TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y

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<td>Notification of Social Security Number Collection and Usage</td>
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<th>AUTHORITY:</th>
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Tallahassee Community College collects and uses the social security number in performance of the College’s duties and responsibilities for the following purposes: admissions/testing; record identification and verification; classification of accounts; credit worthiness; billing and payments; data collection; reconciliation; tracking for outcome data and transition from one education level to the next; benefit processing; tax and scholarship reporting; financial aid processing; athletics recruiting; accreditation of programs; as a condition of employment and employment processing; and reporting to authorized agencies of the state and federal government. To protect identity, TCC will secure all social security numbers from unauthorized access and will assign student and employees a unique identification number and will never release social security numbers to unauthorized parties. The unique identification number is used for all associated employment and educational purposes at TCC.

Tallahassee Community College collects and uses the Social Security number only for the following purposes in performance of the College’s duties and responsibilities. To protect identity TCC will secure the student’s social security number from unauthorized access, never release the social security number to unauthorized parties, and assign students a unique student/employee identification number. This unique identification number is used for all associated employment and educational purposes at TCC.

Enrollment Services / Workforce Programs / Florida Public Safety Institute / Pat Thomas Law Enforcement Academy

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student social security numbers to the Internal Revenue Service. A student may refuse to disclose his or her social security number to the college, but the IRS is then authorized to fine the student in the amount of $50.
In addition to the federal reporting requirements, the public school system in Florida uses social security numbers as a student identifier (section 229.559, Florida Statutes—new school code section 1008.386) for purposes of tracking and assisting students in the smooth transition from one education level to the next. All social security numbers are protected by Family Educational Rights and Privacy Act (FERPA) and are never released to unauthorized parties.

Financial Aid Department
The Financial Aid office will use the student’s Social Security number (SSN) to secure funds awarded, and report funds received by the student from the Federal and State government. In addition, if a student is awarded a student loan and chooses to accept the loan, the SSN will be used to obtain the loan funds from the lender the student specified.

The United States Department of Education (USDOE) Free Application for Federal Student Aid (FAFSA) requires all applicants to report their social security number to be used for all federal financial aid programs as a student identifier for processing and reporting. In addition to its use by USDOE as a student identifier, the social security number is required in order for the Department of Homeland Security to investigate citizenship status, for the Federal Work Study program, and is required on all loan applications for use by the lender/servicer/guarantor.

Sections 483 and 484 of the Higher Education Act of 1965, as amended, give TCC the authority to ask students and their parents these questions and to collect the social security numbers.

The Financial Aid office uses the information that students provide on the FAFSA to determine eligibility to receive federal student financial aid and the amount that students are eligible to receive. Sections 483 and 484 of the Higher Education Act of 1965, as amended, gives us the authority to ask students their parents these questions, and to collect the Social Security numbers. We use Social Security Numbers to verify identity and retrieve records.

Human Resources Department
Providing Social Security number is a condition of employment at TCC. The Social Security number is used for legitimate business purposes in compliance with:
· Completing and processing the Federal I-9 (Department of Homeland Security)
· Completing and processing Federal W4, W2, 1099 (Internal Revenue Service)
· Completing and processing Federal Social Security taxes (FICA)
· Processing and Distributing Federal W2 (Internal Revenue Service)
· Completing and processing quarterly Unemployment Reports (FL Dept of Revenue)
· Completing and processing Florida Retirement Contributions (FL Dept of Revenue)
· Workers Comp Claims (FCCRMC and Department of Labor)
· Completing and processing Direct Deposit Files (ACH)
· Completing and processing 403b and 457b contributions
· Completing and processing group health, life and dental coverage enrollments
· Completing and processing various supplemental insurance deduction reports
· Completing and processing various payroll documents including contracts for service