



## Transitioning From Filings by a Professional Employer Organization (PEO)

### **Preparation and Filing of Your Company's 2019/2020 EEO-1 Component 1 Report by a Professional Employer Organization (PEO)**

If a Professional Employer Organization (PEO) is choosing to prepare and file 2019/2020 EEO-1 Component 1 reports for your company, please ensure a report is filed for your company. It is the responsibility of your company to ensure a report is filed on your behalf. If a PEO is choosing to prepare and file your report, please contact the PEO to ensure it has your necessary information to file.

### **Instructions if a PEO is Choosing NOT to Prepare and File Your Company's 2019/2020 EEO-1 Component 1 report(s) or Your Company Is No Longer a Client of a PEO**

If a PEO is choosing NOT to prepare and file your 2019/2020 EEO-1 Component 1 report(s) or your company is no longer a client of a PEO, please ensure that you register your company in the Online Filing System to submit your required reports.

If your company is a first time filer (i.e., neither the company nor a PEO has ever filed a report for the company), please visit [EEOCdata.org/eeo1](https://EEOCdata.org/eeo1), navigate to the registration page, and follow the online instructions for companies filing for the first time. After submitting the registration form, a filer will receive a Company ID and Passcode. This will be used to create accounts for your company.

If a PEO filed your company's most recent EEO-1 Component 1 report but will not be filing your 2019 and/or 2020 EEO-1 Component 1 report(s), please follow the instructions below. The Filer Support Team will need to spin-off your company from the PEO prior to your company filing.



### How to Transition from a PEO Filing to a Company Filing on Its Own

1. [Contact the EEO-1 Component 1 Filer Support Team](#) to provide notification of the change in status.
2. Be prepared to provide the following information:
  - a. The name of the PEO.
  - b. The last filing year that the PEO filed an EEO-1 Component 1 report on behalf of your company.
  - c. Which of your establishments, if applicable, will serve as the new company headquarters.
  - d. Your company's name, headquarters address, EIN, and point of contact information (name, phone number and email).
  - e. The company names, addresses, and EINs for all other establishments.
3. The Filer Support Team will update your company's status in the EEO-1 Component 1 Online Filing System as a spinoff from your PEO. Your former unit number will become the Company ID. If the new headquarters establishment has not been filed for in the past, the new headquarters will be registered, and a new Company ID will be issued. The Company ID and passcode will be used to set up your new account.

**If my company is a current client of a PEO but the PEO is not preparing and filing my 2019 and/or 2020 EEO-1 Component 1 report(s), how do I obtain prior year reports filed by the PEO on my company's behalf?**

Your company should contact your current PEO to obtain those reports.

**If my company is a former client of a PEO, how do I obtain prior year EEO-1 Component 1 reports filed by the PEO on my company's behalf?**

Your company should contact your current PEO to obtain those reports.



### How to Transition to a Different PEO

1. [Contact the EEO-1 Component 1 Filer Support Team](#) to provide notification of the change in status.
2. Be prepared to provide the following information:
  - a. Your company's name, headquarters address, EIN, and point of contact information.
  - b. All company establishments (unit numbers if available).
  - c. The name, headquarters address, EIN and point of contact information of the former PEO (company ID if available).
  - d. The last filing year that the PEO filed an EEO-1 Component 1 report on behalf of your company. The name, headquarters address, EIN and point of contact for the new PEO (company ID if available).
3. The Filer Support Team will update your company's status in the EEO-1 Component 1 Online Filing System to reflect your new PEO.

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

**How do I log into the EEO-1 Component 1 Online Filing System?**

- [Fact Sheet on Accessing the EEO-1 Online Filing System.](#)

**How do we file on our own now that the PEO is not filing on our behalf?**

- [Fact Sheet on Introduction to EEO-1 Component 1 Filing.](#)
- [Fact Sheet on How to Get Ready to File.](#)

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