

Daily tip log

One row per shift. All amounts in dollars. Keep this sheet with your checkout slips and payout records.

Your name:

Employer / business:

Month / year:

Date / shift	Cash tips Customers	Card tips Paid to you	Tip share Received	Tip-outs Paid	Net tips Cash + card + share – out	Tip-out recipients Names and amounts	Noncash gifts Value / item	Notes / payout date

Count each amount once

If a payout already includes your tip share, do not enter the share again. Net tips here means monetary tips after tip-outs, before taxes. Keep wages and mandatory service charges separate. Note when card tips are paid later.

Your record to keep

Record noncash gifts separately from the monetary total. Use extra sheets for detailed payouts or additional shifts. See IRS Publication 531 for daily-record and employer-reporting instructions: irs.gov/publications/p531.