

UPDATED PROTOCOL FOR COMPANIES WITH AN ACQUISITION, SPINOFF, OR MERGER

Updated: August 3, 2021

Due to the high volume of reported company changes, it has taken longer than expected to complete your company's change(s). To prevent further delay, the EEO-1 Component 1 Online Filing System protocol has been modified to allow a company to bypass the Filer Support Team Help Desk to directly report any acquisitions, spinoffs or mergers (ASMs) within the Online Filing System and then proceed with its filing. Please proceed with reporting any ASMs according to the guidance indicated below.

1. **Acquisition:** One company acquires or takes ownership of another company for which the acquiring company is now required to include in their filing.
 - The acquiring company should proceed with filing and add the new company as a new establishment.
 - Check the appropriate box to indicate that the new establishment is due to an acquisition.
 - Include the prior EIN, Company ID, and/or Unit Number if available.
 - Add a brief summary in the comments box prior to certification.

2. **Merger:** Two or more companies merge to create a new company that is required to file as a new company.
 - The newly formed company registers to file as a new company.
 - On the registration, check the appropriate box to indicate the new company is due to a merger.
 - Include the prior EIN, Company ID, and/or Unit Number if available.
 - Add a brief summary of the merger in the comments box prior to certification.

3. **Spinoff:** One or more establishments of another company divest forming a new company that is required to file on their own.
 - The newly formed company registers to file as a new company.
 - On the registration, check the appropriate box to indicate the new company is due to a spinoff from another company.
 - Specify the new headquarter location.
 - Include the prior EIN and/or Unit Number if available.
 - Add a brief summary of the spinoff in the comments box prior to certification.

4. For companies that delete establishments due to an ASM:
 - Select the appropriate option (i.e. acquisition or merger, or spinoff) if asked to indicate the primary reason for deleting establishments. The system will allow filers to proceed.

Thank you for patience as we work to respond to the high volume of ASMs for the 2019 and 2020 EEO-1 Component 1 Data Collection.

To access the online filing system, go to <https://eeocdata.org/eeo1>. If you already have a user name and password, select the option to “Continue”. If not, select the option to “Get Started”.

For more information and EEO-1 assistance, visit <https://EEOCdata.org> or email us at Filersupport@eeocdata.org.