



FORM 1295 – CERTIFICATE OF INTERESTED PARTIES

VENDOR INSTRUCTIONS

Vendor Name: _____ Contract/Agreement #: _____

Description/Contract Name: _____

Email the completed and signed Form 1295 to: _____ no later than: _____

The above referenced contract is being recommended for award to the Williamson County Commissioners Court for approval as a future agenda item. Award cannot be made without the completed filing of Form 1295 Certificate of Interested Parties.

TEC FILING INSTRUCTIONS

Form 1295 can be generated via the Texas Ethics Commission web portal. The website and detailed instructions are located at:

[1295 Filing Info \(state.tx.us\)/](https://www.state.tx.us/1295-filing-info)

COUNTY SUBMITTAL INSTRUCTIONS

Submit your completed and signed Form 1295 by email to the above email address.

FREQUENTLY ASKED QUESTIONS

Texas Ethics Commission
Frequently Asked Questions:

[FAQ 1295 \(state.tx.us\)](https://www.state.tx.us/faq-1295)

House Bill 1295, adopted by the 84th Legislature in 2015, created § 2252.908, Texas Government Code, requiring a business entity entering into certain contracts with a governmental entity or state agency to file with the governmental entity or state agency a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity or state agency, commonly referred to as a “Form 1295.” The Form 1295 requirement applies to all contracts entered into after December 31, 2015, that meet either of the following conditions: (1) the value of the contract is at least \$1 million; or (2) the contract requires an action or vote by the governing body of the governmental entity. Publicly traded companies are excluded from the Form 1295 requirement.

An **interested party** is defined as a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts or who actively participates in facilitating the contract or negotiating the terms of the contract, including a broker, intermediary, adviser, or attorney for the business entity. **See the above FAQ for more information about interested parties.**

Before an applicable contract may be executed, the vendor must first create and file the Form 1295 with the Texas Ethics Commission through the Commission’s website. **See the above TEC Filing Instructions for more information.** The vendor must then supply to the County a signed copy of the Form 1295 at the time the vendor signs and/or submits a signed contract to the County. **See the above County Submittal Instructions for more information.**

A new filing must be completed for each awarded contract (new, amended, extended, or renewed) requiring Commissioners Court approval, including formal solicitations, solicitation exemptions, co-op purchases, and Purchase Orders that must be approved by Commissioners Court.