

Operational Services

Exhibit - Statement of Purpose for Collecting Social Security Numbers ²

This Statement of Purpose is being given to you because you have been asked by the District to provide your social security number (SSN) or because you requested a copy of this Statement.

You are being asked for your SSN for one or more of the following reasons:

- ☐ Employment matters, e.g., income reporting to the Internal Revenue Service and the Ill. Dept. of Revenue, or payroll tax withholding purposes.
- ☐ Verifying enrollment in various benefit programs, e.g., medical benefits, health insurance claims, or veterans' programs.
- ☐ Filing insurance claims.
- ☐ Internal verification or administrative purposes.

In addition, State law authorizes and/or requires the District to use or disclose your SSN in specified circumstances including, without limitation, in the following circumstances:

1. Disclosing SSNs to another governmental entity if the disclosure is necessary for the entity to perform its duties and responsibilities;
33. Disclosing SSNs pursuant to a court order, warrant, or subpoena; and
34. Collecting or using SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, or to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act.

If you have questions or concerns, please contact *[insert contact information]*.

² The Identity Protection Act requires school districts, when collecting a social security number or upon request by an individual, to provide a statement of the purpose(s) for which the district is collecting and using the social security number. 5 ILCS 179/35(a)(5). State law does not require districts to retain evidence that the individual received the statement of purpose.

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