



TOWN OF BELLEAIR NOTICE OF COLLECTING SOCIAL SECURITY NUMBER FOR GOVERNMENT PURPOSE

The Town of Belleair collects your social security number for a number of different purposes. The Florida Public Records Law (specifically, section 119.071(5) of the Florida Statutes) requires the Town to provide this written statement explaining the purposes, who is covered, and authority for collecting your social security number.

FORM	PURPOSE	AUTHORIZATION
Employee's Withholding Allowance Certificate (IRS W-2, W4, 1095, 1099, FICA)	This form is required so that the employer can withhold the correct Federal Income Tax	This is a Federal form from the Department of the Treasury, Internal Revenue Service
Employment Eligibility Verification (U.S. Citizenship and Immigration Services Form I-9)	This form is used to document that every new employee is authorized to work in the United State	This is a Federal Form from the Department of Homeland Security (DHS) U.S. Citizenship and Immigration Services (USCIS)
Acknowledgment, Authorization and Request for Background Information	Used for background screening/checks	Florida Department of Law Enforcement (F.S. 943.0542)
New Hire Payroll and Reporting	Florida Directory of New Hires reporting	Florida Social and Economic Assistance (F.S. 409.2576(3))
Human Resources: Benefits	Health benefits enrollment processing	Florida Public Records (F.S. 119.071(5)(a)(6)6.f)
Local Business Tax Application	Used for processing and issuing a Local Business Tax Receipt if an Employer Identification Number (EIN) is not available	Collection is required to issue a Local Business Tax Receipt (F.S. 205.0535(6))

I acknowledge that I have read and understand the above information.

Signature

Date

Note: The Town of Belleair collects your social security number in the performance of a duty or responsibility the Town must complete in accordance with law or business necessity. In the event a law does not specifically provide the Town with the authority to collect your social security number, Florida Statute 119.07(5)2.1 expressly provides for collection when it is imperative for the performance of duties and responsibilities as prescribed by law.