



Human Resources  
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## Florida State University Employee 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.

The Human Resources Department collects and uses your social security number only for the following purposes in performance of the University's duties and 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. This employee ID number is used for all associated employment and educational purposes.

To ensure that you are properly linked to outside governmental entities such as the Internal Revenue Service, your social security number may be used for any or all of the following legitimate business purposes:

- Completing and processing the Federal I-9 [Authorized by 8U.S.C. 1324 a(b) and 8 C.F.R. 274a.2]
- Completing, processing & distributing Federal W4, W2, 1042 and 1099 [Required by 26 U.S.C. 3402, 26 C.F.R. 31.6051-1 and Fla. Stat. §119.071(5)(a)6]
- Completing and processing Federal Social Security taxes [Required by Fla. Admin. Code 605-3.010 and Fla. Stat. §119.071(5)(a)6]
- Completing and processing quarterly Unemployment Reports [Required by Fla. Stat. Ch. 443 and Fla. Stat. §119.071(5)(a)6]
- Completing and processing Florida Retirement Contribution reports [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]
- Reporting Work-related injuries, if applicable [Required by Fla. Stat. Ch. 443 and Fla. Stat. §119.071(5)(a)6]
- Completing and processing Direct Deposit Files, if applicable [Required by Fla. Stat. § 119.071(5)(a)61]
- Completing and processing group health, life and dental coverage enrollment, if applicable [Required by Fla. Stat. § 119.071(5)(a)6]
- Completing and processing various supplemental insurance deduction reports, if applicable [Required by Fla. Stat. § 119.071(5)(a)6]
- Completing and processing immigration related documents, if applicable [Authorized by 8 U.S.C. 1324 a(b) and 8 C.F.R. 274a.21]
- Florida Directory of New Hires reporting [Required by Florida Social and Economic Assistance, FS 409.2576(3); Personal Responsibility and Work Opportunity Reconciliation Act of 1996, 42 USC 653a]
- Completing and processing 403b and 457b contribution reports, if applicable [Required by 26 C.F.R. 301.6057-1 and Fla. Stat. 51 19.071 (5) (a) 61]
- Submission to the Board of Governors (BOG) of the State University System for the performance of the Board's constitutional and statutory duties and responsibilities for the purposes and pursuant to the authority identified in the BOG's "Students and Employees within the State University System of Florida" section of its Statement on the Collection, Use, or Release of Social Security Numbers  
[http://www.flbog.org/doc/StatementOnSSN\\_Rev\\_2010\\_08.pdf](http://www.flbog.org/doc/StatementOnSSN_Rev_2010_08.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