Washington D.C. Department of Employment Services (DOES)

Tipped Wages Reporting – File Format Documentation

Contents

1 Employer CSV Interface File Definition

1.1 General Information

This section contains the file specifications for the DOES Tipped Wage reporting.csv file format. This format can be created using commercially available spreadsheet software (e.g. Microsoft Excel). Employers can file original tipped wage reports in this file; however each file should only contain the information for one quarter.

This incoming file is submitted to DOES via the employer wage file upload process. The file is comma separated file and there is no set length for the rows. The following paragraphs contain the specifications for the incoming wage report and outgoing confirmation files. Employers will upload the incoming files and the system will process the file and generate the outgoing confirmation files.

1.1.1 Rules for Currency Fields

- Must contain only numbers.
- No comma separators.
- Include only whole dollars and no cent values (example: $1,159.60 = 116000).
  - Submission user should round all dollar values to the next-highest integer if decimal value is .50 or greater, then set decimals to "00"
- No signed amounts (high order signed or low order signed).

1.2 Employer .CSV File

This incoming file is submitted to ESSP via the wage file upload process. The file is a comma separated file. The file contains four records are the rules for records and fields within the file as described in the following subchapters.

1.2.1 Submitter Record

The submitter record will contain information about the business submitting the file; this may be the same as the employer.

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required
A1	Letter that identifies the record in the file	Should always be: 0	Yes
B1	Submitters FEIN	The business' FEIN, do not include the hyphen	Yes
C1	Business Name	Enter the legal name of the business submitting the file.	Yes
D1	Business Address	Enter the mailing address of the business reporting on their tipped employees.	Yes

Position	Field Name	Field Specifications	Required
E1	Business City	Enter the mailing address city of the business reporting on their tipped employees.	Yes
F1	State FIPS eCode	Enter the two character FIPS code for DC: 11	Yes
G1	Transmitter Zip Code	Enter the mailing address ZIP code of the business reporting on their tipped employees. Include leading zeros.	Yes
H1	Transmitter ZIP code Eextension (+4)	Enter the mailing address ZIP code extension of the business reporting on their tipped employees.	Fill with spaces or include the +4
I1	Transmitter Contact	First and last name of individual from submitting the repor who is responsible for the accuracy and completeness of the wage report. Format the names as: First name<space>last name,	Yes
J1	Transmitter Contact Telephone Number	Contact telephone number, include the area code. Numbers only, no special characters.	Yes
K1	Telephone Extension/Box	Contact telephone number extension (if any)	Fill with spaces or Extension

1.2.2 Employer Record

The employer record contains summary totals for the employer/reporting period.

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required
A2	Record Type	Must be 1 for employer record	Yes
B2	UI Account Number	Employer UI Account number	Yes
C2	Reporting Period	This field will contain the last month of the quarter and the year, for example the values for 2016 should be: 1st - 032016 2nd – 062016 3rd - 092016 4th - 122016	Yes
D2	Gross Wages Paid	Should report the total Gross Wages paid to ALL employees included in the Tip Wage Report. **Gross Wages are only wages paid by the employer to the employee according to the employees' tipped hourly wage rate and hours worked.** EX. Hourly Rate 333 ($3.33); 100 hours worked; Total Wages Paid 33300 ($333.00) REMEMBER DO NOT USE COMMA SEPARATOR OR DECIMALS FOR DOLLAR AMOUNTS. WHOLE DOLLARS ONLY, AND NO CENT VALUES.	Yes

Position	Field Name	Field Specifications	Required
E2	Total Tip Amount	Should report the total amount of tips received by ALL employees included in the Tip Wage Report. Tips are monies received from patrons (Tips include cash tips, credit card tips, tips received through a tip pool, etc) EX. Total Tip Amount 91700 ($917.00) REMEMBER DO NOT USE COMMA SEPARATOR OR DECIMALS FOR DOLLAR AMOUNTS. WHOLE DOLLARS ONLY, AND NO CENT VALUES.	Yes
F2	12th of month count for month 1	Total number of tipped employees that worked for the employer during the payroll period that included the 12th of the month for the first month in the quarter.	Yes
G2	12th of month count for month 2	Total number of tipped employees that worked for the employer during the payroll period that included the 12th of the month for the second month in the quarter.	Yes
H2	12th of month count for month 3	Total number of tipped employees that worked for the employer during the payroll period that included the 12th of the month for the third month in the quarter.	Yes

1.2.3 Wage Record

The wage record contains wage data for the employees. There should be one row for each SSN.

