

OVERVIEW: FILING FORM 1295 - CERTIFICATE OF INTERESTED PARTIES

A completed Form 1295, as required by the Texas Ethics Commission (TEC) must be generated and submitted electronically through the TEC's website*:

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

Step 1: Obtain the identification number for your contract

Section 3 of Form 1295 requires you to provide the identification number used by the City to track your contract. This number will be generated by the City. You may obtain the identification number from your City department contact who is handling your contract.

Step 2: Create a user profile on the Texas Ethics Commission's website

Create your user profile on the TEC website. You can find a four-minute instructional video here:

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

Step 3: Log in to your account to electronically file the form (aka "Create a Certificate")

File your Form 1295 on the TEC website (see image below of completed form). You can find a three-minute instructional video here:

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

CERTIFICATE OF INTERESTED PARTIES		FORM 1295		
		1 of 1		
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. CompuADD Austin, TX United States		Date Filed: 12/16/2015 Certificate Num: 2015-1008 Acknowledge Date:		
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed. Workforce Commission, Texas				
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 goods or services to be provided under the contract. 014578 Office Equipment and Computers				
4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Horton, Bill	Austin, TX United States	X	
	Mixon, Gerald	Austin, TX United States		X

OVERVIEW: FILING FORM 1295 - CERTIFICATE OF INTERESTED PARTIES

Step 4: Print the completed form and have it notarized

Print the completed Form 1295, have it signed by an authorized official and have it notarized.

Step 5: Submit Form 1295 to the appropriate City contact

Submit your completed form to your City department contact. Upon receipt of your Form 1295, the City will electronically file an acknowledgment with the TEC that we have received your form.

***Please note that City employees may not give a business entity advice on how to fill out the Form 1295.**