

THE SCHOOL DISTRICT OF HAMILTON COUNTY

**STATEMENT ON THE COLLECTION, USE OR RELEASE OF
SOCIAL SECURITY NUMBERS OF EMPLOYEES AND OTHERS*****

**Read the information below, sign and return this
document to the person who provided you the form.**

The School District of Hamilton County is authorized to collect, use or release social security numbers (SSN) of employees and other individuals*** for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law [§119.071(5)(a) 2 & 3, Fla. Stat.].

1. **Employment eligibility, report to IRS, SSA, UC, and FAWI, including for W-4's and I-9's.** [Required by federal statute and regulation 26 U.S.C. 6051 and 26 C.F.R. 31.6011(b)-2, 26 C.F.R. 301.6109-1 and 31.3402(f)(2)-1, and §119.071(5)(a) 6, Fla. Stat.]
2. **Receipts to employees for wages and statements required in case of sick pay paid by third parties.** [Required by federal statute 26 U.S.C. 6051 and §119.071(5)(a) 6, Fla. Stat.]
3. **Verification of an alien's eligibility for employment, including I-9.** [Authorized by 8 U.S.C. 1324 a (b) and 8 C.F.R. 274a. 2.]
4. **Income tax withholding (including for annuity and sick leave)/Payroll deductions on Form W-2.** [Required by 26 U.S.C. 3402, 26 C.F.R. 31.6051-1 and §119.071(5)(a) 6, Fla. Stat.]
5. **Teacher retirement system benefits and contributions.** [Authorized by §238.01 et seq., including 238.07, Fla. Stat., and §119.071(5)(a) 6, Fla. Stat.]
6. **Retirement contributions required for enrollment in Florida Retirement System (FRS) Investment Plan, second election retirement plan enrollment, or for participation in and contributions to FRS.** [Required by Fla. Admin. Code 19-11.010, 19-11.006 and 19-11.007 and §119.071(5)(a) 2 & 6, Fla. Stat. or required by §121.051 and 121.071, Fla. Stat., and Fla. Admin. Code 19-13.003 and §119.071(5)(a) 2 & 6, Fla. Stat.]

7. **Reports pertaining to deferred vested retirement programs.** [Required by 26 C.F.R. 301.6057-1 and §119.071(5)(a) 6, Fla. Stat.]
8. **Payments and plan relating to the retiree prescription drug subsidy under 42 C.F.R. §423.34 and 42 C.F.R. §423.886.** [Authorized by 42 C.F.R. 423.884 and §119.071(5)(a) 6, Fla. Stat.]
9. **Educator Certification or licensure application, renewal, or add-on, or non-employee registration for professional development for in-service points or incentive pay.** [Required by §§1012.56 and 119.071(5)(a) 6, Fla. Stat. and/or authorized by §§1012.21 and 119.071(5)(a) 6, Fla. Stat.]
10. **Criminal history, Level 1 and Level 2 background checks/Identifiers for processing fingerprints by Department of Law Enforcement,if SSN is available.** [Required by Fla. Admin. Code 11C-6.003 and §119.071(5)(a) 6, Fla. Stat.]
11. **Registration information regarding sexual predators and sexual offenders.** [Authorized by §943.04351, Fla. Stat. and required by §119.071(5)(a) 2 & 6, Fla. Stat.]
12. **Reports on staff required to be submitted to Florida Department of Education (DOE), including but not limited to Out-of-County/ Out-of-State Verification of Highly Qualified.** [Authorized and required by §119.071(5)(a) 2 & 6, Fla. Stat. and/or EDGAR at 34 CFR 80.40(a) or §1008.32, Fla. Stat.]
13. **Social security contributions.** [Required by Fla. Admin. Code 60S-3.010 and §119.071(5)(a) 2 & 6, Fla. Stat.]
14. **State directory of new hires (including for determining support obligations and eligibility for several federal and state programs).** [Required by federal law 42 U.S.C. 653a and §409.2576, Fla. Stat. and §119.071(5)(a), Fla. Stat.]
15. **Notice to Payor and Income Deduction notices for child support, or for alimony and child support.** [Required by §61.1301 (2)(e), Fla. Stat. and §119.071(5)(a), Fla. Stat.]
16. **Child support enforcement.** [Required by 45 C.F.R. 307.11 and §§61.13, 742.10 or 409.2563 or 742.031, Fla. Stat.]
17. **Garnishment payment pursuant to a Notice of Levy.** [Required by Fla. Admin. Code 12E-1028m and §119.071(5)(a), Fla. Stat.]

18. **Request from depository for support payments.** [Required by §61.181(3)(b), Fla. Stat. and §119.071(5)(a), Fla. Stat.]
19. **Record of remuneration paid to employees.** [Required by federal regulation 20.C.F.R. 404.1225, Fla. Admin. Code 60BB-2.032, §119.071(5)(a) 6, Fla. Stat.]

***Note: This form states the reasons for collecting, using or releasing the social security numbers only of employees and individuals other than students, parents and volunteers. A separate written statement sets forth the reasons for collecting, using or releasing the social security numbers of students and parents, and a separate written statement exists for collecting, using or releasing the social security numbers of volunteers as part of the volunteer application.