



1660 Lincoln Street, Suite 1730
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P 303-893-1400
F 303-893-1245

Employee Information:

Name: _____

Address: _____

City/State/Zip: _____

Social Security Number: _____ - _____ - _____

Tip Summary:

Amount Received: \$ _____ **Date received:** _____

Client: _____

Employee Signature: _____ **Date:** _____

INSTRUCTIONS: Use this form to report any cash tips that you receive when at a client assignment. This information will be included in your payroll information, and reported to the Internal Revenue Service.

This form should be submitted via fax, mail, or delivery to Professional Perspectives, along with your timesheet, by 9:00 a.m. on Monday to ensure reporting in Friday's payroll.

This document is a substitute for IRS Form 4070.