

## Notification of Social Security Number Collection and Usage

In compliance with FL Statute 119.071(5), this document serves to notify you of the purpose for the collection and usage of your Social Security Number (SSN). Northwest Florida State College (NWFS) collects and uses your SSN only for the following purposes in performance of the College's duties and responsibilities. To protect your identity, NWFS secures your SSN from unauthorized access, strictly prohibits the release of your SSN to unauthorized parties contrary to state and federal law, and assigns you a unique student or employee identification number. This unique ID number is used for all associated educational and employment purposes at NWFS.

### State and Federal Statutes and Regulations that Mandate the Use of Social Security Numbers

Purpose	Required Use of SSN's	Mandatory	Statute
<b>STUDENTS</b>			
Admission/Application	Requires SSN for tracking students and authorizes collection under IRS Code	Student may refuse, but may be subject to \$50 penalty under IRC Sect.25A. (Hope/Lifetime Learning tax credit) Pursuant to 1008.386 F.S. College may not require SSN as a condition of admission or of graduation	1008.386 , F.S. (College may not require SSN as a condition of admission or graduation) SBE Rule 6A-1.0955(3)(e) (authorizes college to maintain information including SSN on adult students) IRC Section 25A (Hope/Lifetime learning credit tax reporting) 119.071(5)(a), FS. Collection and disclosure
Athletes	Issuance of Letters of Intent (LOI's) and Financial Aid Participation Report (FAPR's)	FCCAA State Commissioners/ NCJAA Region VIII Directors and NJCAA National Office requirement	
Collegiate High School	<ul style="list-style-type: none"> <li>• Federal Impact Card</li> <li>• SSN Verification Form</li> <li>• Free/Reduced Lunch Forms</li> </ul>	Requires Parent's SSN Required by Okaloosa County School District Required	
College Reach-Out program (CROP) Agency for Workforce Programs Federal Work Study	Administrative use and FDOE and DOE; SSNs may also be used for verifying eligibility for programs and establishing residency requirements.	Mandatory for eligibility and administrative use	119.071(5)(a), FS. FWS 34CFR 668.36
Dental	Application to take Dental Assisting National Boards	Required by DANB	
Dual Enrollment	Report grades to school district	Required by school districts	
Financial Aid	Requires institution to verify student's SSN, collection of information, including parents of dependents seeking aid. Requires student to submit SSN to obtain grant, loan or work assistance. Requires institutions to verify SSN in national database and reporting. Required to complete FAFSA. Required for Bright Futures and other scholarships for eligibility purposes.	Mandatory to be eligible for assistance. In addition to its use by USDOE as a student identifier, the SSN is required in order for the Department of Homeland Security to investigate citizenship status, for the Federal Work Study Program, and is required on all loan applications for use by the lender/servicer/guarantor.	20 USC 1078; 20 USC sections 1090, 1091, 1092. Section 483 of the Higher Education Act of 1965 (collection of SSNs of students and parents) 34 CFR 668.16, (administrative use) 34 CFR 668.33 (verify residency) 34 CFR 668.36, (verify with FAFSA)
Income Taxes	Issuance of forms 1098T (tuition payments) and 1098 E (loan interest)	SSN or TIN required for filing	26 USC 3402, 6051 26 CFR 1.6050
Hope/Lifetime Tax Credit	Reporting of SSNs to IRS	Student may refuse, but subject to fine.	Federal Register, June 16, 2000\IRC Sect. 25A
Law Enforcement and Corrections Academies	Report completions of classes and grades for certification	Required by FDLE	
Nursing – RN and BSN	Florida Board of Nursing Local Hospitals for Practicums	Required for Licensure Required by Hospitals	

EMPLOYEES AND CONTRACTORS			
Employment/Hiring	College required to collect and examine employee's SSN for verification, work eligibility, and reporting for social security and taxes. <ul style="list-style-type: none"> <li>• Employment Application</li> <li>• I-9</li> <li>• SSN tax/FICA</li> <li>• W-9's (request for SSN)</li> <li>• W-2 statement/re-issue</li> <li>• W-4</li> <li>• Background Checks</li> <li>• 1099</li> <li>• Unemployment Reports (FL Dept of Revenue)</li> <li>• Florida Retirement Contribution reports (FL Dept of Revenue)</li> <li>• Workers Comp Claims (FCCRCM and Department of Labor)</li> <li>• 403(b), 457(b) and 401(a) contribution reports</li> <li>• Group health, life and dental coverage enrollment</li> <li>• Work study work assignment</li> </ul>	Mandatory - subject to the conditions of use in the Privacy Act of 1974, 5 USC 552a (unlawful to deny benefits upon refusal to disclose SSNs unless authorized by federal statute, or law enacted prior to 1975)  Providing your Social Security Card is a condition of employment at NWFSC.	8 USC 1324a(b); (I-9) 20 CFR 404.452 (W-4) 26 CFR 31.6011(b)-2 requires employee provide SSN to employer; 119.071(5), FS regarding the collection, use and disclosure of SSNs
Employment	Unemployment	Mandatory for administrative use	State of Florida; disclosure per 119.071(5)(a)6.b., FS
Employment	Retirement	Mandatory for administrative use	Florida Department of Revenue - disclosure per 119.071(5)(a)6.b.
Employment	Workers Compensation Claims	Mandatory for administrative use	440.185, F.S. Department of Labor, FCCRCM
Employment	403(b), 457(b) and 401(a) Contribution Reports	Mandatory for administrative use	US Tax Code 501(c)(3)
Employment	Group health, life and dental coverage enrollment Employee and dependents of employee	Authorized Notice of administrative use or HR form for employees and dependents	119.071(5)(a)6.f. permits disclosure of SSNs held by agency for purpose of administering health plan for employees and dependents.
Employment – Collegiate High School	Instructor's SSN's for CHS only classes	Required by Okaloosa County School District to enter information in computer system	
Employment – Collegiate High School	Staff Survey to report wages and benefits	Required by Okaloosa County School District	
Employment (Contractor)	Federal W-9, Form 1099	Required (if no FEIN provided)	Internal Revenue Code, Section 6109; Title 26 US Code
Contracts and Grants	Certain federal contracts and grants require reports including employee SSN's for equal employment opportunity reports and reports to IRS	Mandatory where required reporting.	41 CFR 60-4.3
Early Childhood Development Center	<ul style="list-style-type: none"> <li>• FDLE/FBI Background checks</li> <li>• Clerk of Court Background checks</li> </ul>		

<b>OTHERS</b>			
Early Childhood Development Center	<p><u>Child's SSN</u></p> <ul style="list-style-type: none"> <li>• Qualification form for subsidized child care</li> <li>• Voluntary Pre-Kindergarten Program (VPK) Certificate of Eligibility</li> </ul> <p><u>Parent's SSN</u></p> <ul style="list-style-type: none"> <li>• Business Office records on payment of child care fees</li> </ul>		