



Notification of Social Security Number Collection and Usage by Miami Dade College

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).

Miami Dade College (MDC) collects and uses your social security number only for purposes in the performance of the College's duties and responsibilities. To protect your identity MDC 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 MDC.

You must provide a copy of your Social Security card in support of your Social Security Number (SSN) as a condition of employment at Miami Dade College.

Your SSN is used for legitimate business purposes in compliance with the completion and process of the following:

- Federal I-9 (Department of Homeland Security)
- Federal W2, W4, W5, 1099 (Internal Revenue Service)
- Federal social security taxes (FICA)
- Federal W2 (Internal Revenue Service)
- State 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 (Bank of America, ACH)
- 403b and 457b contribution reports
- Group health, life and dental coverage enrollment
- Various supplemental insurance deduction reports
- Establishment of name within Personnel/Payroll system
- Conducting pre- and post employment background investigations for prospective and promotion-eligible employees pursuing position of special trust.

I understand the above information regarding usage of my Social Security Number as presented in this document.

Print Name

Social Security Number

Employee Signature

Date

This Social Security Number Collection & Usage Form has been prepared by Miami Dade College in compliance with Section 119.071 (5), Florida Statutes (2009).

