

Business Ownership Form

The Business Ownership form is mailed with the awarded contract after the conclusion of Texas Transportation Commission meeting to the address provided during the pre-qualification process. The form is stapled to the back of the award letter and must be returned with the contract documents by the due date specified in the award letter.

The Business Ownership form must be filled out and signed by an authorized signer that was named during the pre-qualification process.

The purpose is to name ownership under Section 231.006 of the Texas Family code which governs the INELIGIBILITY TO RECEIVE PAYMENT ON STATE CONTRACTS. A child support obligor who is more than 30 days delinquent in paying child support and a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25 percent is not eligible to receive payments from state funds under a contract to provide property, materials, or services.

- Section 1 should be filled out if individuals own 25% or more of the business. The owner's name and full social security number must be on the form.
- OR check Section 2, if no individual owns 25% or more of the business.
- OR check Section 3, if the company is a publicly traded business entity, including a wholly owned subsidiary of the business entity.

Image 1 – Business Ownership form showing Sections 1, 2, and 3, along with the required signature and date fields

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BUSINESS OWNERSHIP

Section 231.006, Family Code, requires the Department to collect the names and social security numbers of individuals owning 25% or more of the business entity awarded this contract.

1. In the spaces below please provide the names and social security numbers of individuals owning 25% or more of the business.

NAME

SOCIAL SECURITY NUMBER

_____	_____
_____	_____
_____	_____
_____	_____

2. Please check the box below if no individual owns 25% or more of the business.

☐ No individual owns 25% or more of the business.

Except as provided by Section 231.302(d), Family Code, a social security number is confidential and may be disclosed only for the purpose of responding to a request for information from an agency operating under the provisions of Parts A and D to Title IV of the federal Social Security Act (42 USC Section 601-617 and 651-699).

Under section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is eligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.

The information must be provided and returned with the executed contract documents. Failure to furnish this information will result in the contract being declared in default and forfeiture of the proposal guaranty.

The Texas Department of Transportation maintains the information collected through this form. With few exceptions, you are entitled on request to be informed about the information that we collect about you. Under sections 552.021 and 552.023 of the Texas Government Code, you also are entitled to receive and review the information. Under section 559.004 of the Government Code, you are also entitled to have us correct information about you that is incorrect.

3. Please check the box below if the business entity named in this contract is a publicly traded business entity, including a wholly owned subsidiary of the business entity.

☐ A publicly traded business entity, including a wholly owned subsidiary of the business entity.

Signature

Date

Printed Name

IF THIS PROJECT IS A JOINT VENTURE, ALL PARTIES TO THE JOINT VENTURE MUST PROVIDE A COMPLETED FORM.

Section 1

Names an individual or entity that owns 25% or more of the business. If the contractor fills out section 1, the individual's full name and SSN are required.

The name must be first and last and a full Social Security number that is legible.

Image 2 – Section 1 requires full name and Social Security number of individuals owning 25% or more of the business.

1. In the spaces below please provide the names and social security numbers of individuals owning 25% or more of the business.

NAME	SOCIAL SECURITY NUMBER
First and last name	Full Social Security Number

Section 2

If no individuals own 25% or more of the business, then section 2 should be marked with an X or check mark.

Image 3 – Section 2 requires a check or an X if no individual owns 25% or more of the business.

2. Please check the box below if no individual owns 25% or more of the business.

{ } No individual owns 25% or more of the business.

Section 3

If the business entity is publicly traded or a wholly owned subsidiary, then section 3 should be marked with an X or check mark.

Publicly traded business entity is a corporation that has sold all or a portion of its ownership shares to the general public and a wholly owned subsidiary is a company whose entire voting stock (100%) is owned and controlled by another entity, known as the parent or holding company.

ESOP – Employee Stock Ownership Plan, this is when the employees own the company stock, if the ESOP owns 100% then the business entity is required to name any employee who owns over 25% of the stock.

Image 4 – Section 3 requires a check or an X if the company is a publicly traded business or wholly owned subsidiary.

3. Please check the box below if the business entity named in this contract is a publicly traded business entity, including a wholly owned subsidiary of the business entity.

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A publicly traded business entity, including a wholly owned subsidiary of the business entity.

The Business Ownership form must be signed by an authorized signer and date after the award date and before the due date. The printed name must match exactly as given during the prequalification process.

*If the project is a joint bid, then a Business Ownership form for each contractor will be sent with the contract documents for each contractor to complete.

Image 5 – Signature section with the signature, printed name a date.

Signature	Date
Printed Name	

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If form was lost contact CST_Contracts@txdot.gov to request a new form to be emailed to the email address on file.