Collection of Social Security Numbers

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1.0 POLICY

S. L. 2005-414 (S1048), section 4, prohibits government agencies from collecting a social security number (SSN) from an individual, unless the collection of the social security number is authorized by law or otherwise imperative for the performance of the agency's duties and responsibilities as prescribed by law. It also provides that social security numbers shall not be collected until and unless the need for the social security number has been clearly documented. This policy documents the need for Lee County Human Resources and Payroll to collect social security numbers.

2.0 DEFINITIONS

None.

3.0 PROCEDURE / RULE

3.1 The Lee County Human Resources and Payroll Departments may collect and use social security numbers for the following purposes:

A. Payroll related functions, including State (NC Dept. of Revenue) and Federal (U. S. Dept. of Treasury-Internal Revenue Service) tax withholding

B. Immigration and Naturalization Service (I9) Federal reporting form (Immigration Reform & Control Act of 1986)

C. Lee County Health, Dental, life and disability insurance plans

D. N. C. Local Government Retirement System (NCGS 128-21)

E. Prudential 401(k) deferred compensation

F. Deferred Comp through Nationwide Retirement

G. North Carolina Industrial Commission forms (workers' compensation) (NCGS 97.1-101)

3.2 Social security numbers will be in personnel files and will not be released as part of that record.

3.3 Lee County Government may collect social security numbers for the following purposes:

A. Enrolling employees in employer sponsored and voluntary benefits;

B. Payroll related documents;

C. Required State and Federal documents;

D. North Carolina Industrial Commission forms (workers' compensation);

E. Accounts payables for the issuance of 1099 forms;

F. For collection of unpaid bills, including debt set-off;

G. Emergency Services Billing and related State reports;

H. Eligibility for Veterans benefits;

I. Cost Share Programs through USDA;

J. Employment related drug testing;

K. Community Development Block Grant Program, for verification of income when applying for home renovation/repair funds;

L. Medicaid/Medicare eligibility;

M. Vital records recorded in the office of the Register of Deeds; and

N. Any individual applying for assistance or services through a Lee County Governmental Agency, shall provide their social security number when required by federal, state or local policy or law.

3.4 These requirements constitute legal authority for Lee County Government to collect social security numbers for these purposes.

4.0 APPENDIX / APPENDICES

None.