

## Things happening in OUR community...

**Pink  
Champagne  
Party**



*You're Invited*



**Habitat**  
for Humanity®  
Lake-Sumter, Florida

Women Build 2024 kicks off this month with the Pink Champagne Party, and you're invited! Join us [Wednesday, March 20th from 6-8pm](#) at the RoMac Training Center for food, fun, and to celebrate the start of Women Build!

Women Build is a national initiative to engage women in the effort to provide safe and decent homes for families in need of affordable housing. Teams come together to fundraise and build a home for one of our home buyers. This year, the house being constructed as part of Women Build will be our **300th home** ever built!

To RSVP for the **Pink Champagne Party**, contact [melanie@habitatls.org](mailto:melanie@habitatls.org) by Friday, March 15th.

Interested in participating in Women Build this year? Contact [melanie@habitatls.org](mailto:melanie@habitatls.org) to find out how you can join a team (or start your own!)



## Spring Staff Outing Suggestions

Our Spring Staff Outing will take place on Friday, April 26th, and we're taking suggestions for what we should do! If you have an idea for where we should go for the Spring Staff Outing, contact [hannah@habitatls.org](mailto:hannah@habitatls.org).



## Save These Dates!

**Q4 All Staff Meeting** - Friday, April 5th from 7:45 AM to 9:15 AM in the Felix Ramirez Room

**Spring Staff Outing** - Friday, April 19th (Location TBD)

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### Happy Habi-Versary!

Kevin Tucker - 4 Years  
David Horgan - 3 Years

Barry Martin - 6 Years  
Tyrone Neal - 1 Year  
Wayne Lauterbock - 13 Years



## Adjust your Tax Withholdings

Did you have to pay income taxes this year, or was your refund less than expected? If so, you may want to adjust your withholding by completing a new W-4 form and sending it to Laurie.

In the past, employees could claim allowances on their W-4 to lower the amount of federal income tax withheld from their wages. The more withholding allowances an employee claimed, the less their employer would withhold from their paychecks. However, the 2017 Tax Cuts and Jobs Act overhauled a lot of tax rules, including doing away with personal exemptions. That prompted the IRS to change the W-4 form.

You're allowed to give your employer a new W-4 at any time. That means you can fill out a W-4, give it to your employer and then review your next paycheck to see how much money was withheld. Then you can start estimating how much you'll have taken out of your paychecks for the full year.

A fillable W-4 form is available in the Employee Policies folder. You can find this form by clicking the "Employee Policies" button on the Staff Hub. There's no need to include your social security number. Please contact Laurie if you have any questions or need assistance.

Alternatively, you can also update your W-4 information on the ADP app. To change your own withholdings on the app, you will need to:

1. Go into ADP
2. Go to your most recent pay statement
3. Bottom right corner is "Tax Withholding"
4. Click "Federal"
5. When all your withholdings show, click "Edit"



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### February Wellness Challenge Update

This February, several members of the Habitat Team participated in the Friends of Seminole State Forest - Run for the Woods event. We're so proud of their hard work!

