

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## Department of Employment Services

MURIEL BOWSER  
MAYOR



DR. UNIQUE MORRIS-HUGHES  
DIRECTOR

### INSTRUCTIONS FOR COMPLETING THE QUARTERLY TIPPED WAGE REPORT FOR EMPLOYEES RECEIVING GRATUITIES AND WORKING IN THE DISTRICT OF COLUMBIA. (ONLY FOR EMPLOYEES WHO ARE PAID BELOW THE CURRENT DC MINIMUM WAGE BECAUSE THEY ARE PAID A COMBINATION OF EMPLOYER-PAID WAGES AND GRATUITIES.)

#### EMPLOYER INFORMATION

1. Please provide the corporate name and trade name of your business.
2. Please provide the main address of your business.
3. Please provide **COMPLETE** contact information of the company representative.
4. Once the form is completed, please sign and date the form confirming that the information provided is accurate and true and mail it to: The Department of Employment Services, Office of Wage-Hour, 4058 Minnesota Avenue, NE, Washington, DC 20019. Or e-mail to: [owh.ask@dc.gov](mailto:owh.ask@dc.gov).

#### WAGES TO BE REPORTED

1. Please list each employee that is paid gratuities that worked for your company during the applicable reporting period. Feel free to copy the form and use as many pages as required. **\*NOTE: BETWEEN JULY 1, 2018 AND June 30, 2019; AN EMPLOYEE THAT IS PAID GRATUITIES EARNS A TIPPED MINIMUM HOURLY WAGE RATE OF NO LESS THAN \$3.89 AND BELOW \$13.24.**
2. For each employee so listed, please indicate the employer-paid hourly rate. If the employee was paid multiple rates, please complete a separate line for each hourly rate the employee was paid. Please list the overtime rate on a separate line, as applicable.
3. Please list the total hours the employee worked (at each respective wage rate, if applicable) during the applicable reporting period.
4. Please list the total gross wages paid to the employee by the employer (at each respective wage rate, if applicable) during the applicable reporting period. Please use a separate line for each rate. (do **NOT** include gratuities with Gross Wages)
5. Please list the total amount of gratuities the employee received (at each respective wage rate, if applicable) during the applicable reporting period. Gratuities include cash tips, credit card tips, tips received through a tip pool, etc.

**Do not include paid time off payments, e.g., vacation pay, sick pay, severance pay, etc.**

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OFFICE OF WAGE-HOUR

4058 Minnesota Avenue, NE • Suite 3600 • Washington, D.C. 20019 • Office: 202-671-1880 • Fax: 202-673-6411

If you have any questions about completing this form correctly, please contact the Office of Wage-Hour on (202) 671-1880 or via e-mail at [owh.ask@dc.gov](mailto:owh.ask@dc.gov).

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