

# FORM 1295

(NOTE: this form is done every year unless it is a 2 yr. bid)

Go to [www.ethics.state.tx.us](http://www.ethics.state.tx.us)

On the left hand side, click on "LOGIN to Electronic Filing Application".

Click on "Form 1295 Filings".

Login

If you do not already have a login, you will click on the link next to the email box and fill out information.

If you do not remember your password, click on "Forgot Password" in order to reset your password. Your filer id is your email address. An email will be sent to you with a token that is used to change your password.

You will create a new certificate.

The information will be as follows:

They will ask what company is filling out the form – it will be your company name

Next, it will ask whom you are doing business with – it will be Texas City ISD

The contract # is the # on the bid

It will ask if there are interested parties, check "no" if there is not any.

An interested party has an intermediary interest in a contract if the person actively participates in facilitating a contract or negotiating the terms of a contract with a governmental entity or state agency, including a broker, intermediary, advisor, attorney, or representative of or agent for the business entity who meets all of the following conditions:

Receives compensation from the business entity for the person's participation;

Communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and

Is not an employee of the business entity or of an entity with a controlling interest in the business entity.

It will ask who is filling out the form and if everything is true and correct, you will put your name there.

Then, submit the form. They will let you know when you can print the form; it is usually just a couple of minutes at most. You know it has been submitted correctly when you see a certificate # at the top right hand corner of the form. PRINT it, fill out the bottom portion of the form, and return with your bid.

\*\*\*The form DOES NOT need to be notarized.