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required?
A3	Record type	Must be 2 for wage record	Yes
B3	SUI	Employer's UI Account Number	Yes
C3	Reporting Period	This field will contain the last month of the quarter and the year, for example the values for 2016 should be:---- 1st - 032016 2nd – 062016 3rd - 092016 4th - 122016	Yes
D3	SSN	Employee's SSN	Yes
E3	First Name	Employee's First Name as printed on social security card	Yes
F3	Employer's Middle Initial	Employees Middle Initial. Do not fill if there is no middle initial	No
G3	Employee's last Name	Employee's last name as printed on social security card.	Yes
H3	Tipped Wage Rate	Should report the employee's Tipped Hourly Wage Rate. Tipped Minimum Wage rate is $3.33 as of July 1, 2017. EX. Hourly Rate 333 ($3.33)	Yes
I3	Total Hours Worked	Should report the total hours worked by the employee at his/her Tipped Hourly Wage rate. DO NOT INCLUDE HOURS WORKED AT OR ABOVE THE FULL MINIMUM WAGE ($12.50 AS OF JULY 1, 2017) OR HOURS PAID ACCORDING TO SICK LEAVE OR VACATION. ONLY INCLUDE HOURS IN WHICH THE EMPLOYEE PHYSCIALLY	Yes

Position	Field Name	Field Specifications	Required?
		PERFORMED WORK AT HIS.HER TIPPED MINIMUM WAGE RATE. WHOLE DOLLARS ONLY, AND NO CENT VALUES	
J3	Gross Wages Paid	Should report the total Gross Employer Paid Wages paid to the employee included in the Tip Wage Report. **Gross Wages are only wages paid by the employer to the employee according to the employees' tipped hourly wage rate and hours worked.** EX. Hourly Rate 333 ($3.33); 100 hours worked; Total Wages Paid 33300 ($333.00) REMEMBER DO NOT USE COMMA SEPARATOR OR DECIMALS FOR DOLLAR AMOUNTS. WHOLE DOLLARS ONLY, AND NO CENT VALUES	Yes
K3	Total Tip Amount	Should report the total amount of tips received by the employee listed in the Tip Wage Report. Tips are monies received from patrons (cash and/or credit card) EX. Total Tip Amount 91700 ($917.00) REMEMBER DO NOT USE COMMA SEPARATOR OR DECIMALS FOR DOLLAR AMOUNTS. WHOLE DOLLARS ONLY, AND NO CENT VALUES.	Yes
L3	Original Code	Numeric - 0 means original filing. No adjustments	Yes

1.2.4   Final Record

The final record contains totals for the file.

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required?
A4	Record type	Must be 3 for final record	Yes
B4	Total Number of Records in File	Should report the total number of employees listed in file.	Yes
C4	Total Tip Wages Reported	Should report the total amount of tips received by ALL employee listed in the Tip Wage Report. Tips are monies received from patrons (Tips include cash tips, credit card tips, tips received through a tip pool, etc).	Yes

1.3   Confirmation .CSV File

The confirmation file is generated after the incoming file has been processed. It will contain a processing code indicating the status of each individual record as well as the system calculated taxes and administrative assessment due. Below are the rules for records and fields within the file.

1.3.1 Submitter Record

The submitter record will contain information about the business submitting the file; this may be the same as the employer. The submitter record will not change.

Below is a description for each field in the record.

Position	Field Name	Field Specifications
A1	Letter that identifies the record in the file	Will always be: 0
B1	Submitters FEIN	Will be the business' FEIN, without include the hyphen
C1	Business Name	Will be the legal name of the business submitting the file. Left justify the name and fill with spaces if it is less than 50 characters.
D1	Business Address	Will be the mailing address of the business reporting on their tipped employees.
E1	Business City	Will be the mailing address city of the business reporting on their tipped employees.
F1	State FIPS code	Will be 11
G1	Transmitter Zip Code	Will be the mailing address ZIP code of the business reporting on their tipped employees. Including leading zeros.
H1	Transmitter ZIP code extension (+4)	Will be the mailing address ZIP code extension of the business reporting on their tipped employees.
I1	Transmitter Contact	First and last name of individual from submitting the repor who is responsible for the accuracy and completeness of the wage report.
J1	Transmitter Contact Telephone Number	Will be the Contact telephone number, include the area code.
K1	Telephone Extension/Box	Will be the Contact telephone number extension (if any)

1.3.2 Employer Record

The employer record contains summary totals for the employer/reporting period.

Below is a description for each field in the record.

