




# SEQUIM SCHOOL DISTRICT

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## Payroll & Benefits Newsletter

The new tax law could affect how much your employer should withhold from your paycheck. Visiting the IRS Withholding Calculator now will help prevent you having too little or too much withheld from your paycheck.

[www.irs.gov/withholding](http://www.irs.gov/withholding)

### Attention: Federal income tax withholdings may need adjustment

The Tax Cuts and Jobs Act changed the way taxable income is calculated and reduced the tax rates on that income. This affects every taxpayer who receives a paycheck.

The U.S. tax system operates on a pay-as-you-go basis. Taxpayers must generally pay at least 90 percent of their taxes throughout the year through withholding, estimated or additional tax payments or a combination of the two.

**THIS MEANS THAT.....** You need to pay most of your tax during the year, as the income is earned or received. If you don't, you may owe an estimated tax penalty when you file.

For more information please click [here](#) to refer to the IRS Publication 5307, Tax Reform Basics for Individuals and Families.

### YOUR SEBB BENEFITS PREVIEW

Your School Employees Benefits Board Program initial enrollment is *coming this fall*. Here's what to expect:

- ◆ A range of medical, dental, and vision plans that work for you
- ◆ Initial enrollment is **October 1** through **November 15, 2019**
- ◆ Coverage will begin **January 1, 2020**
- ◆ Affordable coverage for you and your family
- ◆ You pay a share of your medical premiums
- ◆ Your employer pays the full premiums for dental and vision

Learn more at [hca.wa.gov/sebb](http://hca.wa.gov/sebb)

### YOUR SEBB ADDITIONAL BENEFITS PREVIEW

Here's a preview of your benefits **beyond** medical, dental, and vision.

- ◆ Life and accidental death and dismemberment (AD&D) insurance
- ◆ Long term disability (LTD) insurance
- ◆ Medical Flexible Spending Arrangement (FSA)
- ◆ Dependent Care Assistance Program (DCAP)
- ◆ Health Savings Account (HSA)
- ◆ First annual open enrollment is **October 1** through **November 15, 2019** for coverage beginning **January 1, 2020**

Learn more at [hca.wa.gov/sebb](http://hca.wa.gov/sebb)

*Teachers didn't get into education to raise test scores....they got into education to make a difference in the lives of kids! And that makes them heroes! @steelethoughts*

More →



### Special Points of Interest

**Significant life events:** Notify Payroll/Human Resources of any significant life events such as marriage, divorce, birth, death, address change, dependent status (reached age 26?), etc.

**Extra pay, Greensheets, class coverage claims** are due to your Administrator by the last business day of the month.

**Deadline** for any **payroll changes** is the **10th of the month** (W-4, deductions, direct deposit, etc).

**Retiring or resigning?** Please notify the Human Resources Department in writing as soon as possible.

#### IMPORTANT UPCOMING DATES—

- ⇒ April 24th—Administrative Professionals Day
- ⇒ April 30th—Payday
- ⇒ May 1st—National School Principal Day
- ⇒ May 7th –14th —Teacher Appreciation Week
- ⇒ May 27th—Memorial Day, No School
- ⇒ May 31st—Payday
- ⇒ June 7th—Class of 2020 Graduation Day



### Give your retirement an annual checkup!

Now is a great time to check your service credit balance and contributions in your online retirement account. Simply log in to view your contribution totals. Select “Plan Summary” to view your contribution details, and “Service Credit Details” to check your service credit totals. If you haven’t created an online account yet, doing so is easy! For questions about your service credit totals and contributions, message DRS through the “Contact Us” link in your online account at [www.drs.gov](http://www.drs.gov).

### What is DCP?



#### With DCP, you can

- Save more for retirement
- Contributions come from your pretax income. So if you increase your savings by \$100, your paycheck is only reduced by \$85.
- Choose your contribution amount
- Start or stop saving anytime
- Change investment options any time
- Fees among the lowest in the market

### What is a 403(b) Tax-Sheltered Annuity?



#### With a 403(b), you can

- Save more for retirement
- Contributions can come from pretax income or a Roth 403(b) where contributions are taxed now
- Choose your contribution amount
- Investment options are limited to those chosen by employer
- Optional loans and hardship distributions add flexibility

### Payroll and Benefit Contacts

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For important payroll and benefit information and forms, please check out the Payroll Department webpage at the Sequim School District website by clicking [here](#).



The Sequim School District was closed due to the Governor’s State of Emergency from February 11th -15th, 2019.

The District has requested a two day waiver and has scheduled to make up the lost days on June 14th, 17th, 18th, and 19th.

The Business Office staff will not be available May 8-10th, as they will be attending a professional conference. Please make arrangements ahead of time for purchasing or payroll related issues during those days. The District Office reception will be open to assist with any preapproved purchase orders or travel needs. Thank you!

