

NORTH FLORIDA COLLEGE POLICY MANUAL

Title:	Notification of Social Security Number Collection and Use for Employees	Number:	4.17
Authority:	Florida Statute 119.071(5)		
Date Adopted:	March 15, 2009		
Date Revised:	April 20, 2021		
OPR:	Employee Services		

POLICY:

In compliance with Florida Statute 119.071(5), North Florida College issues this notification regarding the purpose for the collection and usage of Social Security Numbers for employees and job applicants.

NFC collects Social Security Numbers in order to perform the College's duties and responsibilities. NFC will maintain the privacy of Social Security Numbers and shall not release them to unauthorized parties. Social Security numbers are collected for the following HR Functions:

- Completing an Employment Application/Packet
- Completing and processing the Federal I-9 (Department of Homeland Security)
- Completing and processing Federal W4, W2, 1099 (IRS)
- Completing and processing Federal Social Security Taxes (FICA)
- Processing and Distributing Federal W2 (Internal Revenue Service)
- Completing and processing quarterly Unemployment Reports (FL Dept of Revenue)
- Completing and processing Florida Retirement Contribution reports (FL Dept of Revenue)
- Workers Comp Claims (FCCRMC and Department of Labor)
- Completing and processing Direct Deposit Files (Banks selected)
- Completing and processing 403b and 457b contribution reports

- Completing and processing group health, life, vision and Dental coverage enrollment
- Completing and processing various supplemental insurance deduction reports
- Other reports that are required by law/statue plus any in-house computer programs that are required to process the above forms/reports

Providing a Social Security number is a condition of employment at NFC.

All Social Security Numbers are protected by Federal regulations and are not to be released to unauthorized parties.

SACSCOC 5.5