

INFORMATION ON

Certificate of Interested Parties Texas Ethics Commission (Form 1295)

As you may, or may not be aware, the Texas Legislature passed HB 1295 in their last legislative session which added section 2252.908 to the Texas Government Code that now requires that a governmental entity receive a **Certificate of Interested Parties Texas Ethics Commission (Form 1295)** before entering into a contract (new, amended, extended or renewed) that

- 1) requires an action or vote by the governing body at the entity or agency before the contract may be signed, or
- 2) has a value of at least \$1 million

Accordingly, we are needing assistance in complying with the new Form 1295 requirements.

Note: Contract or Work Orders with Matagorda County Drainage District No. 3 requires approval by the District's Board, therefore this form is required in order to approve and execute your contract or work order.

As of January 1, 2016, Vendors are responsible for complying with this law.

Per the direction of the Texas Legislature, the Texas Ethics Commission made available on its website a new filing process that must be used to file Form 1295.

Information regarding how to use the filing process is available on the Texas Ethics Commission website at the following link:

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

A Vendor must:

- 1) use the online application to process the required information on Form 1295
- 2) print a copy of the form which will contain a unique certification number
- 3) an authorized agent of the Vendor must sign the printed copy of the form
- 4) the completed Form 1295 and certification of filing must be filed (scanning and emailing the form is sufficient) with the District before the signed contract or work order is submitted to the District's Board for approval

If you have not already done so, your first step in completing Form 1295 will be to create an account.

For assistance on how to register and how to complete Form 1295, we would highly encourage you to watch the short “Logging In the First Time-Business User” and “How to Create a Certificate” videos that are linked below. In addition, there are several other links on the website posted above that may be helpful to you in understanding and completing Form 1295. A Sample Form 1295 link is included below.

Video | Logging in for the first time:

<https://www.ethics.state.tx.us/filinginfo/videos/Form1295/FirstLogin-Business/Form1295Login-Business.html>

Video | How to Create a Certificate:

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

Answers | Frequently Asked Questions

https://www.ethics.state.tx.us/resources/FAQs/FAQ_Form1295.php

Form | Sample 1295 Form

<https://www.ethics.state.tx.us/data/forms/1295/1295.pdf>