



Transitioning From a Professional Employer Organization (PEO)

PEOs provide HR services for clients (i.e., companies) which can include filing a company's EEO-1 Component 1 report(s). When a company discontinues its relationship with a PEO, the company is required to file its own EEO-1 Component 1 report with the EEOC.

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 date on which the PEO contract terminated.
 - 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 former 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.

Can a company receive a copy of the EEO-1 Component 1 reports submitted by its former PEO to the EEOC?

No. The PEO is considered the employer of record by the EEOC. As such, the EEOC may only provide the establishment reports and client data submitted by the PEO to the PEO's EEO-1 Component 1 company contact. A company should contact its former PEO to request copies of prior year EEO-1 Component 1 reports that were submitted to the EEOC on their behalf by the PEO.



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 date on which the PEO contract terminated.
 - e. The name, headquarters address, EIN and point of contact for the new PEO (company ID if available).
 - f. The effective date of the new PEO contract.
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'](#).