

Notification of Social Security Number Collection and Usage

Social security numbers collected and held by the College are disclosed only per FL Statute 119.071(5) (a) 6. In compliance with FL Statute 119.071(5) (a) 2 this document serves to notify you of the purpose for the collection and usage of your Social Security number.

Your social security number is used only for legitimate business purposes in performance of College duties and responsibilities. The purpose and the applicable forms are listed below and are in compliance with the stated Federal or State law(s) and or Board Rules and Administrative Procedure Manual documents:

- **Federal I-9 Form.** The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603(8 USC 1324a. This is needed if the social security card is used as an identifying document from list C.
- **Federal W4, W2, 1099** (Internal Revenue Service) Internal Revenue Code requires information provided under sections 3402(f) (2) (A) and 6109. Also Section 6051 regulations which requires employers to furnish wage and tax statements to employees and to the Social Security Administration.
- **Federal Social Security Taxes (FICA):** Governed under Title 26 of the United States Code.
- **Unemployment Reports** (FL Dept of Revenue). Unemployment is governed by Florida Statute 443
- **Florida Retirement Contribution Reports** (FL Dept of Revenue). The Florida Retirement System is governed by Florida Statutes, Chapter 121
- **Workers Comp Claims and Department of Labor Requirements.** Governed by Florida Statute 440
- **403b and 457b Contribution Reports:** Social security numbers are collected to properly identify and set up accounts with vendors you select to identify and set up tax retirement savings plans. This is a business necessity to set up the account(s). 403b is governed by US Tax Code 501(c) (3). 457b is governed by Internal Revenue Code 457b.
- **Group Health, Life and Dental Coverage:** Enrollment and various supplemental insurance deduction forms. Social security numbers are used to set up medical benefits and other health related coverage with our medical provider. This is a business necessity to set up benefits for employees and family members if selected to insure with our medical provider. Board Rule 6Hx7-3.45, Insurance Programs and APM 03-0905, Health, Dental and Vision Insurance govern the requirement for the College to provide this insurance.
- **Background and Drug Screening;** Social security numbers are necessary to properly identify persons for background screening by the Florida Department of Law Enforcement and FBI. Drug Screening Labs collect specimens for screening and use social security numbers to properly identify persons being tested and tracking chain of custody control. Drug screening is authorized under Board rule 6Hx7-2.22, Drug Free College Environment and APM 02-1800, Drug Free Work Environment and 41 U.S.C. 701. Both are functions approved by the Board of Trustees.
- **Tax Reporting.** The Internal Revenue Code requires the information provided under sections 3402(f) (2) (A) and 6109 and their regulations. Also Section 6051 and its regulations to furnish wage and tax statements to employees and to the Social Security Administration.

Payroll administration requires social security numbers for initial identification of the employee for pay accounting. Board rule 6Hx7-3.1, Authority to Hire and APM 03-0304, Selection of Full-time Administrative/Professional Personnel, APM 3-0305, Selection of fulltime and regular part-time career personnel govern the requirement for business purposes.

To protect your identity Florida State College at Jacksonville secures your social security number from unauthorized access, does not release your social security number to unauthorized parties, and assigns you a unique employee identification number. This unique identification number is used for all associated employment and educational purposes at Florida State College at Jacksonville.

As a condition of employment at Florida State College at Jacksonville per Board Rule 6Hx7-3.1, Authority to Hire and APM 03-304, Selection of Full-time Administrative/Professional Personnel, and 03-0305, Selection of fulltime and regular part-time career personnel.

I understand the above information and have been given a copy of this document.

Employee- Print, Last name, First, MI

Signature

Date