

Statement on the Collection and Use of Social Security Numbers

Human Resources

In accordance with the requirements of Florida law (Section 119.071, Florida Statutes), the University of West Florida collects social security numbers only if specifically authorized or required by law or if imperative for the performance of the University's duties and responsibilities. The University may collect social security numbers for some or all of the following purposes: identity tracking and management; billing and payments; credit worthiness; data collection; reconciliation and tracking; benefit processing; tax and scholarship reporting; financial aid processing; student health services, and reporting to authorized state and federal government agencies. Federal and state laws require us to protect social security numbers from disclosure to unauthorized parties. Students and employees are assigned UWF identification numbers to assist in tracking and protecting their personal information.

| UWF Forms | Form Purpose | Purpose for SSN# | Statutory Authority | Mandated, Authorized or Business Imperative |
|---|---|--|---|--|
| FRS Certification Form | Eligibility to be employed | Applicant Identification | Section 119.071(5)(a)6.g, F.S. | Mandated |
| Level II Background Screening Request Form | Eligibility to be employed in a position of special trust | Applicant/employee identification | Section 119.071(4)(a)2.b., F. S. | Mandated |
| Verification of Employment Authorization Release | Employment verification | Employee identification | Section 119.071(5)(a)(2)(a)(II), F.S. | Business Imperative |
| Third Party Non-UWF Forms | Purpose | Purpose of SSN# | Statutory Authority | Mandated, Authorized or Business Imperative |
| Form I-9, Employment Eligibility Verification (US Department of Homeland Security) | Verify each new employee (both citizen and noncitizen) hired after Nov 6, 1986, is authorized to work in the United States. | Citizen and noncitizen identification | U.S. Dept. of Homeland Security, U.S. Citizenship and Immigration Services; Immigration Reform and Control Act of 1986, Pub. L. 99-603(8 USC 1324a) | Mandated |
| Form W-4, Employee's Withholding Allowance Certificate | Tax reporting | For employee identification | I.R.C. Section 6109 | Mandated |
| Florida retirement contribution reports and forms (Florida Department of Revenue) | Administration of pension benefits | For employee identification | Section 119.071(6)(g), F.S. | Business Imperative |
| Worker's Compensation Amerisys forms on behalf of Risk Management, STARS reports of lost wages and First Report of Injury | For report and documentation of work-related injury and follow up | For employee identification | Section 440.185(2)(b), F.S. | Mandated |
| I.R.C. Section 403b,457b contribution reports (Internal Revenue Service) | Employee enrollment and claims | For employee identification | I.R.C. Section 6109 | Mandated |
| State of Florida New Hire Report (Department of Revenue) | Administration of various programs: child support enforcement, Medicaid, unemployment compensation, Food Stamp, aid to disabled, etc. | New hire identification | Section 409.2576, F.S. | Mandated |
| State sponsored insurance enrollment forms and reports (group health, life, and dental coverage) (limited to dependents) | Administration of health benefits | Dependent identification | Section 119.071(6)(f), F.S. | Business Imperative |
| Agency for Workforce Innovation Unemployment Compensation forms | Verification of benefits eligibility | Employee identification and verification with Social Security Administration | Section 443.091(1)(g), F.S. | Mandated |
| FICA Alternative Plan Forms (OPS Retirement) | Selection of 401(a) Investment options and Beneficiaries | Reporting | (OBRA 90) IRC 3121(b)(7)(F). | Business Imperative |



As a new employee covered by the Florida Retirement System (FRS), you have an opportunity to enroll in the FRS retirement plan of your choice. See Section 1 for your enrollment deadline. You must be actively employed earning salary and service credit when your form is received by the FRS Plan Choice Administrator. If it is subsequently determined that you were not eligible to make a plan choice, your election will be considered invalid and will be reversed. You can enroll by completing this form, by logging on MyFRS.com using the User ID and Password you created the first time you logged on, or by calling the MyFRS Financial Guidance Line, Option 4. You will need your original PIN when you log on the first time. **If you do not actively enroll**, you will default into the FRS Pension Plan (see Section 1 below).

