Daily Tip Log

Free printable from Simple Money Sheets

Name _____ Employer _____ Month _____ Year _____

Day	Cash tips $	Card tips $	Tips from others $	Tips paid out $	Paid out to (names)	Tips 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 totals	

Noncash tips this month (tickets, passes; value): $ _____ Reported to employer on ____ / ____ amount $ _____

Report this month's tips to your employer by the 10th of next month if they are $20 or more for this job. Tips kept = cash + card + from others - paid out.

How to fill in the daily tip log

Why keep a daily tip record

Publication 531 says you must keep one so you can report your tips accurately to your employer and on your tax return, and prove your tip income if your return is ever questioned.

What to write each workday

The date and: cash tips you get directly from customers or from other employees; tips from credit and debit card customers that your employer pays you; the value of any noncash tips, such as tickets or passes; and the tips you paid out to other employees through tip pools or tip splitting, or other arrangements, with the names of the employees you paid (Publication 531).

Tips kept

Tips kept = cash tips + card tips + tips from others - tips paid out. Add each column for the month total.

Report to your employer by the 10th

If your tips for a month from one job are $20 or more, report them to that employer by the 10th of the next month (the next business day if the 10th is a weekend or legal holiday). Report the tips you receive and keep, including tips other employees give you. Don't report noncash tips to your employer; they still go on your tax return.

If you don't report

You may owe a penalty of 50% of the social security and Medicare tax on the unreported tips, on top of the tax, unless you can show reasonable cause.

The tips deduction (2025 to 2028)

You may deduct up to $25,000 of qualified tips on Schedule 1-A, reduced by $100 for each full $1,000 of modified AGI over $150,000 ($300,000 married filing jointly). The tips must be on a Form W-2, 1099, or Form 4137, so reporting them to your employer each month matters. Check the current Schedule 1-A instructions for who qualifies.

Two jobs

The $20 rule and the monthly report are per job. Use a separate sheet for each job.

Sources: IRS Publication 531 (12-2024); Schedule 1-A (Form 1040) 2025 and the 2025 Form 1040 instructions; IRS fact sheet FS-2025-03.

A place to keep your own records, not tax advice. Keeping it doesn't guarantee a deduction will be allowed; check the current IRS instructions for the year you file. Prepared with the help of an AI assistant and checked against the IRS documents listed. Free to print and copy for your own use.

More free tax calculators and printables: https://jesse-py.github.io/simple-money-sheets/printable-tax-logs/