OCTOBER TOTAL FOR WEEK MON TUES WED THUR FRI Total for month: **NOVEMBER** TOTAL MON TUES WED THUR FRI SAT WEEK Total for month: **DECEMBER** TOTAL FOR MON TUES WED THUR FRI SAT

SUN MON TUES WED THUR FRI SAT 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.

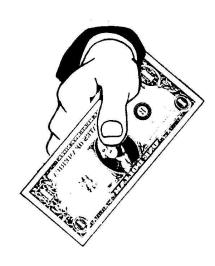
In General:

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

SUN	MON	THES	WED	THUR	FDI	SAT	FOR WEEK	SIIN	MON	THES	WED	THUD	FDI	SAT	FOR WEEK		SHIN	MON	THES	WED	THUR	FDI	SAT	FOR WEEK		
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FEBRUARY								MAY	MAY									AUGUST								
SUN	MON	TUES	WED	THUR	FRI	SAT	FOR	SUN	MON	TUES	WED	THUR	FRI	SAT	FOR WEEK		SUN	MON	TUES	WED	THUR	FRI	SAT	FOR		
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TOTAL FOR							3014									JLF I	LIVIDE	IX.					TOTAL FOR			
SUN	MON	TUES	WED	THUR	FRI	SAT		SUN	MON	TUES	WED	THUR	FRI	SAT	FOR WEEK	ī	SUN	MON	TUES	WED	THUR	FRI	SAT	WEEK		
Total for month:								· <u>-</u>	Total for month:								Total for month:									

JULY

APRIL

JANUARY