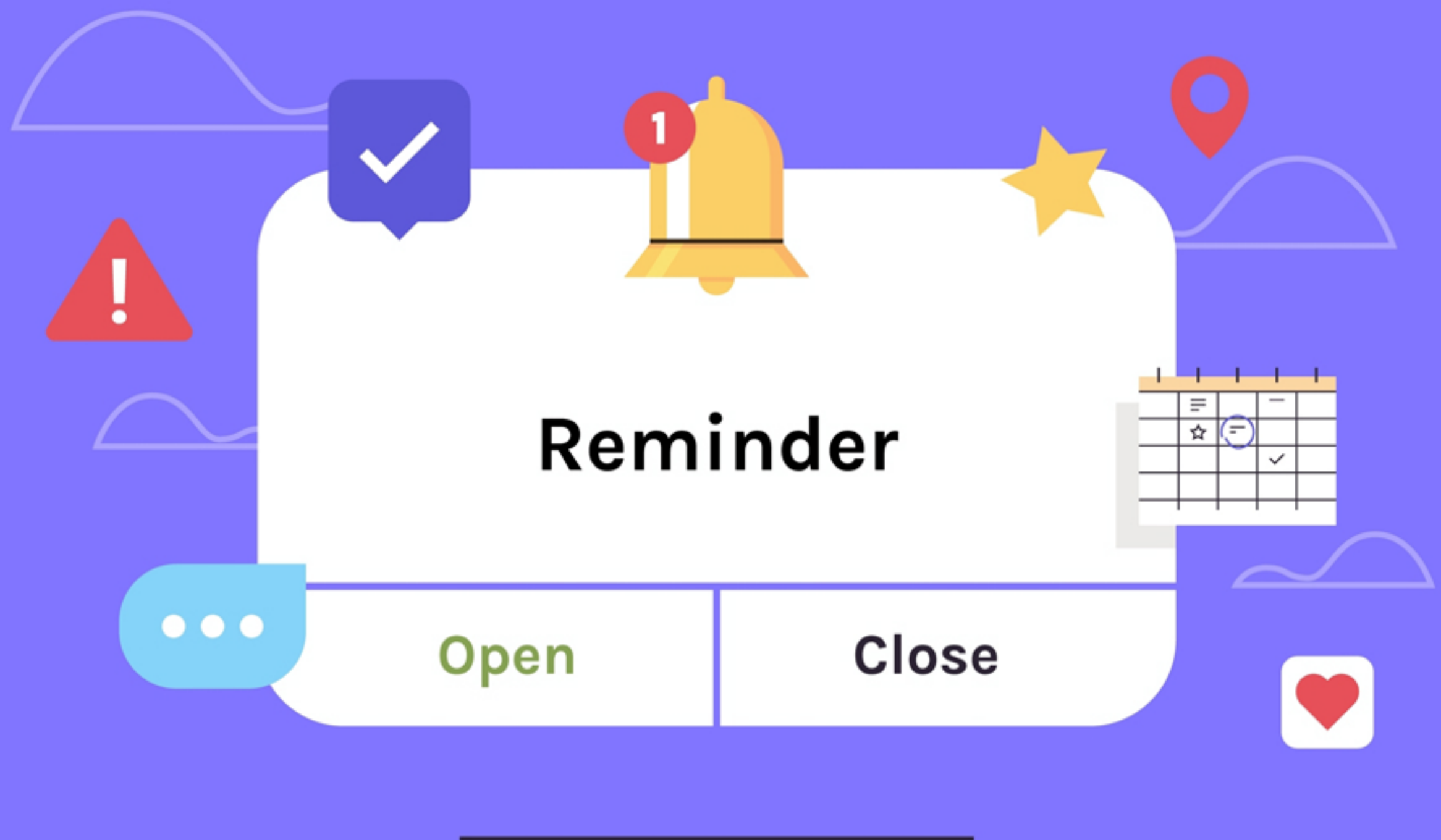




# THE INTEGRITY'S DIGEST

JULY 20, 2023



**MID-YEAR REMINDERS**



# Mid-Year Reminders

Greetings, IntegrITS Family! Since we are halfway through 2023, our Team has a few reminders that we'd like you to consider as you prepare for the remainder of the year. Read along as we highlight 4 important mid-year checkups.

## 1. Review Your Paycheck Tax Withholdings

A best practice that we encourage you to consider implementing is what the IRS calls a mid-year "Paycheck Checkup." This practice involves revisiting your tax withholdings mid-way through the year to ensure that you are withholding the most accurate amount of tax from your paycheck.

