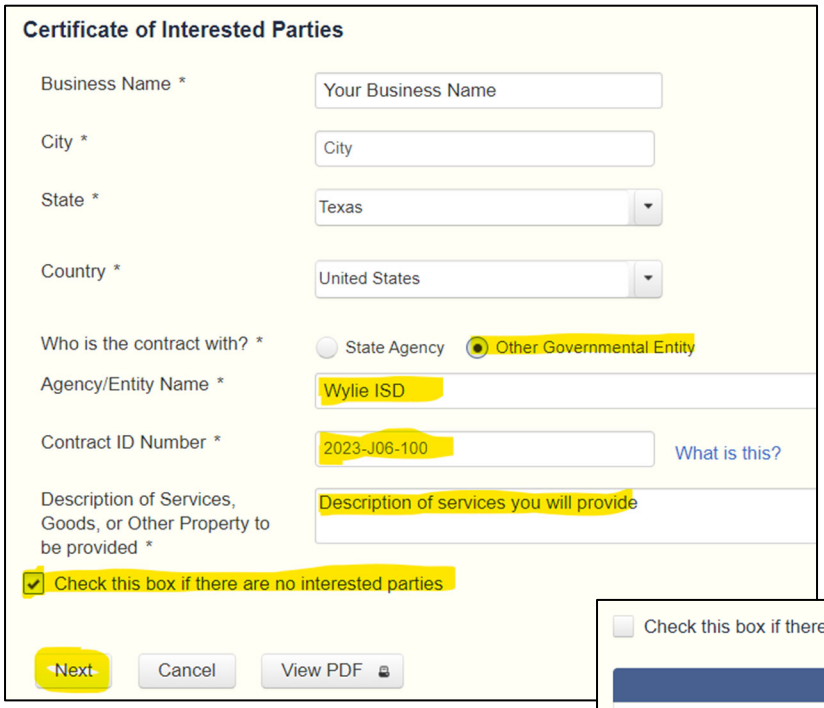
Once all your information has been entered, you will be able to start your 1295 Form. Click “Manage My 1295 Forms”.

On the next screen click “Start a New Certificate”



Certificate of Interested Parties (Form 1295) Instructions

Complete the required information. The contract is with "Other Governmental Entity" and the Entity Name is "Wylie ISD". The Contract number is the bid number . Provide a brief description of your services or goods you provide.



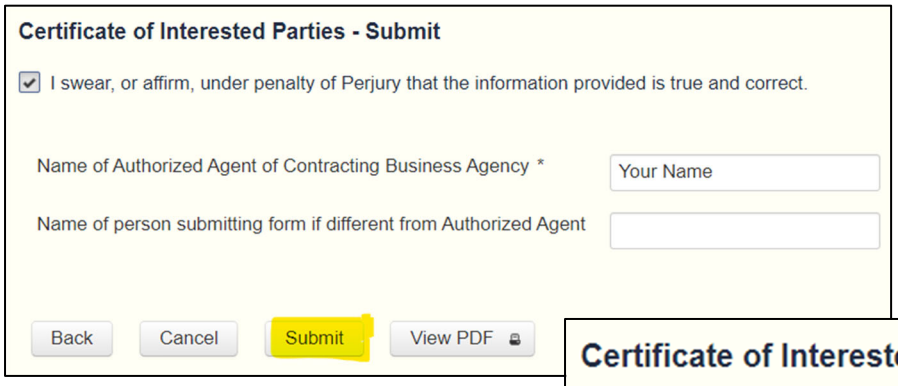
Check the box if there are no interested parties. If you are the only owner of your 'business' and don't share ownership, then you click the box for no interested parties. If you share ownership, you must list all other interested parties.

If no interested parties, click the box then click Next.

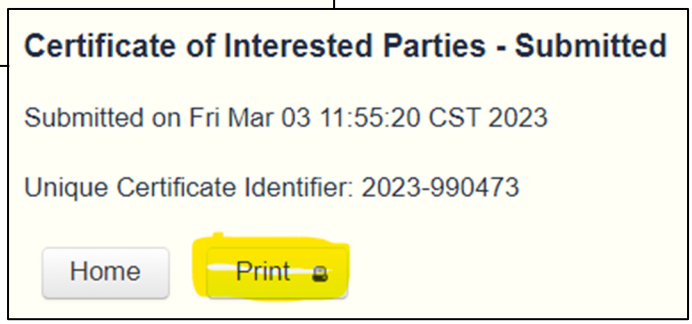
If you have interested parties, complete the necessary information then click Next.



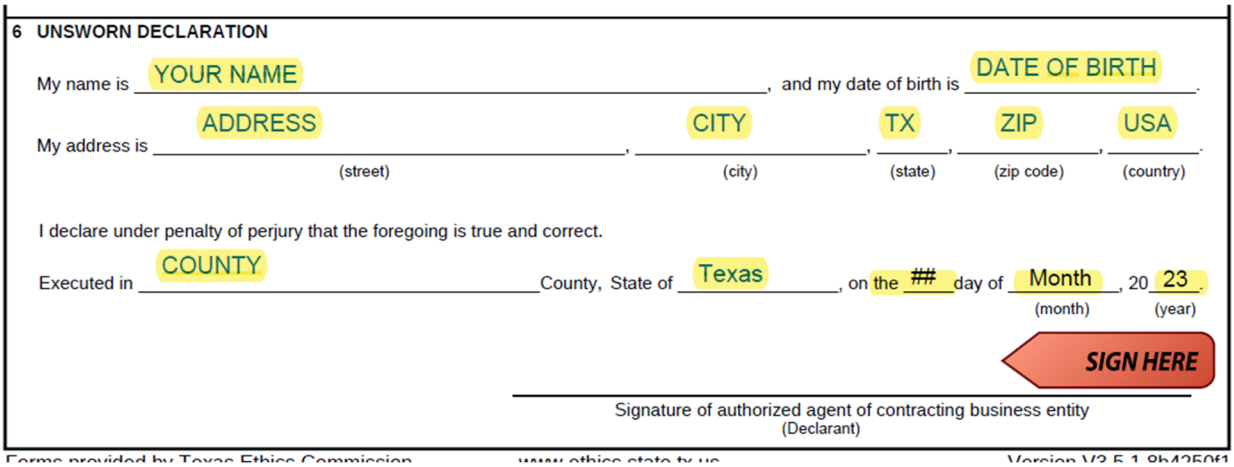
Complete the affirmation and enter your name as the Authorized Agent, then click Submit.



You can then Print your Certificate. By clicking Print, this will save the document to your computer.



You will need to complete the required information and sign it before you can upload it to the Response Attachments tab along with your other documents.



6 UNSWORN DECLARATION

My name is YOUR NAME, and my date of birth is DATE OF BIRTH.

My address is ADDRESS (street), CITY (city), TX (state), ZIP (zip code), USA (country).

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

Executed in COUNTY County, State of Texas, on the ## day of Month (month), 20 23 (year).

SIGN HERE

Signature of authorized agent of contracting business entity
(Declarant)

Forms provided by Texas Ethics Commission www.ethics.state.tx.us Version V3.5.1.8b4250f1