Before you enroll, use the **FREE** resources offered by the FRS to help you understand both retirement plans. These resources include:

- The toll-free MyFRS Financial Guidance Line: 1-866-446-9377, Option 2.
- The CHOICE SERVICE online benefits projection tool, available at MyFRS.com or through the MyFRS Financial Guidance Line, Option 2.

SECTION 1: RETIREMENT PLAN CHOICE (You must complete this section. Please print.)

Name _____
(Last Name) (First Name) (Middle Initial)

Social Security Number: _____

The enrollment DEADLINE is 4:00 p.m. ET on the last business day of the 5th month following your month of hire. I want to enroll in: (Choose only one by marking an X in the appropriate box.)

- 1. The FRS Pension Plan.** (Review Section 2 and complete Section 4)
 Designed for longer-term employees. It will pay you a guaranteed monthly retirement benefit based on a formula that includes your service and salary. **You qualify for a benefit after 8 years of service.**
- 2. The FRS Investment Plan.** (Review Section 2 and complete Sections 3 and 4)
 Designed for a more mobile workforce. Your benefit is based on the amount of money contributed to your account and its growth over time. **You qualify for a benefit after 1 year of service.**
- 3. The FRS Hybrid Option.** (Review Section 2 and complete Sections 3 and 4)
 Designed to freeze your accrued Pension Plan benefit and establish an Investment Plan account for all future employer and employee contributions. **You must have completed 5 or 8 years of Pension Plan service, depending on your date of hire, to select this option.**

SECTION 2: BENEFICIARY DESIGNATION

I understand that I can designate a beneficiary at any time. If I do not designate a beneficiary, my benefits (if any) will be distributed in the event of my death in accordance with s. 121.091(8) or s. 121.4501(20), Florida Statutes, as applicable. I can designate a beneficiary by completing a Beneficiary Designation Form (BEN-001 Pension Plan or IPBEN-1 Investment Plan). Both forms are available online at MyFRS.com or by calling the MyFRS Financial Guidance Line.

SECTION 3: FRS INVESTMENT PLAN FUND SELECTIONS

(Complete this section only if you selected Option 2 or 3 in Section 1.)

You have 19 investment options to choose from on the next page. Please use the free MyFRS Financial Guidance Program resources to help you understand your investment fund choices. You can change your investment fund selections after your account is activated by calling the MyFRS Financial Guidance Line, Option 4, or logging onto MyFRS.com. Transfer restrictions may apply.

An Important Note About Fees:

Each investment fund charges an annual fee based on a percentage of the balance invested in that fund. Fees will vary by fund and are automatically deducted from your account. These are the only fees you will pay as an active member of the FRS Investment Plan. To make it easier for you to compare fees, the dollar amounts listed (in ***bold italics***) next to the name of each FRS Investment Plan fund are the first-year annual fee for a \$1,000 account balance. **Note:** The fees listed on this form may have changed since the form was printed. For the latest fee and fund information, visit MyFRS.com.

Fees reduce your retirement benefit. Over 30 years, an annual fee of 0.50% on a fund (\$5 per \$1,000 account balance) will reduce your final account balance by approximately 15%. For more information about each FRS Investment Plan fund, please review the fund profiles and the Investment Fund Summary available at MyFRS.com or call the MyFRS Financial Guidance line, Option 2, to speak to an unbiased financial planner.

How to enter your investment fund selection:

- Write the percentage you wish to allocate to each investment option. Use whole percentages only.
- Choose your investment funds from the balanced funds, the other investment funds OR from a combination of the two.
- The total of all your selections must equal 100%.

