

**NOTIFICATION OF COLLECTION AND USAGE OF
SOCIAL SECURITY NUMBER FROM INDIVIDUALS FOR HUMAN
RESOURCES MATTERS**

Florida law provides that Florida International University (FIU) must notify individuals of the purposes for which FIU collects social security numbers. This notice is to inform you that with respect to Human Resources matters, FIU collects social security numbers from employees, individuals, and other entities for the following reasons:

- For processing payroll and other human resource functions, including benefits, enrollment, and processing
- For use in proper identification and background screening of employees, vendors, and volunteers;
- For completing and processing the Federal I-9 (Department of Homeland Security)
- For completing and processing Federal W4, W2, 1099 (Internal Revenue Service)
- For completing and processing Federal Social Security taxes (FICA)
- For processing and distributing Federal W2 (Internal Revenue Service)
- For completing and processing quarterly Unemployment Reports (FL Dept of Revenue)
- For completing and processing Florida Retirement Contribution reports (FL Dept of Revenue)
- For Workers Comp Claims (FCCRMC and Department of Labor)
- For completing and processing 403b and 457b contribution reports
- For completing and processing group health, life, disability, and dental coverage enrollment
- For completing and processing various supplemental insurance and insurance deduction reports

Please note that this is only a listing of the collection and use of social security numbers by the University in the Human Resources area. You may be receiving separate statements from other areas within the University regarding other uses of your social security number by the University. If any individual has a specific question or concern regarding the disclosure of a social security number, they may contact Human Resources.

All individuals are advised that social security numbers are confidential and may only be released as authorized by law.