

CITY OF APOPKA, FLORIDA

NOTICE OF SOCIAL SECURITY NUMBER DISCLOSURE

Section 119.071(5)(a)2.-4., Florida Statutes requires agencies to notify individuals of the purpose(s) that require the collection of Social Security numbers. The City of Apopka, Florida collects Social Security Numbers (SSNs) for the following purposes:

- The Internal Revenue Service and Social Security Administration require a Social Security number on a Form W-4, that is used to determine how much federal withholding tax is to be collected and Federal Insurance Contribution Act (FICA) tax on wages paid and later reported in a W-2 Wage and Tax Statement.
- The Internal Revenue Service requires a Taxpayer Identification Number on Form W-9 which could be a Social Security or an Employer Identification number that could be used to generate a 1099 Miscellaneous Income Statement based on expenditures processed through accounts payable. Vendors with Social Security numbers are captured in the Vendor Application process.
- The Human Resources/Finance software program requires use of Social Security numbers for personal identification of employees for wages, Paid Time Off (PTO), payroll deductions, etc.
- Social Security numbers are also used as identifiers for processing fingerprints and completing background checks with the Federal Bureau of Investigation (FBI) and the Florida Department of Law Enforcement (FDLE).
- Social Security numbers for employees and dependents are required for enrollment in health insurance, life insurance, and other miscellaneous insurances and benefits.
- Social Security numbers are required for participation in General employee, Police and Fire Pension Plans to report earnings used to document creditable years of service in the Retirement System.

The Social Security numbers of all current and former employees are confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution.