



## Notification of Social Security Number Collection and Usage

\_\_\_\_\_  
*Printed Student Name*

\_\_\_\_\_  
X-ID

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.

Lake-Sumter Community College collects and uses your social security number only for the following purposes in performance of the College's duties and responsibilities. To protect your identity LSCC will secure your SS# from unauthorized access, never release your SS# 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 LSCC.

Admissions Department

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student SSN's to the Internal Revenue Service. 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.

Continuing Education, Computer Institute & Business Resources Center

Because of Florida State Education Reporting requirements students who enroll in Continuing Education and Computer Institute courses or Business Resources Center customized training seminars are required to submit their social security numbers.

Financial Aid Department

The Office of Financial Assistance at Lake-Sumter Community College 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 federal and institutional aid programs.

Human Resources Department

Your SS number is used for legitimate employment business purposes in compliance with

- Completing an Employment Application/Package
- 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 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 Federal and State Employee and Educational Reports
- Completing and processing Direct Deposit Files (Bank of America, ACH)
- Completing and processing 403b and 457b contribution reports
- Completing and processing group health, life and dental coverage enrollment
- Completing and processing various supplemental insurance deduction reports

Providing your Social Security number is a condition of employment at LSCC.

Library

Student, faculty, and staff social security numbers will be used in the libraries' patron database (LINCC) for online login authentication, patron verification and the elimination of duplicate records.

Outreach Programs

The Upward Bound, Educational Talent Search and College Reach-Out Programs are youth outreach (intervention) projects funded by discretionary grants from the US or FL 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 social security numbers are required and also later used when submitting information for the Annual Performance Reports due to the US or FL Departments of Education.

Workforce Programs (New Directions Program, BANNER Center for Energy)

These programs, funded through the Agency for Workforce Innovation (AWI), use your SS 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, AWI requires that all participants and their program related activities be recorded in the Florida state system.

*I understand the above information and have been given a copy of this document.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date