Position	Field Name	Field Specifications
A2	Record type	Will be 1 for employer record
B2	UI Account Number	Employer UI Account number
C2	Reporting Period	This field will contain the last month of the quarter and the year, for example the values for 2016 should be 1st - 032016 2nd – 062016 3rd - 092016 4th - 122016

Position	Field Name	Field Specifications
D2	Gross Wages Paid	Should report the total Gross Wages paid to ALL employees included in the Tip Wage Report. **Gross Wages are only wages paid by the employer to the employee according to the employees' tipped hourly wage rate and hours worked.** EX. Hourly Rate 333 ($3.33); 100 hours worked; Total Wages Paid 33300 ($333.00) REMEMBER DO NOT USE COMMA SEPARATOR OR DECIMALS FOR DOLLAR AMOUNTS. WHOLE DOLLARS ONLY, AND NO CENT VALUES
E2	Total Tip Amount	Should report the total amount of tips received by ALL employees included in the Tip Wage Report. Tips are monies received from patrons (Tips include cash tips, credit card tips, tips received through a tip pool, etc) EX. Total Tip Amount 91700 ($917.00) REMEMBER DO NOT USE COMMA SEPARATOR OR DECIMALS FOR DOLLAR AMOUNTS. WHOLE DOLLARS ONLY, AND NO CENT VALUES.
F2	12th of month data for month 1.	Total number of tipped employees that worked for the employer during the payroll period that included the 12th of the month for the first month in the quarter.
G2	12th of month data for month 2.	Total number of tipped employees that worked for the employer during the payroll period that included the 12th of the month for the second month in the quarter.
H2	12th of month data for month 3.	Total number of tipped employees that worked for the employer during the payroll period that included the 12th of the month for the third month in the quarter.

1.3.3 Wage Record

The wage record contains wage data for the employees. There should be one row for each SSN.

Below is a description for each field in the record.

Position	Field Name	Field Specifications
A3	Record type	Will be 2 for wage record
B3	SUI	Employer's UI Account Number
C3	Reporting Period	This field will contain the last month of the quarter and the year, for example the values for 2016 should be:---- 1st - 032016 2nd – 062016 3rd - 092016 4th - 122016
D3	SSN	Employee's SSN
E3	First Name	Employee's First Name
F3	Employer's Middle Initial	Employees Middle Initial.
G3	Employee's Last Name	Employee's last name a
H3	Tipped Wage Rate	Should report the employee's Tipped Hourly Wage Rate. Tipped Minimum Wage rate is $3.33 as of July 1, 2017. EX. Hourly Rate 333 ($3.33)

Position	Field Name	Field Specifications
I3	Total Hours Worked	Should report the total hours worked by the employee at his/her Tipped Hourly Wage rate. DO NOT INCLUDE HOURS WORKED AT OR ABOVE THE FULL MINIMUM WAGE ($12.50 AS OF JULT 1, 2017) OR HOURS PAID ACCORDING TO SICK LEAVE OR VACATION. ONLY INCLUDE HOURS IN WHICH THE EMPLOYEE PHYSCIALLY PERFORMED WORK AT HIS.HER TIPPED MINIMUM WAGE RATE. WHOLE DOLLARS ONLY, AND NO CENT VALUES
J3	Gross Wages Paid	Should report the total Gross Employer Paid Wages paid to the employee included in the Tip Wage Report. **Gross Wages are only wages paid by the employer to the employee according to the employees' tipped hourly wage rate and hours worked.** EX. Hourly Rate 333 ($3.33); 100 hours worked; Total Wages Paid 33300 ($333.00) REMEMBER DO NOT USE COMMA SEPARATOR OR DECIMALS FOR DOLLAR AMOUNTS. WHOLE DOLLARS ONLY, AND NO CENT VALUES
K3	Total Tip Amount	Should report the total amount of tips received by the employee listed in the Tip Wage Report. Tips are monies received from patrons (cash and/or credit card) EX. Total Tip Amount 91700 ($917.00) REMEMBER DO NOT USE COMMA SEPARATOR OR DECIMALS FOR DOLLAR AMOUNTS. WHOLE DOLLARS ONLY, AND NO CENT VALUES.
L3	Processing code	Will contain the processing status of each record

1.3.4 Final Record

The final record contains totals for the file.

Below is a description for each field in the record.

Position	Field Name	Field Specifications
A4	Record type	Will be 3 for final record
B4	Total Number of Records in File	Should report the total number of employees listed in file.
C4	Total Tip Wages Reported	Should report the total amount of tips received by ALL employee listed in the Tip Wage Report. Tips are monies received from patrons (Tips include cash tips, credit card tips, tips received through a tip pool, etc).

