Daily tip log

One sheet a month, one line a day. IRS Publication 531 asks you to keep a daily record of your tips.

Name _____ **Job** _____ **Month** _____ **Year** _____

Day	Hours in–out	Sales	Cash tips	Card tips	From pool	Tip-out paid	Paid to (names)	Kept
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
Month total								

Kept = cash + card + from pool - tip-out paid. It’s the amount you report to your employer and on your tax return.

Not tax advice. Free template from payjar.app. The PayJar app keeps this log for you, shift by shift.