

**UNCG Statement of Purposes
for Which Social Security Numbers (SSN) Are Collected and Used¹**

February 22, 2010

GENERAL PURPOSE	AUTHORIZED OR REQUIRED USE	STATUTE OR REGULATION
C.1. Benefits	SSN to be included in employer's report of all employees eligible for disability benefits.	20 C.F.R. § 404.452(c)
C.2. Benefits	Administrator of retirement benefits must supply the IRS with the SSN of all employees eligible for such benefits.	26 C.F.R § 301-6057-1(a)(4)
C.3. Benefits-Parking Fees	Administration of tax benefit for parking fees that are payroll deducted. Social Security number used when transmitting information for payroll purposes.	N.C.G.S. 132-1.10
E.1. Contracts & Grants	Verify that vendors or individuals providing goods and services under a grant or contract have not been suspended or debarred from the federal government.	31 U.S.C. § 7701(c)
G.1. Employment	Requires reporting of new employee information to the federal Directory of New Hires (W-4 Report). Employee data includes name, address, and SSN.	42 U.S.C. § 653a
G.2. Employment	Verify that individual is not an unauthorized alien by viewing a U.S. passport, a resident alien card, a SS card, <u>or</u> other federal document authorizing employment in the United States.	8 U.S.C. § 1324a(b)
G.3. Employment	SS card may be used by resident aliens to help establish eligibility to work in the United States.	8 C.F.R § 1274a.2(b)(1)(C)(1)
G.4. Employment	SSN required in reporting employees' annual wages.	20 C.F.R § 404.452(c)
G.5. Employment	SSN required to be retained in employer's records for all employees receiving remuneration; SSN used in the Human Resource System (payroll database) and on payroll instruments. Used in central offices with payroll & personnel	20 C.F.R § 404.1225(a)-1

¹ Technical staff involved in direct support of the systems performing allowed functions referenced above may have read-only access to SSNs in order to support the end users performing these functions.

	responsibilities. Access by those outside of these central offices is limited.	
G.6. Employment	Employee must supply employer with SSN.	26 C.F.R § 31.6011(b)-2
G.7. Employment	Employer must include employee's SSN on W-2 forms.	26 C.F.R § 31.6051-1(a)
G.8. Employment	Requires return of overpayments of State Funds by persons in State-supported positions.	N.C.G.S. 143-64.80 (a) & (b)
G.9. Employment	Authorizes collection of delinquent accounts owed to a State entity by a State employee.	N.C.G.S. 143-553
G.10. Employment	Social Security numbers are used for registration of motor vehicles under Parking Rules and Regulations and for the collection of fees/fines connected with parking. The University is authorized under NC Statute and Board of Trustees regulations to establish fees/fines and collect if not voluntarily paid. The University is also authorized under the Set-Off Debt Collection Act to collect any monies owed to it from employees.	N.C.G.S. 132-1.10, 105A, 116-44.4
J.1. General Exemption to States	Authorizes any State to use SSNs in the administration of any tax within the State's jurisdiction.	42 U.S.C. § 405(c)(2)(C)(i)
L.1. General NC Uses of Social Security Numbers	SSNs are to be used by the State only as authorized by law or if imperative for the performance of an agency's duties and responsibilities as prescribed by law.	The North Carolina Public Records Act, Chapter 132-1.10
N.1. GA-Mandated Student and Personnel Record Files	SSN to be included in student/personnel record files prepared for and submitted to UNC General Administration.	N.C.G.S. § 96-30-35
P.1. Student Accounts	Social Security numbers are used for registration of motor vehicles under Parking Rules and Regulations and for the collection of fees/fines connected with parking. The University is authorized under NC Statute and Board of Trustees regulations to establish fees/fines and collect if not voluntarily paid. UNCG is also authorized under the Set-Off Debt	N.C.G.S. 132-1.10, 105A, 116-44.4

	Collection Act to collect any monies owed to it from students.	
P.2. Financial Aid	All applicants for or recipients of grants or loans from any business which receives federal monies must provide their SSN in case it may be needed for later debt collection.	31 U.S.C. § 7701(c)
P.3. Student Loans	Recipients of loans must present SSNs for verification of eligibility.	20 U.S.C. §1091(a)&(p)
P.4. Student Success Center – Federal TRIO Programs	Reporting requires social security number of recipients.	Higher Education Act of 1965, Higher Education Amendments, Subpart 2—Federal Early Outreach & Student Services Programs, Chpt. 1—Federal TRIO Programs Sec. 402A: 20 U.S.C. 1070a--11
P.5. Students	Higher education institutions are required to file information returns with the Internal Revenue Service, and furnish statements to taxpayers, on all students for whom they receive tuition payments. Social Security number is required to file certain information returns with the Internal Revenue and to furnish a statement to the student. Forms include Form W-9S, Request for Student’s or Borrower’s Taxpayer Identification Number and Certification, and Form 1098-T, Tuition Statement.	Section 6050S of the Internal Revenue Code
P.6. Students	Federal law states that for Veterans Administration (VA) benefits “all the reports required by this paragraph shall be in a form specified by the Secretary (of Defense).” The stated C.F.R. section includes educational benefits requirements.	21 C.F.R. 4203
P.7. Student Applicant Background Checks	SSN required in performing background checks for UNCG applicants.	UNC Policy Manual Regulation 700.5.1
U.I. Certain Gift Donation Instruments	SSN required for IRS documents associated with specific gift instruments.	Treas. Reg. 31.3406(h)-1(b) IRS 6109(d)

Notice:

The above statement of purposes may not include all applicable federal and State statutes, but every effort has been made to document a legal justification for each Social Security number use by The University of North Carolina at Greensboro.