

ESAC Accreditation Compliance

Requirements and Reporting

Accredited PEOs provide ongoing reporting on financial and operational information to ESAC to meet accreditation requirements and to take advantage of ESAC's client assurance program and eMac, eFile and eCal state compliance services.

Annual & Quarterly Reporting Information Requirements

- Confirmation of general company information (parent/subsidiary/affiliate companies, responsible persons, branch offices, etc.)
- Transmittal of audited financials for all PEO Group entities
- Financial reserve calculation for any loss sensitive or self-insured insurance plan
- Transmittal of internal quarterly financials for all PEO Group entities
- Quarterly CPA verification of payment of taxes and employee benefits
- Submission of quarterly IRS Form 941s and annual IRS Form 940s for all PEO Group entities
- Submission of fidelity, E&O and umbrella liability insurance certificates
- State licensing/registration/certification information
- Employee benefit plan information
- Workers' compensation information and certificates
- Parent and Cross Guaranty forms (if applicable)
- Sales and client service materials updates
- Attestation of management of ongoing compliance with key standards



Monthly Reporting Requirements

- Client additions and terminations are updated via ESAC's secure website at least once every 30 days to comply with surety carrier requirements and state registration and licensing requirements via eMac

Ongoing Reporting Requirements

- Self-report to ESAC within 10 business days of any failure to comply with any ESAC ethical, financial or operational standard
- Notification to ESAC and any affected clients of any transaction in which the accredited PEO becomes an affiliate with a non-accredited PEO

Bonded
ESAC
Accredited

Reliability starts here

Contact Employer Services Assurance Corporation at 501.219.2045 | www.ESAC.org

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