

**TIP CREDIT NOTIFICATION FOR TIPPED EMPLOYEES**

I understand that I am employed in an occupation in which employees customarily and regularly receive tips. I acknowledge that, for my work as a [delivery driver], I will receive a cash hourly wage of **[\$X.XX]** per hour, and that a tip credit of **[\$X.XX]** per hour will be taken toward my wages for my hours worked related to [deliveries].

The tip credit will be the difference between my cash hourly wage and the applicable state or federal minimum wage. If the state or federal minimum wage increases, the tip credit will be the difference between my cash hourly wage and the new minimum wage. All tips received by a tip-credit employee will be retained by the employee. I understand that the Company does not permit tip pools. In no event will the Company take a tip credit that exceeds the actual tips received by the tipped employee. The tip credit will not apply to an employee who has not been informed of the tip credit provisions.

I understand the law requires that employees report 100% of the tips they received. I am required to truthfully report all tips received. In the event I do not do so, I will be subjecting myself and the company to potential tax and other liability. Failure to properly report tips will result in corrective action, up to and including termination.

The Company reserves the right, in its sole discretion, to modify or discontinue the use of tip credit, at any time and in any manner it deems necessary or appropriate. **THIS IS NOT A CONTRACT**. This does not alter the at-will employment relationship between the Company and its employees.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME OF EMPLOYEE

**MAINTAIN ORIGINAL IN EMPLOYEE'S PERSONNEL FILE**