

Pasco-Hernando Community College

Notification of Legal Authority for Collection and Use of Applicant/Employee Social Security Numbers

Purpose	Use of Social Security Number	Statuary or Regulatory Authority	Mandatory or Authorized
Employment/Hiring	College required to collect and examine employee's social security number for verification, work eligibility, and reporting for social security and taxes. Employment Application I-9 W-2 statement/re-issue W-4 Background checks SSN tax/FICA W-9s (SSN or FEIN) Alt. to SS Enrollment form (SSA-1945)	8 USC 1324a(b); (I-9) 20 CFR 404.452 IRC 3402(f)(2)(A) (W-4, W-2) URC 6051(a)(2) (FICA) 26CFR31.6011(b)-2 requires employment provide SSN's to employer 119.071(5) FS regarding the collection, use and disclosure of SSN's	Collection is authorized and mandatory, however subject to the conditions of use in the Privacy Act of 1974, 5 USC 552a (unlawful to deny benefits upon refusal to disclose SSN's unless authorized by federal statute, or law enacted prior to 1975)
E-verify	Use of social security numbers of employees working on federal contracts	Executive Order 13465, June 6, 2008	Mandatory, as applicable
Direct Deposit	SSN's used to search and verify against bank records.	119.071(5)(a) FS RE. use and disclosure	If using direct deposit, required for administrative use
Workers Comp	Required of employees to process workers compensation claims	Chp.440.185 FS Dept. of Labor FCCRMC	Yes, required for administrative use
Unemployment	Unemployment reports	Chp. 112 FS	Yes, required for administrative use
Retirement Contributions	FL Retirement contribution reports 403(b)Contribution reports	Chp. 112 FS US Tax Code 501(C) (3) 119.071(5)(a)6.b	Yes, required for administrative use
Health, Life, & Dental Insurance	Employee and dependents of employee CORBA forms (for continuation of medical coverage)	119.071(5)(a)6.f permits disclosure of SSN's held by agency for purpose of administering health plan for employees and dependents.	Notice of authorized administrative use on HR forms for employees and employee's dependents
Contracts and grants	With respect to certain federal contracts/grants requires reports including employee SSN's for equal employment opportunity reports and reports to IRS	41 CFR 60-4.3 IRC 6109	Yes, mandated where required reporting
Services Performed Form B(BGE-4)	Independent contractor with no Federal Employer ID No. CFRS system requires either a Federal ID No. or Social Security No. to process payment.	N/A	Yes, required for College Finance System to process payment.