



## How to Update Contact Information

The EEO-1 Component 1 Filer Support Team will use the company's point of contact(s) email address(es) as the primary method of communication. The EEO-1 Component 1 Filer Support Team recommends providing at least two points of contact. Please contact us to provide the most up-to-date contact information via the ['Contact Us'](#) form at [EEOCdata.org](http://EEOCdata.org).

### To Submit Updated Contact Information:

1. Use the ['Contact Us'](#) form on [EEOCdata.org](http://EEOCdata.org) to submit a request.
2. Include the following information with the request:
  - a. Company Name
  - b. EIN
  - c. Company ID
  - d. New Contact Name
  - e. New Contact Email
  - f. New Contact Phone Number
  - g. Whether this replaces or adds to existing contacts
  - h. New Headquarters Updated Mailing Address (if headquarters address has changed)
3. A 'Change of Contact' letter on company letterhead in electronic PDF format, signed by an authorized company representative, will be required if the request is made by someone who is not currently listed as a point of contact with the EEOC.

### If a company has multiple locations or establishments, which address should the company use for the contact information?

Please use the address for the company's headquarters. If the appropriate contact person is not located at the company's headquarters location, the filer can contact the EEO-1 Component 1 Filer Support Team to obtain information sent via U.S. mail. In addition, notices and updates will be sent via email.

### Can a company include more than one point of contact to receive all communications?

Yes. A company can include more than one person as the point of contact. Please include them by adding additional contacts. Two points of contact are encouraged.



**For more information on other EEO-1 Component 1 topics, please see:**

**Transitioning from a Professional Employer Organization (PEO).**

- [Fact Sheet on Transitioning From a PEO.](#)

**Company has undergone a merger, acquisition, or spinoff.**

- [Fact Sheet on Mergers, Acquisitions, and Spinoffs.](#)

Click here to view a list of ['All Fact Sheets'](#).