BALANCED FUNDS If you are unsure about which investment funds to choose, you may want to consider balanced funds. Balanced funds are designed to provide you with a lower-fee investment alternative comprised of multiple asset classes to diversify and control risk. You can choose from three different risk levels. Each fund is designed to keep its overall level of risk relatively steady over time. You will default into the Moderate Balanced Fund if you do not select any investment funds.

NOTE: The asset mix in these funds is subject to change.

| | | PERCENTAGE |
|---|--|------------|
| | FRS Select Conservative Balanced Fund (\$0.56) | % |
| | FRS Select Moderate Balanced Fund (\$0.40) | % |
| | FRS Select Aggressive Balanced Fund (\$0.49) | % |
| OTHER INVESTMENT FUNDS If you prefer to create your own customized portfolio, choose from the investment funds below. Keep in mind that Core Funds invest in a broad portion of their market and Specialty Funds invest in just a portion of their particular market. A "B" after a fee means the fund will automatically block trades from occurring under certain circumstances. Funds and fees are as of January 1, 2014. | | |
| Core Money Market Funds | FRS Select Yield Plus Money Market Fund (\$0.56) | % |
| Core Inflation-Protected Securities Funds | FRS Select U.S. Treasury Inflation-Protected Sec. Fund (\$0.20) | % |
| Core Bond Funds | FRS Select U.S. Bond Enhanced Index Fund (\$0.50) | % |
| | PIMCO Total Return Fund (\$5.70) | % |
| Specialty Bond Funds | Pyramis Intermediate Duration Pool Fund (\$1.11) | % |
| | FRS Select High Yield Fund (\$4.60 B) | % |
| Core U.S. Stock Funds | FRS Select U.S. Stock Market Index Fund (\$0.20) | % |
| Specialty U.S. Stock Funds | FRS Select U.S. Large Growth Stock Active Fund (\$2.89) | % |
| | FRS Select U.S. Large Value Stock Active Fund (\$1.93) | % |
| | Prudential Mid-Cap Quantitative Core Equity Fund (\$3.50) | % |
| | Fidelity Growth Company Fund (\$6.50 B) | % |
| | American Beacon Small Cap Value Fund (\$9.20) | % |
| | T. Rowe Price Small-Cap Stock Fund (\$9.20 B) | % |
| Core Foreign Stock Funds | FRS Select Foreign Stock Index Fund (\$0.20 B) | % |
| | American Funds EuroPacific Growth Fund (\$5.00 B) | % |
| Global (Foreign and U.S.) Stock Fund | American Funds New Perspective Fund (\$4.50 B) | % |
| TOTAL MUST EQUAL 100% | | % |

SECTION 4: AUTHORIZATION (All participants must complete this section.)

1. IMPORTANT INFORMATION: Before signing this enrollment form, be sure to read the following information. You understand that you have a one-time future opportunity, called the 2nd Election, to switch from the FRS retirement plan you chose in Section 1 to the other plan during your FRS career, and that there may be a cost for doing so. You understand you **cannot** file a 2nd Election using this form. You understand that you can find a description of your rights and responsibilities under the FRS Pension Plan and the FRS Investment Plan in the respective Summary Plan Descriptions, Florida Statutes, and Administrative Rules by calling the MyFRS Financial Guidance Line, Option 2, or visiting MyFRS.com.

If you selected Option 1 in Section 1 (Elected the Pension Plan): You understand that the FRS Pension Plan is a defined benefit plan, which will provide you with benefit payments at retirement if you meet certain criteria. As of the most recent actuarial valuation date, the FRS actuarial liability exceeded the actuarial value of its assets yielding an unfunded actuarial liability. This liability may increase or decrease in the future. The Legislature may increase or decrease the amount that you and your employer contribute to this plan to keep it actuarially funded.

