

**STATEMENT OF PURPOSE  
FOR COLLECTION OF SOCIAL SECURITY NUMBERS  
BY THE URBANA PARK DISTRICT**

The Identity Protection Act, 5 ILCS 179/1 *et seq.*, and the Identity-Protection Policy of the Urbana Park District (“District”) require the District to provide an individual with a statement of the purpose or purposes for which the District is collecting and using the individual’s Social Security number (“SSN”) anytime an individual is asked to provide the District with his or her SSN or if an individual requests it. This Statement of Purpose is being provided to you because you have been asked by the District to provide your SSN or because you requested a copy of this statement.

**Why are we collecting your Social Security number?**

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

- Wage and Tax Statement (Form W-2)
- State and Federal Tax Withholding forms (W-4)
- Request for Taxpayer Identification Number and Certification (Form W-9)
- I-9 Identification form
- State of Illinois New Employee Reporting requirements
- Miscellaneous Income Form 1099-MISC
- All Illinois Municipal Retirement Fund (IMRF) forms
- Employee Record Form
- Authorization for Electronic Entries to Chase Payroll Card
- Flexible Spending Account Enrollment Form
- Health/dental insurance enrollment and change forms
- Childcare Resources Services (CCRS)/Department of Children and Family Services (DCFS) Fingerprint form
- Contractor Prevailing Wage documents including Certified Transcript of Payroll

**What will we do with your Social Security number?**

We will only use your SSN for the purpose for which it was collected.

We will not:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
- Publicly post or publicly display your SSN;
- Print your SSN on any card required for you to access our services;
- Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
- Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you. If mailed, your SSN will not be visible without opening the envelope in which it is contained.

**If you have questions or complaints about this Statement of Purpose submit them to:**

EXECUTIVE DIRECTOR:  
Urbana Park District  
303 W. University Avenue  
Urbana, IL 61801  
217 367 1536