

# Gadsden County Public Schools

## HUMAN RESOURCES DEPARTMENT

### **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 of your social security number by Gadsden County Public Schools' Human Resources Department.

Gadsden County Public Schools' Human Resources Department collects and uses your social security number only if specifically authorized by law to do so or when it is imperative for the performance of its duties and responsibilities as prescribed by law. Specifically, the Gadsden County Public Schools' Human Resources Department may collect your social security number for the following purposes:

#### **An applicant/employee's social security number is required for:**

- Employment Application
- Criminal History Check (FDLE, FBI, local law enforcement agencies)
- Department of Homeland Security Federal I-9 form
- Federal W4, W2, 1099 and other IRS documents
- Federal Social Security taxes (FICA)
- Unemployment Reports (Florida Department of Revenue)
- Florida Retirement System (FRS) documents and reports
- Workers' Compensation documents and reports
- Direct Deposit documents
- Authorizations and other documents for optional retirement programs such as 403(b), and FICA Alternative Programs
- Documents and reports related to Group benefits such as health, dental, and life insurances.
- Documents and reports related to supplemental deductions
- Documents and Reports for the Florida Department of Education, Bureau of Educator Certification, Florida Department of Education, Bureau of Professional Practices, and other FL-DOE departments as required.
- Documents and Reports for the Florida Department of Children and Families, Florida Department of Labor, Florida Department of Revenue and other local, State and Federal agencies as required.
- Other purposes specifically required or authorized by local, State or Federal law.

*If you have questions or need further information, please contact the Gadsden County Public Schools Human Resources Department at 850-627-9651.*