

# TEXAS ETHICS COMMISSION

*Mailing Address:*

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512-463-5800



*Street Address:*

201 E. 14th St., 10th Floor  
Austin, Texas 78701  
[www.ethics.state.tx.us](http://www.ethics.state.tx.us)

## Agency Officials Required to File a Personal Financial Statement Personal Financial Statement due July 31, 2020

Your 2020 personal financial statement (Form PFS) is due no later than **July 31, 2020**. This report must cover the calendar year ending December 31, 2019. You are receiving this notice because our records indicate you are required to file this report. If you think you received this notice in error, you should contact our office immediately.

A PFS filed with the TEC by an individual appointed to office may be filed electronically using the online filing application (located at [www.ethics.state.tx.us/File](http://www.ethics.state.tx.us/File)) or on a paper Form PFS (located at [www.ethics.state.tx.us/forms/pfs/pfsfrm-TEC.php](http://www.ethics.state.tx.us/forms/pfs/pfsfrm-TEC.php)). A PFS filed on paper **must** be filed in the proper format and **must** be signed and notarized. If you are unable to get your completed paper PFS notarized, you may instead submit an Unsworn Declaration (Form UD) (located at [www.ethics.state.tx.us/data/forms/affd/ud.pdf](http://www.ethics.state.tx.us/data/forms/affd/ud.pdf)) in lieu of a notary with your completed paper Form PFS. **If you file electronically, neither your signature nor a notary is required.**

When you log into the filing application, remember to use the “**Select Filer Type**” pull-down menu to select “**PFS-(PFS)-Personal Financial Statement/State Officer**” at the top of the pull-down list:

**Texas Ethics Commission Filer Login**

You must log in to proceed. Enter your login information below and press **Login**.

Filer ID:  [Contact TEC for a TEC Filer ID](#)

Password:  [Forgot Password?](#)

Select Filer Type:  ▼

- Select Filer Type
- PFS - (PFS) - Personal Financial Statement/State Officer**
- COH - (COH) - Candidate/Officeholder (Non-judicial)
- SPAC - (SPAC) - Specific-Purpose Committee (Non-judicial)
- JCOH - (JCOH) - Judicial Candidate/Officeholder

**If this is your first time filing your PFS report with the TEC filing application:**

- (1) View the instructional videos at [www.ethics.state.tx.us/filinginfo/pfs/](http://www.ethics.state.tx.us/filinginfo/pfs/), and
- (2) Submit Form SECURITY-PFS to establish a primary email address and receive a password setup link.

**You must submit a new Form SECURITY-PFS to file a PFS even if you previously submitted Form SECURITY-CF to file campaign finance reports.** Form SECURITY-PFS can be found on our website at [www.ethics.state.tx.us/data/forms/security/security-pfs.pdf](http://www.ethics.state.tx.us/data/forms/security/security-pfs.pdf). Your completed form may be emailed to [formsecurity@ethics.state.tx.us](mailto:formsecurity@ethics.state.tx.us) or mailed to the Texas Ethics Commission, P.O. Box 12070, Austin, TX

78701-2070. NOTE: The Texas Ethics Commission is closed to the public at this time. Completed Form Security-PFS documents cannot be hand-delivered to the Texas Ethics Commission.

- (3) After you submit your completed Form SECURITY-PFS, watch your email in-box. TEC will send an email to your primary email address with your Filer ID, Filer Type, and a link to set up your password and security questions and answers. *Note:* Your password must contain one special character (special characters include !@#\$%^&\*), and one lowercase letter, and must be at least eight characters long. If you forget your password, you will be required to answer all security questions exactly to reset your password. When setting up your security answers, remember that your entry will not be case-sensitive, but spacing and punctuation matter.

**Filing Deadline:** For a PFS to be timely filed, a PFS filed *electronically* must be filed by midnight, Central Time Zone, on the night of the filing deadline. A PFS filed on paper must be either placed in the U.S. Post Office or in the hands of a common or contract carrier properly addressed with postage and handling charges prepaid before 5:00 p.m. on July 31, 2020. **NOTE: The Texas Ethics Commission is closed to the public at this time. You cannot hand-deliver your paper PFS report to the Texas Ethics Commission.**

**Late Filing Penalties:** Under the laws and rules enforced by the Texas Ethics Commission, the minimum civil penalty for the PFS is \$500, but may increase up to \$10,000 if the report is filed more than 30 days late. Additional criminal penalties may apply. If you fail to file the PFS, our office may file a sworn complaint of the violation with the appropriate prosecuting attorney.

**Extension Requests:** No further extensions to this filing deadline are allowed.

**Holdovers:** An appointed officer who resigns or whose term of office expires AND who ceases to participate in agency functions is not required to file the personal financial statement that is due because of service in that office after the resignation date or term expiration date. Therefore, if your term expired or you resigned before January 1, 2020, **AND** you ceased to participate in the functions of the agency, you may not be required to file future personal financial statements. If this situation applies to you, you must give written notice to the Governor's Office and to the Texas Ethics Commission. Notice to the Texas Ethics Commission can be given by filing Form PFS-PF (Participation Form). This form can be found at [www.ethics.state.tx.us/data/forms/pfs/pfs\\_PF.pdf](http://www.ethics.state.tx.us/data/forms/pfs/pfs_PF.pdf). Your completed Form PFS-PF may be emailed to [affidavits@ethics.state.tx.us](mailto:affidavits@ethics.state.tx.us), mailed to the Texas Ethics Commission, P.O. Box 12070, Austin, TX 78701-2070, or hand-delivered to 201 E. 14th St., Sam Houston Building, 10th Floor, Austin, Texas 78701. Notice must be received before the filing deadline.

**Common Questions:** For a review of frequently asked questions about filing requirements, to watch short videos on how to log into the PFS filing application, and to access the PFS filing application, go to [www.ethics.state.tx.us/filinginfo/pfs/](http://www.ethics.state.tx.us/filinginfo/pfs/) on our website.