

OCTOBER

SUN	MON	TUES	WED	THUR	FRI	SAT	TOTAL FOR WEEK

Total for month: _____

NOVEMBER

SUN	MON	TUES	WED	THUR	FRI	SAT	TOTAL FOR WEEK

Total for month: _____

DECEMBER

SUN	MON	TUES	WED	THUR	FRI	SAT	TOTAL FOR WEEK

Total for month: _____

MONTHLY TOTALS:

- January _____
- February _____
- March _____
- April _____
- May _____
- June _____
- July _____
- August _____
- September _____
- October _____
- November _____
- December _____

YEARLY TOTAL:

TIPS & TAXES:

Employee:

Tips must be included in gross income.

If you receive more than \$20 in tips during a month at one employer, that employer must withhold FICA & FUTA taxes.

Only the tips received and kept are included in income. If you share tips with other employees, only the amount you keep is part of your income. The amount given to other workers becomes part of their income.

If an employee, in a profession where tipping is common, doesn't report tip income, or reports less than the IRS considers reasonable, the IRS may reconstruct what the amount should have been.

Self-employed:

Self-employed individuals must include tips in their income, and the tips are subject to self-employment tax.

If you share tips with others, you must include the total tips you received as part of your income and deduct the amount given to others as expenses on your Schedule C.

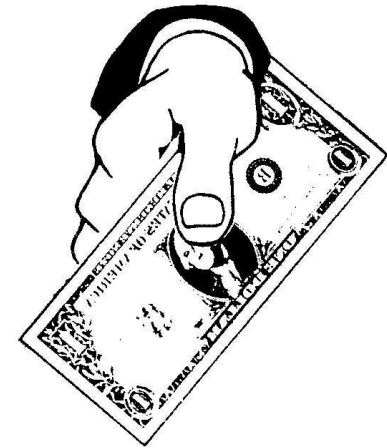
In General:

Employees and employers, including self-employed individuals, are required to retain proof of the tip income received during the year. This proof must be in a written form and should include tips received and share of tips given to other workers.

The value of non-cash tips must be included in the total amount declared.

For more information see IRS Publication 531.

TIP TRACKING TRIFOLD



YEAR _____

JANUARY

SUN	MON	TUES	WED	THUR	FRI	SAT	TOTAL FOR WEEK

Total for month: _____

FEBRUARY

SUN	MON	TUES	WED	THUR	FRI	SAT	TOTAL FOR WEEK

Total for month: _____

MARCH

SUN	MON	TUES	WED	THUR	FRI	SAT	TOTAL FOR WEEK

Total for month: _____

APRIL

SUN	MON	TUES	WED	THUR	FRI	SAT	TOTAL FOR WEEK

Total for month: _____

MAY

SUN	MON	TUES	WED	THUR	FRI	SAT	TOTAL FOR WEEK

Total for month: _____

JUNE

SUN	MON	TUES	WED	THUR	FRI	SAT	TOTAL FOR WEEK

Total for month: _____

JULY

SUN	MON	TUES	WED	THUR	FRI	SAT	TOTAL FOR WEEK

Total for month: _____

AUGUST

SUN	MON	TUES	WED	THUR	FRI	SAT	TOTAL FOR WEEK

Total for month: _____

SEPTEMBER

SUN	MON	TUES	WED	THUR	FRI	SAT	TOTAL FOR WEEK

Total for month: _____