

CONTINUATION OF TIP ALLOCATION WORKSHEET

For use of this form, see AR 215-1; proponent agency is OACSIM.

1. PERIOD ENDING:

AUTHORITY: 10 USC 3013

PRINCIPAL PURPOSE: Worksheet used to identify all tips reported by employees.

ROUTINE USES: Used by management to determine total amount of tips received by employees which must be reported to the Internal Revenue Service for employee tax purposes.

DISCLOSURE: Disclosure is mandatory and provides for employee compensation and tax deductions

2. INSTALLATION

3. ACTIVITY NAME

4. PAGE NO. (beginning with 2)

5. TOTAL PAGES, INCLUDING DA Form 5462

CONTINUATION OF ITEMS 11 THROUGH 22, DA FORM 5462, PART A

11. Employee Name	12. Employee Gross Sales	13. Direct Cash Tips	14. Direct Charged Tips	15. Total Direct Tips (13 + 14)	16. Gross Sales Ratio (12 ÷ 6d)	17. Employee Share of 8% Gross (10 x 16)	18. Employee Shortfall (17 - 15)	19. Shortfall Ratio (18 ÷ 18 Total)	20. Allocable Amount (7 - 8)	21. Amount Allocable (19 x 20)	22. Total Minor Service Charges