

Employee's Daily Record of Tips

This is a voluntary form provided for your convenience.
 See Instructions for records you must keep.

OMB No. 1545-0065

Employee's name and address	Employer's name	Month and year
	Establishment name (if different)	

Date tips rec'd.	Date of entry	a. Tips received directly from customers and other employees	b. Credit card tips received	c. Tips paid out to other employees	d. Names of employees to whom you paid tips
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Date tips rec'd.	Date of entry	a. Tips received directly from customers and other employees	b. Credit card tips received	c. Tips paid out to other employees	d. Names of employees to whom you paid tips
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
Subtotals from pages 1, 2, and 3					
Totals					

1. Report total cash tips (col. a) on Form 4070, line 1.
2. Report total credit card tips (col. b) on Form 4070, line 2.
3. Report total tips paid out (col. c) on Form 4070, line 3.

Employee's Report of Tips to Employer

▶ For Paperwork Reduction Act Notice, see back of form.

Employee's name and address	Social security number : :
Employer's name and address (include establishment name, if different)	1 Cash tips received
	2 Credit card tips received
	3 Tips paid out
Month or shorter period in which tips were received from , to	4 Net tips (lines 1 + 2 - 3)
Signature	Date