

NOTICE TO TIPPED EMPLOYEES OF MINIMUM WAGE AND TIP REPORTING REQUIREMENTS

This notice is provided to you under Department of Labor regulations to inform you that your employer uses the tips that you earn to meet minimum wage requirements.

The amount of the starting cash wage that the employer pays to you is \$_____. The amount of your tips that will be credited as wages will be \$_____ per hour equaling the minimum wage of \$_____ per hour.

Per IRS regulations, you are required to report all your tips (less the amount of any tip-out and/or credit card fee) to your employer on a regular pay period.

Indirectly tipped employees (bussers, service bartenders) must also report the amount they receive from tip outs or tip pooling arrangements every pay period.

Per IRS regulations, the employer may retain from your charge tips an amount equal to the credit card service charge on your tips. That amount for this establishment is _____%.

The tip-out or tip pooling percentage in this establishment is _____%. The employee retains all remaining tips and no amount of your tips can be retained by your employer for any other purpose except for the credit card service fee explained above.

Any amounts paid into a tip pooling arrangement cannot be used to meet minimum wage standards nor can any amounts be used to pay employees who are not customarily and regularly considered tipped employees.

By signing below you acknowledge the tip reporting rules above.

sign

date

establishment name