Employee's Daily Record of Tips Form **4070A** (Rev. August 2005) This is a voluntary form provided for your convenience. OMB No. 1545-0074 Department of the Treasury See instructions for records you must keep. Internal Revenue Service Month and vear Employee's name and address Employer's name Establishment name (if different) Date Date a. Tips received b. Credit and debit c. Tips paid out to d. Names of employees to whom you tips of directly from customers card tips received other employees paid tips rec'd entry and other employees

2 3 4 5 Subtotals

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

Date tips rec'd	Date of entry	a. Tips received directly from customers and other employees	b. Credit and debit 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					
Subtotals					

Date tips rec'd	Date of entry	 a. Tips received directly from customers and other employees 	b. Credit and debit card tips received	c. Tips paid out to other employees	d. Names of employees to whom you paid tips
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 and debit card tips (col. b) on Form 4070, line 2.
- 3. Report total tips paid out (col. c) on Form 4070, line 3.