



## 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 (SSN).

Florida Keys Community College (FKCC) collects and uses your SSN only for the following purposes in performance of the College's duties and responsibilities. To protect your identity FKCC will secure your SSN from unauthorized access, never release your SSN to unauthorized parties, and assign you a unique student/employee identification number. This unique ID number is used for all associated employment and educational purposes at FKCC.

### **EMPLOYEES:**

#### Human Resources Department

Your SSN is used for legitimate business purposes for completing and processing the following:

- the Federal I-9 (Department of Homeland Security)
- Federal W4, W2, 1099 (Internal Revenue Service)
- Federal Social Security taxes (FICA)
- Distributing Federal W2 (Internal Revenue Service)
- quarterly Unemployment Reports (FL Dept of Revenue)
- Florida Retirement Contribution reports (FL Dept of Revenue)
- Workers Comp Claims (FCCRMC and Department of Labor)
- Direct Deposit Files
- 403b contribution reports
- group health, life and dental coverage enrollment
- various supplemental insurance deduction reports

Providing your Social Security Number is a condition of employment at FKCC.

### **STUDENTS:**

#### Admissions Department & Continuing Education Department

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student SSN's to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for community colleges to collect the SSN of every student. A student may refuse to disclose his or her SSN to the College, 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 SSN's as a student identifier (section 229.559, Florida Statutes-new school code section 1008.386). In a seamless K-20 system, 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 SSN's are protected by federal regulations Family Educational Rights and Privacy (FERPA) and are NEVER released to unauthorized parties.

Financial Aid Department

A student's SS number is required for the following financial aid purposes:

The US Department of Education's Free Application for Federal Student Aid (FAFSA) requires all applicants to report their SSN to be used for all federal financial aid programs as a student identifier for processing and reporting pursuant to Executive Order 9397. In addition to its use by USDOE as a student identifier, the SSN is required in order for the Department of Homeland Security to investigate citizenship status, for the Federal Work Study Program, and is required on all loan applications for use by the lender/servicer/guarantor.

Florida Keys Community College requests a student's SSN on certain institutional scholarship applications for student files and federal and state audit/reporting purposes.

If you are a recipient of a State of Florida grant or scholarship such as the Florida Student Assistance Grant, Florida Work Experience, or Bright Futures the State of Florida Department of Education will require the use of the SSN on their grant/scholarship disbursement website and for reporting purposes.

The FKCC Office of Financial Aid will Never release SSN to an unauthorized party.