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EEO-1 Reporting Requirements Reference Guide

The Employer Information Report EEO-1, otherwise known as the EEO-1 Report, is a federally mandated survey that collects workforce data categorized by race, ethnicity, sex, and job category. Under Title VII of the Civil Rights Act (Title VII), employers with 100 or more employees and certain federal contractors must report this data to the Equal Employment Opportunity Commission (EEOC) by **March 31** every year. However, **on May 8, the EEOC announced that the 2019 EEO-1 Survey will not open until early in 2021**. A sample copy of the EEO-1 form and instructions are available [here](#).

This Compliance Overview provides general information about EEO-1 reporting requirements.

Links and Resources

- EEO-1 [Online Filing System](#)
- EEO-1 Reporting [Instructions](#)
- EEO-1 Survey User's [Guide](#)
- First Time Filer [Registration](#)
- EEO Job Classification [Guide](#)
- EEO-1 General [Information](#)

Employers subject to EEO-1 reporting requirements

With limited exceptions, the following companies are required to file the EEO-1 report annually:

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- A **private employer** that has **100 or more employees** (with limited exceptions for schools and other organizations);
- A private employer with between 15 and 99 employees, if it is part of a group of employers that legally constitutes a single enterprise, which employs a total of 100 or more employees; and
- A **federal contractor** that has **50 or more employees**, is either a prime contractor or first-tier subcontractor, and has a contract, subcontract, or purchase order amounting to **\$50,000** or more.

Although the EEOC sends notification letters to employers it knows to be subject to the EEO-1 requirements, all employers are responsible for obtaining and submitting the necessary information prior to the appropriate deadline. An employer that fails or refuses to file an EEO-1 Report as required may be compelled to do so by a federal district court. Federal contractors also risk losing their government contracts for failure to comply.

If the preparation or filing of an EEO-1 Report would create undue hardship, an employer may send a written request for an exemption or for special reporting procedures to the EEOC. Employers may also obtain a one-time, 30-day extension of the EEO-1 filing deadline by [emailing](#) a request to the EEOC. **However, the EEOC does not grant any exemptions or extensions requested after the deadline.**

Frequently Asked Questions

What is a company's EEO-1 identification number?

The number printed on the "Company Name and Address" sheet or the EEO-1 form as CO=XXXXXXX is the unique identification number assigned to your company. The number indicated in a company's database located in the EEO-1 Online Filing System or printed on an EEO-1 form as U=XXXXXXX is the unique identification number or "Unit Number" for a company establishment. The Unit Number never changes for an establishment. Company Number and Unit Number are used together to identify an establishment within a company.

My company merged with another entity. How should I complete the EEO-1 report?

Please send an email to e1.acquisitionsmergers@eeoc.gov.

Does the EEO-1 report require data about job applicants?

No. The EEO-1 report only requires data by race or ethnicity, gender, and job categories of employees.

May I use employment data from any payroll period during the current survey year?

No. Employment data must be used from one (1) payroll period during the fourth quarter (October, November, or December).

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Is EEO-1 data confidential?

Yes. The EEOC is required by law to keep individual employer EEO-1 reports strictly confidential.

What do the EEOC and OFCCP do with the EEO-1 survey data?

Both the EEOC and Office of Federal Contract Compliance Programs (OFCCP) have used the EEO-1 since 1966. The EEOC uses the data to support civil rights enforcement. The EEOC also uses the data to analyze employment patterns, such as the representation of female and minority workers within companies, industries, or regions.

OFCCP uses EEO-1 data to determine which employer facilities to select for compliance evaluations. OFCCP's system uses statistical assessment of EEO-1 data to select facilities where the likelihood of systematic discrimination is the greatest.

How do employers file EEO-1 reports?

We strongly recommend that EEO-1 reports be submitted through the EEO-1 Online Filing System or as an electronically transmitted data file. Paper EEO-1 forms will be generated on request only, and only in extreme cases where internet access is not available to the employer. General information about the EEO-1 can be found at the EEOC website at: <https://www.eeoc.gov/employers/eo-1-survey>

Can HR Knowledge help us file our EEO-1 reports?

Absolutely. [Contact us](#) for more information.