2   Agent CSV Interface File Definition

2.1   General Information

This section contains the file specifications for the DOES Tipped Wage reporting.csv file format. This format can be created using commercially available spreadsheet software (e.g. Microsoft Excel). Agents can file

original tipped wage reports in this file; however each file should only contain the information for one quarter.

This incoming file is submitted to DOES via the Agent wage file upload process. The file is comma separated file and there is no set length for the rows. The following paragraphs contain the specifications for the incoming wage report and outgoing confirmation files. Agents will upload the incoming files and the system will process the file and generate the outgoing confirmation files.

2.1.1 Rules for Currency Fields

- Must contain only numbers.
- No comma separators.
- Include only whole dollars and no cent values (example: $1,159.60 = 116000).
  - Submission user should round all dollar values to the next-highest integer if decimal value is .50 or greater, then set decimals to "00"
- No signed amounts (high order signed or low order signed).

2.2 Agent .CSV File

This incoming file is submitted to ESSP via the wage file upload process. The file is a comma separated file. The file contains four records are the rules for records and fields within the file as described in the following subchapters.

2.2.1 Submitter Record

The submitter record will contain information about the business submitting the file; this may be the same as the employer.

Below is a description for each field in the record.
The submitter record will contain information about the business submitting the file; this may be the same as the employer.

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required
A1	Letter that identifies the record in the file	Should always be: 0	Yes
B1	Submitters FEIN	The business' FEIN, do not include the hyphen	Yes
C1	Business Name	Enter the legal name of the business reporting on their tipped employees.	Yes
D1	Business Address	Enter the mailing address of the business submitting the file.	Yes

Position	Field Name	Field Specifications	Required
E1	Business City	Enter the mailing address city of the business reporting on their tipped employees	Yes
F1	State FIPS code	Enter the two character FIPS code for DC: 11	Yes
G1	Transmitter Zip Code	Enter the mailing address ZIP code of the business reporting on their tipped employees. Include leading zeros.	Yes
H1	Transmitter ZIP code extension (+4)	Enter the mailing address ZIP code extension of the business reporting on their tipped employees.	Fill with spaces or include the +4
I1	Transmitter Contact	First and last name of individual from submitting the repor who is responsible for the accuracy and completeness of the wage report. Format the names as: First name<space>last name,	Yes
J1	Transmitter Contact Telephone Number	Contact telephone number, include the area code. Numbers only, no special characters.	Yes
K1	Telephone Extension/Box	Contact telephone number extension (if any)	Fill with spaces or Extension

2.2.2 Employer Record

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required
A2	Record type	Must be 1 for employer record	Yes
B2	UI Account Number	Employer UI Account number	Yes
C2	Reporting Period	This field will contain the last month of the quarter and the year, for example the values for 2016 should be: 1st - 032016 2nd – 062016 3$^{rd\ -}$ 092016 4th - 122016	Yes
D2	Gross Wages Paid	Should report the total Gross Wages paid to ALL employees included in the Tip Wage Report. **Gross Wages are only wages paid by the employer to the employee according to the employees' tipped hourly wage rate and hours worked.** EX. Hourly Rate 333 ($3.33); 100 hours worked; Total Wages Paid 33300 ($333.00) REMEMBER DO NOT USE COMMA SEPARATOR OR DECIMALS FOR DOLLAR AMOUNTS. WHOLE DOLLARS ONLY, AND NO CENT VALUES.	Yes

Position	Field Name	Field Specifications	Required
E2	Total Tip Amount	Should report the total amount of tips received by ALL employees included in the Tip Wage Report. Tips are monies received from patrons (Tips include cash tips, credit card tips, tips received through a tip pool, etc) EX. Total Tip Amount 91700 ($917.00) REMEMBER DO NOT USE COMMA SEPARATOR OR DECIMALS FOR DOLLAR AMOUNTS. WHOLE DOLLARS ONLY, AND NO CENT VALUES.	Yes
F2	12th of month count for month 1	Total number of tipped employees that worked for the employer during the payroll period that included the 12th of the month for the first month in the quarter.	Yes
G2	12th of month count for month 2	Total number of tipped employees that worked for the employer during the payroll period that included the 12th of the month for the second month in the quarter.	Yes
H2	12th of month count for month 3	Total number of tipped employees that worked for the employer during the payroll period that included the 12th of the month for the third month in the quarter.	Yes

2.2.3   Wage Record

The wage record contains wage data for the employees. There should be one row for each SSN.

