



## NOTICE OF COLLECTION AND USE OF SOCIAL SECURITY NUMBERS

Introduction	Section 119.071(5), Florida Statutes, governs the collection of Social Security Numbers by certain government entities, including Citizens. Citizens does not intentionally collect Social Security Numbers from vendors, prospective vendors or payees. However, in the event a vendor, prospective vendor or payee uses a Social Security Number instead of a Federal Employer Identification Number (FEIN), this statement is being provided.
How are Social Security Numbers used in purchasing and payment processing?	<p>Citizens requires all vendors and prospective vendors to register with Citizens prior to pursuing a contract. Citizens also requires that all entities receiving payments from Citizens complete the appropriate forms for reporting to the IRS. When registering or completing forms, Citizens strongly recommends using an FEIN rather than a Social Security Number. Using an FEIN prevents the association of vendor or payee information with the protected personal information linked to Social Security Numbers. FEIN numbers can be obtained at no cost through the <a href="http://www.IRS.gov">www.IRS.gov</a> website.</p> <p>In the event a vendor, prospective vendor or payee decides to use a Social Security Number instead of an FEIN, it may be used for the purposes of:</p> <ul style="list-style-type: none"> <li>- Verifying identify of the vendor or payment recipient</li> <li>- Maintaining Citizens' vendor database</li> <li>- Payments processing</li> <li>- Tax reporting to governmental agencies</li> <li>- Office of Foreign Asset Control requirements</li> </ul>

### Table of Laws and Regulations

The table below summarizes the purposes for which Citizens collects FEINs and the laws and regulations under which collection is authorized or required. It also identifies whether collection is authorized by statute or mandatory for the performance of that agency's duties and responsibilities as prescribed by law.

Purpose for Collection	Law or Regulation	Authorized by Statute	Mandatory for Performance of Agency Duties
Verifying recipient identity	Section 119.071(5)(a), Florida Statutes		✓
Maintaining Citizens' vendor database	Section 627.351(6)(e),(f), Florida Statutes		✓
Payments processing	Title 26, United States Code	✓	
Tax reporting	Title 26, United States Code	✓	
Office of Foreign Asset Control requirements	Title 31, Code of Federal Regulations, Section 501 et seq		✓