FAU

FOR AFFILIATE APPOINTMENTS ONLY

FLORIDA ATLANTIC UNIVERSITY

AFFILIATE APPOINTMENT PERSONAL DATA SHEET

EMPLOYEE: Please Print or Type, **then return completed forms to your respective department.**

1. Social Security Number*:_____
2. Last Name: _____
3. First Name: _____M.I._____
4. E-mail Address: _____
5. Date of Birth: _____
6. Gender: M _____ F _____
7. U.S. Citizen: Y ___ N ___ (if No, what is your status? _____)
8. Ethnicity: Hispanic or Latino_____ Not Hispanic or Latino_____ Race:_____
9. Work Address: _____
10. Work Telephone Number: _____
11. Home Address: _____
12. Home Telephone: _____
13. Emergency Notification
    Person to Contact: _____ Relationship: _____

    Address: _____ City, State, Zip: _____

    Telephone Number: _____

Signature: _____ Date: _____

FOR FAU/COLLEGE USE

Z Number: _____(New appointees – please leave blank)

Dates of Appointment: From _____ To _____

Home Org: _____

Employee's Campus Location:_____ Tel. Ext.:_____

Div./College:_____

* Authorized by §119.071(5), F.S., 8 USC §1324(a) and 42 USC §653(a).

*** DEPARTMENT:** Return both forms (Pages 1 and 2) to Provost's Office after EPAF has been completed.

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EMPLOYEE: Please Print or Type, **then return completed forms to your respective department.**

Florida Atlantic University is required to obtain the following information. Your cooperation is appreciated.

Have you ever been charged with a violation of the law which resulted in probation, community service, a jail sentence, the revocation or suspension of your driver's license?

( ) YES ( ) NO

If your answer is "yes" to the above question, please provide a statement of all relevant facts in the space below.

_____ (Print name)

_____ (Signature)

_____ (Date)

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Social Security Number
Collection & Usage

In accordance with Section 119.071(5), Florida Statutes, this document denotes the purpose and legal authority for the collection, disclosure, and usage of social security numbers by Florida Atlantic University ("FAU" or "University"). FAU collects social security numbers (SSNs) only as specifically authorized by law or if imperative for the performance of our duties and responsibilities as prescribed by law. FAU takes appropriate measures to secure SSNs from unauthorized access and does not release SSNs to other parties except as authorized by law or as necessary for the fulfillment of our duties and responsibilities. FAU may assign unique student/employee identification numbers for use where practical. This unique ID number may be used for associated employment and educational purposes at FAU. In instances where the unique ID number is not sufficient, an SSN will be required for the legitimate business purposes as outlined below.

ADMISSIONS Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student SSNs to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for FAU to collect the SSN of every student. If a student refuses to disclose his or her SSN for this purpose, he or she may be subject to IRS penalties.	Authorized by 26 USC §6050S
CONTROLLER'S OFFICE SSNs are required to issue a W-2 (Wage and Tax Statement) and direct deposit forms require use of SSNs to verify against bank records. The Controller's Office may use and/or request SSNs from vendors and/or students to facilitate direct pay of an honorarium in compliance with Financial Information Reporting, Tuition Payment Statements (1098T) and Miscellaneous Income (1099) or the completion of a W9 for Consultant Service. SSNs are also disclosed for collections purposes to authenticate identity.	Authorized by 26 USC §§3402(f)(2)(A), 1441, 6109, 6050S and §119.071(5), F.S.
FINANCIAL AID *Non Veteran Students:* The Student Financial Aid Office uses SSNs in the application process for determining financial aid eligibility. The SSNs are used to identify students by the Florida Office of Student Financial Aid and the US Department of Education. SSNs are also used to transmit student data to ELM Resources, a third party agency that processes Federal Stafford loan data to lenders and guarantors on behalf of student applicants for loans. Every student must report his or her SSN on the FAFSA. If a SSN is not provided, the FAFSA will not be processed. Similarly, a student who does not have a SSN is not eligible to obtain a Federal Student Aid PIN.	Authorized by Title IV of the Higher Education Act of 1965, as amended (§§483 and 484) and 20 USC §1091
FINANCIAL AID *Veteran Students:* The Student Financial Aid Office uses SSNs in the Veteran Certification form to process the veteran students' VA benefits. If a SSN is not provided, the VA certification process will not be processed in the VA ONCE web system; The Veteran student will not receive his/her VA benefits.	38 U.S.C. sections 3684 and 3685; 38 CFR sections 21.4203, 21.4209, 21.7156, 21.7307, 21.7656, 21.7807, and 21.5200
HARBOR BRANCH OCEANOGRAPHIC INSTITUTE HBOI at FAU uses SSNs on the Federal Drug Testing Custody and Control Form for DOT-required drug test chain of custody.	Authorized by 49 CFR Part 40

