

Deadline & Extension for Personal Financial Statement

Deadline: April 30, 2025, is the deadline for state officers and state party chairs to file a personal financial statement (PFS) with the Texas Ethics Commission (TEC). The PFS covers the period of January 1, 2024, through December 31, 2024.

Extension: An extension for filing the PFS due April 30 will be granted if the extension request is received before midnight Central Time Zone on the night of April 30, 2025. Once your extension has been granted, your new filing deadline is June 30, 2025.

To request an extension, follow these steps:

1. Log in to the PFS filing application with your Filer ID and password and select the “**PFS – Personal Financial Statement**” Filer Type.
2. Verify that your profile information is correct. If you need to update the information, click “Update” and make any necessary changes. Otherwise, click “Accept.”
3. Select the “Manage My Reports” button, then select “Apply for Extension.”
4. You will see a message on your screen that your request has been granted. You will also receive an email at your primary email address on file stating that your extension request has been granted.

State officers who file on paper may request the 60-day extension by emailing the request to support@ethics.state.tx.us or by calling 512-463-5800 prior to 5:00 PM Central Time on April 30.

Who Must File:

- State officers who served any portion of calendar year 2024.
- State officers who serve at any point between January 1 and April 30 in 2025.

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 a financial statement that is due because of holdover status after the effective date of the resignation. For example, if an appointed officer of a state agency resigns from office on December 31, 2024, and ceases participation in agency functions at that time, the appointed officer is required to file a PFS by April 30, 2025, covering the officer’s time in office (calendar year 2024). However, the appointed officer would not be required to file a PFS in 2026. A holdover who ceases participation in agency functions 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). Email your completed Form PFS-PF to affidavits@ethics.state.tx.us. If this applies to you and you have questions, please contact the TEC.

Local Officeholders: Certain local officeholders may be required to file a personal financial statement with their local filing authority. See Local Government Code Chapter 159.

Electronic Filing Requirement: A PFS filed with the TEC by an elected state officeholder, a candidate for an elected state office, or a state political party chair must be filed electronically - there are no exceptions to this requirement. A PFS filed with the TEC by an individual appointed to office may be filed electronically using the online filing application or on a paper Form PFS.

Further Information: For additional information, please refer to the Personal Financial Statement Form Instruction Guide.