If you've experienced any of the following circumstances, you might consider doing a Paycheck Checkup:

- + Are a two-income family or someone with multiple jobs**
- + Work a seasonal job or only work part of the year**
- + Claim the child tax credit**
- + Have dependents age 17 or older**
- + Itemized your deductions in previous tax years**
- + Have high income or a complex tax return**
- + Had a large tax refund last year**
- + Had a tax bill last year**



## Mid-Year Reminders (cont.)

The Tax Withholding Estimator is a helpful tool as you complete your paycheck checkup. Engaging a tax professional in the process can also be helpful —especially for those who have a complex tax situation.

Should you choose to make changes to your withholdings, login to your Insperity account and select “W-4” under the “Paycheck” section. Follow the instructions to submit your new W-4.

**Please note that you must submit your new W-4 no later than the Monday leading up to the payday for which you’d like your changes applied.** For example, in order for changes to be reflected on your August 4 paycheck, they would need to be submitted by Monday, July 31.

## 2. Checkup on Your Retirement Savings

Another mid-year checkup that you might want to consider is revisiting your 401(k) contributions. The IRS calls this a “Mid-Year Retirement Savings Check-up.” If you’ve changed (or would like to change) your 401(k) contributions in 2023, there could be implications for the amount of tax you withhold from your paycheck. Changes to your IntegrITS 401(k) plan can be done through Empower Retirement.

Also, don’t forget that through our partnership with Cooper Capital Group, we have access to their retirement planning advising at no additional cost to the employee. Always feel free to contact them, as they are here to help us in all aspects of our retirement planning.

Clinton Cooper, CEO: ccooper@coopercapgroup.com

Cooper Capital Group Office: 760-452-6114

The entire team monitors this email address and phone number, so Clinton Cooper, Nate Miles, Kyle Stits, or Parker Johnson will respond to your inquiry.



## Mid-Year Reminders (cont.)

Please note that changes to your 401(k) contributions must be submitted via Empower at least 8 days before the payday for which you'd like your changes applied. For example, in order for changes to be reflected on your August 4 paycheck, they would need to be submitted by Thursday, July 27.

### 3. Schedule Your Annual Exams

If you haven't done so already, now is the perfect time to reach out to your providers to schedule your annual exams before the year is over.

Here are three key annual exams that you should consider scheduling, if you haven't done so already this year:

1. Annual Physical
2. Dental Exam/Cleaning
3. Vision Exam

### 4. Check your FSA Balance

If you have enrolled in our FSA Plan, now is a great time to check your FSA balance and chart out how you plan to spend it by the end of the year.

We don't want the funds you have set aside to go to waste, and there are resources like the FSA Store that make it easy to purchase FSA-approved items. If you [use this link](#), you can also earn Insperity MarketPlace WOWPoints on purchases made in the FSA Store.





## And the winner is...

Today we are announcing the winners of our Employee Referral Bonus Program in Q2 2023. As a reminder, everyone who referred a prospective employee who made it to the interview process was entered into a raffle for a \$500 gift card. We selected two winners from this pool of contestants. Furthermore, we entered all employees who referred a job applicant into another raffle (regardless of the stage they made it to in the hiring process), with the winner receiving a \$250 gift card. Here are the Q2 2023 winners:

### **\$500 Gift Card Winners:**

Harry Beatty

Rini Patricio

### **\$250 Gift Card Winner:**

Nestor Hernandez

## Tip of the Week

As an extreme heat wave hits the country, let's stay safe and prevent heat-related illness. [Click here](#) to review the CDC's "Tips for Preventing Heat-Related Illness."

Stay **Cool**



Stay **Hydrated**



Stay **Informed**





# Employee Referral Bonus Program

At the end of each quarter, everyone who refers a prospective employee *who makes it to the interview process* will be entered into a raffle for a \$500 gift card. We will select two winners from this pool of contestants—meaning two people have the chance to win a \$500 gift card each quarter! Furthermore, we will enter all employees who refer a job applicant into another raffle (regardless of the stage they make it to in the hiring process), with the winner receiving a \$250 gift card.

We have a number of job openings across multiple IntegrITS locations (*IntegrITS Opportunity Central*). Let's work together to find the best candidates for these open positions!

## COMING SOON

We'll be back on the first Thursday of August with another message from Mr. Carter in The CEO's Corner.

## COMMENTS/QUESTIONS

If you have any comments or questions about this week's newsletter, email us at [news@integrits.com](mailto:news@integrits.com).

We have also created a website where we are storing the archives of all our newsletters to date: <https://integrits.com/digest-archives/>.

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