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HUMAN RESOURCES SSNs are used for legitimate business purposes in compliance with completion and processing of the following forms: Federal I-9 (Department of Homeland Security); Federal W4, W2, 1099 (Internal Revenue Service); Federal Social Security taxes (FICA); Processing and Distributing Federal W2 (Internal Revenue Service); Quarterly Unemployment Reports (FL Dept of Revenue); Florida Retirement Contribution reports (FL Dept of Revenue); Workers Comp Claims (FCCRMC and Department of Labor); Direct Deposit Files (affiliate banks); 403b and 457b contribution reports; group health, life and dental coverage enrollment; various supplemental insurance deduction reports. In addition, SSNs are collected in accordance with FCRA through a TPA in conducting pre- and post employment background investigations for prospective and promotion-eligible employees pursuing student, faculty, staff positions, and volunteer or courtesy appointments.	Tax-related uses are authorized by 26 USC §§3402, 3406, 1441 and 6109. Benefits-related uses are authorized by §§119.071(5), F.S. Background/employment-related uses are authorized by 8 USC §1324(a) and 42
POLICE National and state law enforcement databases utilize SSNs as unique identifiers. Florida law authorizes state and local agencies to access criminal justice information systems. SSNs are used as the unique identifier that accommodates a key search. Absent fingerprints, an SSN is the most reliable to query and to input data. The Police Department's records management system also contains social security numbers for individuals listed on incident reports. SSNs are collected from individuals listed on incident reports as they are unique identifiers that are the most reliable way to retrieve information from the National and State law enforcement databases. SSNs are also used by traffic & parking services for accounts of unaffiliated personnel who are referred to accounts receivable.	Authorized by §119.071(5),
PURCHASING The Purchasing department may request SSNs from vendors and/or students to facilitate direct pay of an honorarium in compliance with Financial Information Reporting or the completion of a W9 for Consultant Services.	Authorized by 26 USC §§3402, 3406, 1441, 6109 and §119.071(5), F.S.
REGISTRAR The University Registrar uses student SSNs on official transcripts and for business purposes in accordance with parameters outlined by the US Department of Education.	Authorized by §119.071(5), F.S.
UNIVERSITY ADVANCEMENT/ALUMNI AFFAIRS The Division of University Advancement/Alumni Affairs is staffed with University officials charged with advancing the mission and goals of the University through outreach initiatives, facilitating alumni relations and fundraising efforts. The Division has a need to access SSNs of University graduates for the sole purpose of locating "lost" alumni and confirming alumni identity and/or status (i.e. deceased). Quarterly address screenings of segments of the database (primarily "lost" alumni) require use of the SSN to confirm identity.	Authorized by §119.071(5), F.S.
COLLEGES SSNs are used by certain colleges in student applications for professional licensure, for contact and/or access to K-12 students and facilities, for background checks and verification of academic degrees and qualifications, and for placement tracking pursuant to the Florida Education and Training Placement Information Program.	Authorized by 42 USC §666(a)(13), §456.013 (1)(a), F.S., §1012.32(2), §1012.465(2), §119.071(5), §1008.39; and 8 USC §1324(a) and 42 USC §653(a)
OTHER SSNs may be used in other components of the University to authenticate identity when no other means are available and such authentication is imperative for that component's duties and responsibilities.	Authorized by §119.071(5), F.S.