



Notification of Social Security Number Collection and Use

In compliance with Section 119.071(5), Florida Statutes, Pensacola State College issues this notification regarding the purpose for the collection and use of your Social Security Number (SSN). Pensacola State College collects and uses your SSN only to perform the College duties and responsibilities. To protect your identity, Pensacola State will maintain the privacy of your SSN and never release it to unauthorized parties in compliance with state and federal laws. The College assigns you a unique student/employee identification number which is used for associated employment and educational purposes at Pensacola State, including the access of your college records.

Pensacola State College may collect and/or use your Social Security Number for the following purposes:

PURPOSE EMPLOYEES	FEDERAL AND STATE REGULATIONS
<p>Human Resources (Employment and Hiring) SSNs are used for legitimate business purposes in compliance with completion and processing of the following:</p> <ul style="list-style-type: none"> • Federal I-9 (Department of Homeland Security) • Federal W4, W2, 1099 (Internal Revenue Service) • Federal Social Security taxes (FICA) • Processing and Distributing Federal W2 (Internal Revenue Service) • Unemployment reports (FL Department of Revenue) • Florida Retirement Contribution reports (FL Department of Revenue) • Workers Comp Claims (FCCRMC and Department of Labor) • Direct Deposit Files (affiliate banks) • 403b and 457b contribution reports • Group health, life and dental coverage enrollment (for employees and their dependents) • Various supplemental insurance deduction reports • Background checks (SSNs are collected in conducting employment background investigations for prospective employees as well as promotion eligible employees pursuing positions of special trust) • Retirement documents (for retirees, employees and their beneficiaries) • Certain federal contracts/grants require SSN for equity and IRS reporting 	<ul style="list-style-type: none"> • Tax-related uses are authorized and/or required by: <ul style="list-style-type: none"> o 26 USC 3402, 3406, 1441, 6109 & 31.6011(b)-2; o 8 USC 1324a; o and 20 CFR 04.452 • Benefits-related uses are authorized by 119.071(5)(a)6.b., f., g, F.S • Background/employment-related uses are required by 8 USC 1324(a) and 42 USC 653(a) • Worker Compensation Claims are authorized by 440.185, F.S., Department of Labor, FCCRMC • Unemployment uses are authorized by State of Florida; disclosure per 119.071(5)(a)6.b., F.S. • Retirement uses are authorized by Florida Department of Revenue; disclosure per 119.071(5)(a)6.b., F.S. • Health insurance uses are authorized by State of Florida: disclosure per 119.071(5)(a)6.f.F.S. • Federal Contracts/Grants reporting use authorized by 41 CFR 60-4.3 • 403(b) contribution reporting authorized by US Tax Code 501(c)(3)

Providing your social security number is a condition of employment at Pensacola State College.

Employee Signature

Date

**Attach copy of
SS card here.**