

**Indian River State College**  
**Notification of Social Security Number Collection and Usage**

In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for the collection and usage of your Social Security number by Indian River State College (IRSC). IRSC collects and uses your Social Security number only if specifically authorized by law to do so or it is imperative for the performance of its duties and responsibilities as prescribed by law. Specifically, IRSC collects your Social Security number for the following purposes:

**Human Resources/Payroll**

Your SSN is used for legitimate employment business purposes in compliance with:

- Completing Employment Forms/Background clearances
- Completing and processing the Federal I-9 (Department of Homeland Security)
- Completing and processing Federal W4, W2, 1099 (Internal Revenue Service)
- Completing and processing Federal Social Security and Medicare taxes (Internal Revenue Service)
- Completing and processing quarterly Unemployment Compensation Reports (Florida Department of Revenue)
- Completing, processing and mitigating Worker's Compensation Claims and any other federal and state reporting
- Completing and processing Federal and State Employee and Educational Reports
- Completing and processing Direct Deposit forms
- Completing and processing Florida Retirement System contributions, enrollments and benefits
- Completing and processing 403b, 457b, 401a and other deferred compensation accounts
- Completing and processing group health, life and dental coverage
- Completing and processing various supplemental insurances
- Completing and processing Work Study work assignments

Providing your SSN is a mandatory condition of employment at IRSC, and is protected by federal regulations Health Insurance Portability & Accountability Act (HIPAA) and NEVER released to unauthorized parties.

**Admissions Department**

Federal legislation relating to the Hope Tax Credit makes it mandatory that all postsecondary institutions report student Social Security numbers to the Internal Revenue Service (IRS). This IRS requirement makes it mandatory for colleges to collect the Social Security number of every student. A student may refuse to disclose his or her Social Security number to IRSC, but the IRS is then authorized to fine the student in the amount of \$50.00.

In addition to the federal reporting requirements, the public school system in Florida uses Social Security numbers as a student identifier (Florida Statutes 1008.386). In a seamless K-20 system it is non-mandatory; however, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Social Security numbers are protected by federal regulations Family Educational Rights and Privacy (FERPA).

**Financial Aid Department**

It is mandatory that the Office of Financial Aid at IRSC requires students to submit their Social Security numbers on various forms in order to correctly identify applicants, match each applicant's financial aid

record with the student record, and to help coordinate state aid programs with institutional and federal aid programs as authorized by Sections 483 and 484 of the Higher Education Act of 1965, as amended.

### **Outreach Programs**

Programs such as the Educational Opportunity Program and College Reach-Out Program are youth outreach projects funded by discretionary grants from the United States or Florida Departments of Education. As such, each project is required to exclusively serve eligible participants that are citizens or nationals of the United States; or are permanent residents of the United States. In order to verify a participant's project eligibility, it is mandatory that Social Security numbers are collected and also later used when submitting information for the Annual Performance Reports due to the United States or Florida Department of Education.

### **Workforce Programs**

It is mandatory that these programs use your Social Security number as an identifier for program enrollment and completion. Also, it is used for entering placement information into either the OSMIS or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance based contract programs, it is required that all participants and their program related activities be recorded in the Florida state system.

### **Continuing Education, Corporate & Community Training Institute (CCTI)**

Because of Florida State Board of Education reporting requirements and Department of Business and Professional Regulation reporting requirements, it is mandatory for students who enroll in Continuing Education and/or CCTI courses and/or customized training seminars to submit their SSN.

### **Library**

It is mandatory that student, faculty, and staff SSNs will be used in the libraries' patron database (LINCC) for online login authentication, patron verification and the elimination of duplicate records.

### **State and Federal Reporting**

It is mandatory that the College is required to collect SSNs to periodically report student/employee level data to federal and state agencies for research & data collection.

### **Testing**

It is mandatory that the College collects SSNs for the purpose of reporting state and national standardized testing results, including but not limited to, TABE, GED, FTCE, ACT, CLEP, HOBET.

### **Miscellaneous**

It is mandatory to collect Social Security numbers for agency third party billings, payment collections, state and federal data collection, tracking, benefit processing, tax reporting, and for identification and verification.

To protect your identity, IRSC will secure your Social Security number from unauthorized access and assign you a unique identification number. This unique identification number will then be used for all associated employment and educational purposes at IRSC.

Copies of the full IRSC Notification of Social Security Number Collection and Usage document can be obtained from Human Resources and Student Services at all IRSC campuses and at the IRSC website at [www.irsc.edu](http://www.irsc.edu).

**Appendix 1**  
**State and Federal Statutes and Regulations**  
**That Mandate or Authorize the Use of Social Security Numbers**

<b>General Purpose</b>	<b>Use of SSN's</b>	<b>Authorized or Required</b>	<b>State or Regulation</b>
Employment	Federal I-9 Form	Authorized	Immigration Reform and Control Act of 1984, Pub. L. 99-603 (8 USC (324(a)))
Employment	Federal W4, W2	Required	Internal Revenue Code, sections 3402(f)(2)(A); 6109, and 6051 (a)(2)
Employment (Contractor)	Federal W9, 1099	Required (if no FEIN provided )	Internal Revenue Code, Section 6109; Title 26 US Code
Employment	Federal Social Security Taxes (FICA)	Required	Internal Revenue Code, Section 6051(a)(2); Title 26 US Code
Employment	Distributing Federal W2	Required	Internal Revenue Code, Section 6051 (a)(2) ; Title 26 US Code
Employment	Unemployment Reports	Required	Florida Unemployment Compensation Law, Florida Statutes, CH. 443
Employment	Florida Retirement Contribution Reports	Required	Florida Division of Retirement Public Records Policy; Florida Statutes, CH. 112
Employment	Workers Compensation Claims	Required	440.185, F.S.
Employment	403(b) Contribution Reports	Required	US Tax Code 501 (c)(3)
Employment	Group health, life and dental coverage enrollment	Required	Medicare, Medicaid & SCHIP Extension Act of 2007, Section 111

<b>General Purpose</b>	<b>Use of SSN's</b>	<b>Authorized or Required</b>	<b>State or Regulation</b>
Employment	Work study work assignments	Required	Higher Education Act of 1965, Sections 483 and 484
Student Financial Aid	FAFSA - Free Application for Federal Student Aid	Required	Higher Education Act, Sections 483 and 484(p); 34 CFR 668.32(i), 668.36
Student Financial Aid	Federal Work Study Program - Dept. of Homeland Security's investigation of citizenship status	Required	Higher Education Act, Sections 483 and 484 (p); 34 CFR 668.32(i), 668.36
Student Financial Aid	Institutional Scholarship Applications	Authorized	1009.22 and 1009.23, F.S; 2009 HB 7051; State Board of Education Rules
Student Financial Aid	State grants or scholarships	Authorized	1009.22 and 1009.23, F.S; State Board of Ed Rules
Student Admissions	Hope Tax Credit	Required	IRS Form 1098-T
Student Admissions	Use of SSN as student identifier in K-20 system	Authorized	1008.386 , F.S.
Student Support Programs	Student Support Services Program	Required	Higher Education Act of 1965, Title IV 402D; CFR 646; 34 CFR 75.590, 57.720
Student Outreach Programs	Bridges Program	Authorized	N/A
Student Outreach Programs	College Reach-Out program (CROP)	Authorized	N/A
Workforce Programs	Agency for Workforce Innovation (AWI) - reporting	Authorized	N/A

I have read and understand the above information.

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Signature of Acknowledgment of Notification  
IRSC rev. Sep-2009

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Date