

**Date: January 29<sup>th</sup>, 2008**

# **Social Security Usage Policy**

## **Policy**

The primary purpose of this Social Security Usage Policy is to ensure that the necessary procedures and awareness regarding the usage of Social Security numbers exists to ensure the employees of the Florida Municipal Pension Trust Fund comply with Florida Statute Section 119.071(5).

The Florida Legislature has adopted new requirements relating to the use of Social Security numbers by all “agencies” in Florida. As set forth Florida Municipal Pension Trust Fund is required to provide a written Social Security Number Usage Statement to each individual they obtain a social security number from.

In Section 119.071(5), Florida Statutes, the Legislature adopts the following new requirements regarding Social Security Number usage:

- An agency may not collect an individual’s Social Security number unless the agency has stated in writing the purpose for its collection.
- Social Security numbers collected by an agency may not be used by the agency for any purpose other than the purpose provided in the written statement.
- An agency collecting an individual’s Social Security number must provide that individual with a copy of the written statement.
- Each agency shall review whether its collection of Social Security numbers is in compliance with Section 119.071(5), Florida Statutes.

## **Procedure:**

1. Florida Municipal Pension Trust Fund will provide a written copy of their Social Security Usage Statement to every individual that they obtain a Social Security from.  
\*\*\*This requirement is only when the Social Security number is obtained from the individual directly.
2. Any form Florida Municipal Pension Trust Fund sends to an individual that request a social security number will include a copy of the Social Security Usage Statement.
3. Any employee of Florida Municipal Pension Trust Fund asking an individual for their social security number verbally will read Florida Municipal Pension Trust Fund’s Social Security number statement to the individual.
4. Social security numbers will be used by Florida Municipal Pension Trust Fund only for the purposes indicated on the written statement.
5. The Compliance Review Specialist and the Directors of each department will periodically review whether Florida Municipal Pension Trust Fund’s collection of social security numbers is in compliance with Section 119.071 (5), Florida Statutes.

Below is a copy of the Social Security Usage statement:

## **Florida Municipal Pension Trust Fund**

### **Social Security Usage Statement**

THE FLORIDA MUNICIPAL PENSION TRUST FUND COLLECTS YOUR SOCIAL SECURITY NUMBER FOR THE FOLLOWING PURPOSES: PENSION AND BENEFIT ADMINISTRATION; IDENTIFICATION AND VERIFICATION; DATA COLLECTION, RECONCILIATION AND PROCESSING; AND TAX REPORTING. SOCIAL SECURITY NUMBERS ARE ALSO USED AS A UNIQUE NUMERIC IDENTIFYER AND MAY BE USED FOR SEARCH PURPOSES.