

**THE SCHOOL DISTRICT OF GADSDEN COUNTY**  
**HUMAN RESOURCES DEPARTMENT**

**Statement on the Collection, Use or Release of Social Security Numbers of  
Employees and others\*\*\***

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

The Gadsden County School Board 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 wither specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law [Fla. Stat. §119.07(5) (a) 2 & 3].

- Completing and processing the Federal I-9, including for W-4'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 [Fla. Stat. §119.071(5) (a) 6].
- Completing, processing and distributing Federal W2, 1042 and 1099. [Required by federal statute and regulation 26 U.S.C. 3402 and 26 C.F.R. 31.6051-1, 26 C.F.R. 31.3406-0 and 301.6109-1, and [Fla. Stat. §119.07(5) (a) 6].
- Completing and processing Social Security contributions. [Required by Fla. Admin. Code 60S-3.010 and Fla. Stat. §119.071(5) (a) 2 & 6].
- Completing and processing quarterly Unemployment Reports. [Required by Fla. Statue Ch. 443, including 443.1116, and Fla. Stat. §119.07(5) (a) 6]
- Completing and processing Florida Retirement Contribution reports. [Authorized by Fla. Stat. § 238.01 et seq., including 238.07, and Required by Fla. Admin Code 19-11.010, 19-11.006 and 19-11.007 and Fla. Statue §119.071(5) (a) 2 & 6 or required by Fla. Stat. §121.051 and 121.071 and Fla. Admin. Code 19-13.003 and Fla. Stat. §119.071(5) (a) 2 & 6]
- Reporting work-related injuries. [Required by Fla. Stat. § 440.185 and Fla Admin. Code 69L-3.003 et seq. and 60Q-6.103 Fla. Stat. § 119.071(5) (a) 6]
- Completing and processing Direct Deposit files if applicable. {Required by Fla. Admin. Code 6A-1.0012 and Fla. Stat. §119.071(5) (a) 6]
- Completing and processing group health, life and dental coverage enrollment, various supplemental insurance deduction reports, if applicable.[Required by Fla. Stat. §119.071(5) (a) 6]
- Completing and processing immigration related documents, if applicable. [Authorized by 8 U.S.C. 1324 a (b) and 8 C.F.R. 274a.2]
- 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 Fla. Stat. § 119.071(5) (a) 6]
- Registration information regarding sexual predators and sexual offenders [Authorized by Fla. Stat. §943.04351 and required by Fla. Stat. § 119.071(5) (a) 2 & 6]
- 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 Fla. Stat. §§ 1012.56, and 119.071(5) (a) 6, and/or authorized by Fla. Stat. §§ 1012.21 and 119.071(5) (a) 6]

**Providing your Social Security number to GCSB is a required condition of employment.**

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

Print Name

Signature

Date

*Revised 10/2011*