

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 (NWFSC) collects and uses your SSN only for the following purposes in performance of the College's duties and responsibilities. To protect your identity, NWFSC 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/employee identification number. This unique ID number is used for all associated employment and educational purposes at NWFSC.

EMPLOYEES • Human Resources

Your SSN is used for legitimate business purposes for completing and processing the following:

- Federal I-9 (Department of Homeland Security)
- Federal W4, W2, 1099 (Internal Revenue Service)
- Federal Social Security taxes (FICA)
- Distributing Federal W2 (Internal Revenue Service)
- Unemployment Reports (FL Dept of Revenue)
- Florida Retirement Contribution reports (FL Dept of Revenue)
- Workers Comp Claims (FCCRCM and Department of Labor)
- 403(b), 457(b) and 401(a) contribution reports
- Group health, life and dental coverage enrollment
- Work study work assignment
- Background checks

Providing your Social Security Card is a condition of employment at NWFSC.

CONTRACTORS

NWFSC collects contractor SSN information in order to file the required information returns with the Internal Revenue Service, as required and authorized by federal law.

Appendix 1 – State and Federal Statutes and Regulations That Mandate or Authorize the Use of Social Security Numbers

Purpose	Required Use of SSN's	Notice Requirements	Statute	Mandatory
EMPLOYEES				
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"> • Employment Application • I-9 • SSN tax/FICA • W-9's (request for SSN) • W-2 statement/re-issue • W-4 • Background Checks 	Filing and issuance of federal employment forms; I-9, W-4, W-9, and annual wage statements	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	Yes, it is mandatory, however 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)
Employment (Contractor)	Federal W-9, Form 1099		Internal Revenue Code, Section 6109; Title 26 US Code	Required (if no FEIN provided)
Employment	Unemployment	N/A	State of Florida; disclosure per 119.071(5)(a)6.b., FS	Yes, for administrative use
Employment	Retirement	N/A	Florida Department of Revenue - disclosure per 119.071(5)(a)6.b.	Yes, for administrative use
Employment	Workers Compensation Claims	N/A	440.185, F.S. Department of Labor, FCCRCM	Yes, for administrative use
Employment	403(b), 457(b) and 401(a) Contribution Reports	N/A	US Tax Code 501(c)(3)	Yes, for administrative use
Employment	Group health, life and dental coverage enrollment Employee and dependents of employee	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.	Authorized Notice of administrative use or HR form for employees and dependents
Contracts and Grants	Certain federal contracts/grants require reports including employee SSN's for equal employment opportunity reports and reports to IRS	N/A	41 CFR 60-4.3	Yes, where required reporting.