

**Eligibility Requirements**

- 18 years of age
- 12 months of service

**Entry Dates**

- Monthly upon attained eligibility

**Employee Salary Contributions**

- \$20,500 maximum annual contribution (under age 50, 2022)
- \$6,500 additional annual catch-up contribution (over age 50, 2022)
- Both Pre-tax (Deferral) & Post-tax (Roth) options
- Can change contributions at any time

**Employer Contribution**

- Basic safe harbor match: employer will match employee contributions 50% for the first 3% of salary deferred
- 100% immediate vesting on employer matching contributions
- 6-year graded vesting schedule on employer profit sharing contributions (if applicable).

**Investments**

- A premier line-up of diversified investment offerings is available through actively-managed and index-based funds from top fund families including Vanguard, Fidelity, Oppenheimer, and Parnassus. A complete list of available investment options can be found on the online portal.

**Additional Plan Features**

- Direct rollovers
- In-service withdrawals

**Paychex — Online Instructions**

- [www.paychexflex.com](http://www.paychexflex.com)
- First time login
  - Click "Sign-Up" and enter information to create profile
  - Once in, click retirement services

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