If you selected Option 2 in Section 1 (Elected the Investment Plan): You understand and acknowledge the following: Any accrued value you may have in the FRS Pension Plan will be transferred to your FRS Investment Plan account as your opening balance and is subject to the vesting requirement of the FRS Pension Plan. You can find out the accrued value in your FRS Pension Plan account by calling the MyFRS Financial Guidance Line, Option 3, to connect to the Division of Retirement. The initial transfer amount is an estimate and your account will be reconciled within 60 days of that transfer using your actual FRS membership record pursuant to Florida law and the reconciled amount could be more or less than the estimated amount of the transfer and that your account will be adjusted accordingly. You direct all future employer contributions be deposited in your FRS Investment Plan account.

If you selected Option 2 or 3 in Section 1 (Elected the FRS Investment Plan or FRS Hybrid Option): You acknowledge and understand that you reviewed the Fund Profiles, the Investment Fund Summary, and the Annual Fee Disclosure Statement in the "Investment Funds" section at MyFRS.com before selecting any investment funds or submitting this form. You can change your fund allocations at any time after your account is activated by logging onto MyFRS.com or calling the toll-free MyFRS Financial Guidance Line, Option 4. Your account will be available by the end of the effective month of this election. If you didn't choose specific investment funds, you are directing that your assets be invested in the FRS Select Moderate Balanced Fund. The FRS Investment Plan is not designed to facilitate short-term excessive fund trading. Foreign and global investment funds are subject to a minimum holding period of 7 calendar days following any non-exempt transfers into such funds, and you may be subject to trading controls on other funds in the event that you trade excessively.

You also acknowledge and understand that investment management fees will be deducted from your FRS Investment Plan account and that these fees may change in the future and that funds may be added or terminated. If any of the funds you select in the FRS Investment Plan are terminated in the future, you will be able to move your assets into other investment funds prior to termination. Otherwise, your assets in the terminated fund(s) will automatically be moved into a replacement fund designated at that time. If you terminate employment and am vested in your account balance, you may be subject to a mandatory payout of your account if the balance is \$1,000 or less, or an account maintenance fee of \$6 per quarter if your account balance is more than \$1,000.

You understand that Sections 121.4501(8)(b)2 and 121.4501(15)(b) of Florida law incorporate the federal law concept of participant control, established by regulations of the U.S. Department of Labor under Section 404(c) of the Employee Retirement Income Security Act of 1974. If you exercise control over the assets in your Investment Plan account, pursuant to Section 404(c) regulations and all applicable laws governing the operation of the Investment Plan, no program fiduciary shall be liable for any loss to your account which results from your exercise of control.

You understand that the FRS Investment Plan is a defined contribution plan in which the Florida Legislature can increase or decrease the amount that you and your employer contribute to your account.

SIGN HERE (Your form cannot be processed without your signature.)

Signature Date Daytime Telephone Number

E-mail Address (optional) Employing Agency (optional)

2. FAX OR MAIL YOUR COMPLETED FORM TO:

Fax: 1-888-310-5559
(Do not include a cover sheet and retain the original for your records)

Mail: FRS Plan Choice Administrator
P.O. Box 785027
Orlando, FL 32878-5027

(Do not mail this form to your employer or to the Division of Retirement and retain a copy for your records.)

CAUTION: Your form will not be processed if you submit a form that does not indicate your plan choice or your Social Security number; or does not have your signature. You will be notified if your form is incomplete and was not processed. You must resubmit a new completed form in order for your plan choice to be processed.

3. Your choice will become final at 4:00 p.m. (ET) on the day it is received by the FRS Plan Choice Administrator. Your Plan Choice Form must be received on or before 4:00 p.m. on the last business day of the 5th month following your month of hire. No matter which plan you selected you have a one-time future opportunity, called the 2nd Election, to change plans during your FRS career. You can review information about the 2nd Election at MyFRS.com.

4. A confirmation statement will be mailed to your address of record once your completed form is received and processed. Please allow 2 to 3 weeks to receive it. Your address of record is submitted to the FRS by your employer. Make sure your employer is notified of any address changes.

MyFRS Financial Guidance Line 1-866-446-9377 (TRS 711) ■ MyFRS.com