



Department of the Treasury  
Internal Revenue Service

## Publication 1244

(Rev. April 1994)

---

### Employee's Daily Record of Tips and Report to Employer

---

For the period

beginning ....., 19 .....

ending ....., 19 .....

---

Name and address of employee

## Instructions

You must keep a daily record showing for each workday the amount of cash and credit card tips received directly from customers or other employees. Also keep a record of the amount of tips, if any, you paid to other employees through tip sharing, tip pooling or other arrangements, and the names of any employees to whom you paid tips. You should also show the date that each entry is made, which should be on or near the date the tip income is received. You may use **Form 4070A**, Employee's Daily Record of Tips, your own daily record, or other documentation to record your tips.

**Reporting Tips to Your Employer.**—If you receive cash tips of \$20 or more for any month while working for one employer, you must report the tips to your employer. Cash tips include tips customers add to credit card charges and tips you receive from other employees. You must report the tips for any one month on or before the 10th day of the following month. If the 10th day falls on a Saturday, Sunday, or legal holiday, you may give the report to your employer on the next business day.

You must report tips every month regardless of your total wages and tips for the year. You may use **Form 4070**, Employee's Report of Tips to Employer, to report your tips to your employer. See the instructions on the back of Form 4070 for details.

You must include all tips, including tips not reported to your employer, as wages on your income tax return. You may use the last page of this publication to total your tips for the year.

Your employer must withhold income tax and social security and Medicare taxes (or railroad retirement tax) on tips you report. Usually the withholding due on tips is deducted from your regular wages.

**Unreported tips.**—If you received tips of \$20 or more for any month while working for one employer but did not report them to your employer, you must figure and pay social security and Medicare taxes (or railroad retirement tax) on  
*(continued on inside of back cover)*

## 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					
<b>Subtotals</b>					

For Paperwork Reduction Act Notice, see Instructions for Form 4070.

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
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 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	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
26					
27					
28					
29					
30					
31					
<b>Subtotals from pages 1, 2, and 3</b>					
<b>Totals</b>					

Tips (col. a plus col. b minus col. c). Report this amount on Form 4070 ►

# Employee's Report of Tips to Employer

► For Paperwork Reduction Act Notice, see back of this form.

Employee's name and address	Social security number  : : : :
-----------------------------	--

Employer's name and address (include establishment name, if different.)

Month or shorter period in which tips were received from _____, 19____, to _____, 19____	Tips \$
Signature	Date

**Paperwork Reduction Act Notice.**—We ask for the information on these forms to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws and to allow us to figure and collect the right amount of tax.

The time needed to complete Forms 4070 and 4070A will vary depending on individual circumstances. The estimated average times are: **Recordkeeping**—Form 4070, 7 min.; Form 4070A, 3hr. and 23 min.; **Learning about the law**—each form, 2 min.; **Preparing** Form 4070, 8 min.; Form 4070A, 56 min.; and **Copying and providing** Form 4070, 10 min.; Form 4070A, 14 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making these forms more simple, we would be happy to hear from you. You can write to both the **Internal Revenue Service**, Attention: Reports Clearance Officer, PC:FP, Washington, DC 20224; and the **Office of Management and Budget**, Paperwork Reduction Project (1545-0065), Washington, DC 20503.

## Instructions

Use this form to report the tips you receive to your employer. This includes cash and credit card tips and tips you receive from other employees. You must report tips every month regardless of your total wages and tips for the year. However, you do not have to report tips to your employer for any month you received less than \$20 in tips while working for that employer. Also, you do not have to include any tips you paid out to other employees.

Report the tips by the 10th day of the month following the month in which you received them. If the 10th day is a Saturday, Sunday, or legal holiday, report the tips by the next business day.

See **Pub. 531**, Reporting Tip Income, for more information, including tip allocation rules for employees of certain large food or beverage establishments, and the requirements for unreported tips of \$20 or more.

You can get additional copies of **Pub. 1244**, Employee's Daily Record of Tips and Report to Employer, which contains both Form 4070A and Form 4070, by calling 1-800-TAX-FORM (1-800-829-3676).



## Instructions *(continued)*

---

the unreported tips when you file your return. If you have unreported tips, you **must** use Form 1040. You may **not** use Form 1040A or Form 1040EZ. If the unreported tips of \$20 or more are from a railroad employer, contact your nearest Railroad Retirement Board Office.

If you do not report tips to your employer as required, you may be charged a penalty of 50% of the social security and Medicare taxes due on the unreported tips unless there was reasonable cause for not reporting them.

Get **Pub. 531, Reporting Tip Income, and Form 4137, Social Security and Medicare Tax on Unreported Tip Income**, for more information on unreported tips. If you are an employee of certain large food or beverage establishments, see Pub. 531 for tip allocation rules.

**Recordkeeping.**—You must keep sufficient proof to establish the amount of tip income you received during a tax year. Generally, a daily record of the tip income received during a tax year is considered sufficient proof. Enter in your daily record the amount of cash and credit card tips you received directly from customers and from other employees if you had any type of tip sharing or tip pooling arrangement. Also, show the amounts you paid out to other employees and the names of employees to whom you paid out tips. Include your name and address, your employer's name, and the establishment's name (if different). Show the date each entry is made, which should be on or near the date the tip income is received. You may use the copies of Form 4070A in this publication as your daily record.

If you do not keep a daily record of tips, you must keep other reliable proof of the tip income you received. This proof includes copies of restaurant bills and credit card charges that show amounts the customer added as a tip.

You should keep your tip income records for as long as the information on them may be needed in the administration of any Internal Revenue law.

