

# Employee's Daily Record of Tips

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

OMB No. 1545-0074

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 and debit card tips received	c. Tips paid out to other employees	d. Names of employees to whom you paid tips
1					
2					
3					
4					
5					
<b>Subtotals</b>					

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					
<b>Subtotals</b>					

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					
<b>Subtotals</b>					

Date tips rec'd	Date of entry	<b>a.</b> Tips received directly from customers and other employees	<b>b.</b> Credit and debit card tips received	<b>c.</b> Tips paid out to other employees	<b>d.</b> Names of employees to whom you paid tips
26					
27					
28					
29					
30					
31					
<b>Subtotals from pages 1, 2, and 3</b>					
<b>Totals</b>					

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**.