



Human Resources
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Florida State University - Notification of Social Security Number Collection and Usage

In compliance with Florida Statute §119.071(5), this serves as notification of the purpose for the collection and usage of your Social Security Number. The Human Resources Department collects and uses your social security number only for the business purposes in performance of the University's duties and responsibilities. The collection of social security numbers by FSU is either specifically authorized by law or imperative for the performance of the University's responsibilities.

To protect your identity, FSU will secure your social security number from unauthorized access, prohibit the release of your social security number to unauthorized parties, and assign you a unique employee identification number (EMPLID). This EMPLID is used for all associated employment and educational purposes.

To ensure that your information is properly linked to outside governmental entities such as the Internal Revenue Service, your social security number may be used for legitimate business purposes, including the following:

1. For employment eligibility and reports to IRS and the Social Security Administration, including for W-4's and I-9s [Required by federal statute and regulation 26 U.S.C. § 6051 and 26 C.F.R. §31.6011(b)-2, 26 C.F.R. §301.6109-1 and §31.3402(f)(2)-1, and Fla. Stat. §119.071(5) (a) 6]
2. To verify an alien's eligibility for employment, including I-9 [Authorized by 8 U.S.C. §1324 a(b) and 8 C.F.R. § 274a.2]
3. For income tax withholding (including for annuity and sick leave)/payroll deductions on W-2's [Required by 26 U.S.C. §3402, 26 C.F.R. §31.6051-1 and Fla. Stat. §119.071(5) (a) 6]
4. For enrollment/participation in the Florida Retirement System (FRS) and contributions to FRS (Required by Fla. Admin. Code 19-11.010, 19-11.006 and 19-11.007 and Fla. Stat. §119.071(5) (a) 6 or required by Fla. Stat. §121.051 and §121.071 and Fla. Admin. Code 19-13.003 and Fla. Stat. § 119.071(5) (a) 6]
5. For Level 1 and level 2 criminal background checks conducted by the Florida Department of Law Enforcement for employees and/or volunteers as applicable [Required by Fla. Stat. 943.053 and Fla. Stat. §119.071(5)(a) 6]
6. For social security contributions [Required by Fla. Stat. §121.071 and Fla. Stat. §119.071(5) (a) 6]
7. For income deduction notices for child support, alimony and child support, and for child support enforcement [Required by Fla. Stat. § 61.1301 (2) (e), 45 C.F.R. §307.11, or Fla. Stat. §§ 61.13, 742.10, 409.2563, 409.256, or 742.031]
8. For reemployment assistance benefits [Required by Fla. Stat. Ch. 443 and Fla. Stat. §119.071(5)(a)6]
9. Reports of worker's compensation injury or death [Required by Fla. Stat. § 440.185, Fla. Admin. Code 69L-3.003 et seq. and Fla. Stat. § 119.071(5) (a) 6]; and worker's compensation petitions for benefits and responses [Authorized by Fla. Admin. Code 60Q-6.103 and Fla. Stat. § 119.071(5) (a) 6]
10. Vendors/Consultants for whom a federal tax identification number is not available. [Required by 26 C.F.R. § 31.3406-0, 26 C.F.R. § 301.6109-1, and Fla. Stat. §119.071 (5) (a) 6]
11. The disclosure of the social security number is for the purpose of the administration of health benefits for an employee or his or her dependents [Required by Fla. Stat. § 119.071(5) (a) 6]
12. Authorization for direct deposit of funds by electronic or other medium to a payee's account [Required by Fla. Stat. § 119.071(5) (a) 6]
13. Collection and/or disclosure is imperative or necessary for the University's performance of duties and responsibilities, including but not limited to collection and/or disclosure of student and employee data to the Board of Governors of the State University System. [Authorized by Sections 483 and 484 of the Higher Education Act of 1965, Art. IX, s. 7, Fla. Const., BOG Regulation 3.007, Fla. Stat. § 1001.706(4)(c), and Fla. Stat. § 119.071(5) (a) 6]
14. The disclosure of the social security number is expressly required by federal or state law or a court order [Authorized by Fla. Stat. § 119.071(5) (a) 6]
15. The individual expressly consents in writing to the disclosure of his or her social security number [Authorized by Fla. Stat. § 119.071(5) (a) 6]
16. The disclosure of the social security number is made to a commercial entity for the permissible uses set forth in the federal Driver's Privacy Protection Act of 1994, 18 U.S.C. Sec. 2721 et seq.; the Fair Credit Reporting Act, 15 U.S.C. Sec. 1681 et seq.; or the Financial Services Modernization Act of 1999, 15 U.S.C. Sec. 6801 et seq., provided that the authorized commercial entity complies with the requirements of Fla. Stat. § 119.071(5) [Authorized by Fla. Stat. § 119.071(5) (a) 6]

Additional information can be found at <https://www.flbog.edu/doc/Statement-on-Collection-of-Social-Security-Numbers.pdf>.

Providing your Social Security number to FSU is a required condition of employment.

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

Print Name

Signature

Date