

Notification of Social Security Number Collection and Usage

This notice is intended for students, employees, volunteers, contractors, and applicants and is made in compliance with Florida Statute section 119.071(5). Florida SouthWestern State College collects your social security number for use in performance of the College's duties and responsibilities for the following possible purposes: classification of accounts; identification and verification; credit worthiness; billing and payments; data collection; reconciliation; tracking; benefit processing; tax and scholarship reporting; financial aid processing; athletics recruiting; accreditation of programs; and reporting to a receiving agency or governmental entity where the disclosure is necessary for it to perform its duties and responsibilities. Social security numbers are also used as a unique numeric identifier in certain cases and may be used for search purposes. Federal Law requires that we protect social security numbers from disclosure to unauthorized parties. Students and employees are assigned FSW identification numbers to assist in protecting their identities.

The following chart lists the college areas that collect social security numbers and the laws that mandate or authorize them to do so:

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

General Purpose	Use of SSN's	Authorized or Mandated	Statute or Regulation
Human Resources: Employment Tax Reporting (general-includes foreigners/aliens, tax deferred contributions, 125 Cafeteria Plans)	Federal W4, W2, W5, 1099, 1042, FICA	Mandated	Internal Revenue Code, sections 1441- 1443, 3402(f)(2)(A), 6109, and 6051(a)(2)
Human Resources: Employment	Background Screening/Checks and Identification (creation of College ID, Federal Form I-9, certain college positions)	Mandated/ Authorized	Immigration Reform and Control Act of 1986, 8 USC 1324a; Florida Department of Law Enforcement, FS 943.0542; SFC Rule 3.22 and 3.22P; Florida Public Records, FS 119.071(5)(a)2.a.(II)
Human Resources: Employment	Florida Directory of New Hires reporting	Mandated	Florida Social and Economic Assistance, FS 409.2576(3); Personal Responsibility and Work Opportunity Reconciliation Act of 1996, 42 USC 653a
General Counsel	Workers Compensation Claims	Mandated	Florida Workers Compensation, FS 440.185(2)(b)
General Counsel	Unemployment Reports	Mandated	Florida Unemployment Compensation Law, FS 443.091(1)(g) and FS 119.071(5)(a)6.b
Human Resources/Payroll: Benefits	Florida Retirement Contributions	Mandated/Authorized	Florida Retirement System, FS 121.07(3) Florida Public Records, FS 119.071 (5)(a)6.g
Human Resources: Benefits	Health Benefits Enrollment Processing	Authorized	Florida Public Records, FS 119.071(5)(a)6.f

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General Purpose	Use of SSN's	Authorized or Mandated	Statute or Regulation
Student Admissions	Use of SSN as student identifier in K-20 system	Authorized	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); FS 119.071(5)(a)
Registrar/Bursar's Office	Hope Tax Credit (Federal Forms 1098t, 8863)	Mandated	Taxpayer Relief Act of 1997 (Pub.L. No. 105-34, 111 Stat.788) (TRA'97); IRC 6109; Florida Public Records, FS 119.071(5)(a)6.b
Student Financial Aid	FAFSA, Federal Work Study Program, Veterans Benefits, State Grants or Scholarships, College Prepaid, Federal Plus Loans	Mandated/Authorized	Higher Education Act of 1965, as amended, Sections 441-448,483 and 484(p), 20 USC 1091(p), 20 USC 1078-2(f); Code of Federal Regulations, 34 CFR 668.32(i) and 668.36; 38 USC 3471
Student Income Taxes	Issuance of Forms 1098T (tuition payments report) and 1098 E (loan interest)	Mandated	26 USC 3402, 6051; 26 CFR 1.6050
Federal TRIO Programs	Upward Bound and Student Support Services	Mandated	Higher Education Act of 1965, as amended, Sections 402, 483 and 484(p), 20 USC 1091(p); Code of Federal Regulations, 34 CFR 668.32(i) and 668.36
Florida SouthWestern State College Police Department	Criminal Investigations; Incident Reports	Authorized	Florida Public Records, FS 119.071(5)(a)2.a(II)
Florida SouthWestern State College Health Sciences	Reporting student SSN to Florida Department of Health for certification of program completion in the Nursing and Dental Hygiene Programs	Authorized	Florida Public Records, FS 119.071(5)(a)6.b
Florida SouthWestern State College Financial Services Department	Collection and use of SSN for form W-9 and 1099.	Mandated (if no FEIN provided)	Internal Revenue Code, Section 6109; Title 26 US Code

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