

**EMPLOYEE Social Security Number Usage Chart**

PURPOSE	USE OF SOCIAL SECURITY NUMBER	STATUTORY OR REGULATORY AUTHORITY	MANDATORY OR AUTHORIZED
Employment/ Hiring	<p>College required to collect and examine employee’s social security number for verification, work eligibility, and reporting for social security and taxes.</p> <p>Employment Application I-9 W-2 statement/re-issue W-4 Background checks SSN tax/ FICA W-9s (SSN or FEIN)</p>	<p>8 USC 1324a(b); (I-9)</p> <p>20 CFR 404.452 IRC 3402(f)(2)(A) (W-4, W-2)</p> <p>IRC 6051(a)(2) (FICA) 26CFR31.6011(b)-2 Requires employee provide SSN’s to employer</p> <p>119.071(5) FS regarding the collection, use and disclosure of SSN’s</p>	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	Chap. 440.185 FS  Department of Labor FCCRMCMC	Yes, required for administrative use
Unemployment	Unemployment reports	Chap. 443, FS  119.071(5)(a)6.b. FS	Yes, required for administrative use
Retirement Contributions	<p>Florida Retirement contribution reports</p> <p>403(b)Contribution Reports</p>	<p>Chap 112. FS</p> <p>US Tax Code 501(C)(3) 119.071(5)(a)6.b.</p>	Yes, required for administrative use
Health, Life and Dental insurance	Employee and dependents of employee	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