

Employee Notification of Social Security Number Collection and Usage

In compliance with Florida Statutes, Section 119.071(5)(a), as amended by 2009 House Bill 7051 this document serves to notify you of the purposes for the collection and usage of your Social Security number (SSN) by State College of Florida, Manatee-Sarasota.

Social security numbers collected from employees 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. In an effort to protect your identity, SCF will secure your SSN from unauthorized access, and will never release your SSN to unauthorized parties. SCF will assign you a unique employee identification number. This unique ID number is used for most associated employment purposes at SCF. The purpose and the applicable forms are listed below and are in compliance with the stated Federal or State law(s):

- **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 identified 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.
- **Background Screening;** Social security numbers are necessary to properly identify persons for background screening by the Florida Department of Law Enforcement and FBI. **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.
- **State and/or Internal Audit:** For audit testing purposes.

Human Resources and Payroll administration requires SSNs to be used as a unique numeric identifier and may be used for search purposes.

Providing your SSN is a condition of employment at SCF.