

POLICE AND FIRE PENSION FUND

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MEMORANDUM

To: All Retirees and Beneficiaries of the Police and Fire Pension Fund

From: John Keane, Executive Director - Administrator

Subject: Information as to why we collected your Social Security number

Date: December 31, 2007

The Florida Legislature requires you to be informed of our policy regarding the use of **your** Social Security number. *The highlights of our Policy are as follows:*

We collected **your** Social Security number when you joined the Pension Fund to provide the unique numerical identification we utilize to record **your** contributions to the Fund during **your** career, and track the distributions to **you** in your retirement years.

Your Social Security number is utilized internally by the Fund staff for data collection and reconciliation, accrual of service, tracking continuous service, data adjustments and benefit calculations while working, and processing **your** benefit identification verification during retirement.

We utilize the Social Security number of our beneficiaries for processing benefit payments.

The Pension Board long ago suppressed the use of **your** Social Security Number on documents we send in the mail to our retirees and beneficiaries. These documents include Direct Deposit Statements, Pension Vouchers, and Annual Affidavits.

Due to Federal Tax Law requirements, we must include your Social Security number on the Annual Tax Statement we send each January to all retirees and beneficiaries.