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required?
A3	Record type	Must be 2 for wage record	Yes
B3	SUI	Employer's UI Account Number	Yes
C3	Reporting Period	This field will contain the last month of the quarter and the year, for example the values for 2014 should be:---- 1st - 032014 2nd – 062014 3rd - 092014 4th - 122014	Yes
D3	SSN	Employee's SSN	Yes
E3	First Name	Employee's First Name as printed on social security card	Yes
F3	Employer's Middle Initial	Employees Middle Initial. Do not fill if there is no middle initial	No
G3	Employee's Last Name	Employee's last name as printed on social security card.	Yes
H3	Tipped Wage Rate	Should report the employee's Tipped Hourly Wage Rate. Tipped Minimum Wage rate is $3.33 as of July 1, 2017. EX. Hourly Rate 333 ($3.33)	Yes
I3	Total Hours Worked	Should report the total hours worked by the employee at his/her Tipped Hourly Wage rate. DO NOT INCLUDE HOURS WORKED AT OR ABOVE THE FULL MINIMUM WAGE ($12.50 AS OF JULT 1, 2017) OR HOURS PAID ACCORDING TO SICK LEAVE OR VACATION. ONLY INCLUDE HOURS IN WHICH THE EMPLOYEE PHYSCIALLY PERFORMED WORK AT HIS.HER TIPPED MINIMUM	Yes

Position	Field Name	Field Specifications	Required?
		WAGE RATE. WHOLE DOLLARS ONLY, AND NO CENT VALUES	
J3	Gross Wages Paid	Should report the total Gross Employer Paid Wages paid to the employee included in the Tip Wage Report. **Gross Wages are only wages paid by the employer to the employee according to the employees' tipped hourly wage rate and hours worked.** EX. Hourly Rate 333 ($3.33); 100 hours worked; Total Wages Paid 33300 ($333.00) REMEMBER DO NOT USE COMMA SEPARATOR OR DECIMALS FOR DOLLAR AMOUNTS. WHOLE DOLLARS ONLY, AND NO CENT VALUES	Yes
K3	Total Tip Amount	Should report the total amount of tips received by the employee listed in the Tip Wage Report. Tips are monies received from patrons (cash and/or credit card) EX. Total Tip Amount 91700 ($917.00) REMEMBER DO NOT USE COMMA SEPARATOR OR DECIMALS FOR DOLLAR AMOUNTS. WHOLE DOLLARS ONLY, AND NO CENT VALUES.	Yes
L3	Original Code	Numeric - 0 means original filing. No adjustments	Yes

** * To add another employer(s) to the file submission repeat the employer(s) record with fields from A2 to H2 in the file layout.

2.2.4 Final Record

The final record contains totals for the file.

Below is a description for each field in the record.

Position	Field Name	Field Specifications	Required?
A4	Record type	Must be 3 for final record	Yes
B4	Total Number of Records in File	Should report the total number of employees listed in file.	Yes
C4	Total Tip Wages Reported	Should report the total amount of tips received by ALL employee listed in the Tip Wage Report. Tips are monies received from patrons (Tips include cash tips, credit card tips, tips received through a tip pool, etc).	Yes

2.3   Confirmation .CSV File

The confirmation file is generated after the incoming file has been processed. It will contain a processing code indicating the status of each individual record as well as the system calculated taxes and administrative assessment due. Below are the rules for records and fields within the file.

2.3.1 Submitter Record

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Below is a description for each field in the record.

Position	Field Name	Field Specifications
A1	Letter that identifies the record in the file	Will always be: 0
B1	Submitters FEIN	Will be the business' FEIN, without include the hyphen
C1	Business Name	Will be the legal name of the business submitting the file. Left justify the name and fill with spaces if it is less than 50 characters.
D1	Business Address	Will be the mailing address of the business submitting the file.
E1	Business City	Will be the mailing address city of the business submitting the file
F1	State FIPS code	Will be 11
G1	Transmitter Zip Code	Will be the mailing address ZIP code of the business submitting the file. Including leading zeros.
H1	Transmitter ZIP code extension (+4)	Will be the mailing address ZIP code extension of the business submitting the file.
I1	Transmitter Contact	Will be the First and last name of individual from submitting business who is responsible for the accuracy and completeness of the wage report. .
J1	Transmitter Contact Telephone Number	Will be the Contact telephone number, include the area code.
K1	Telephone Extension/Box	Will be the Contact telephone number extension (if any)

2.3.2 Employer Record

The employer record contains summary totals for the employer/reporting period.

Below is a description for each field in the record.

Position	Field Name	Field Specifications
A2	Record type	Will be 1 for employer record
B2	UI Account Number	Employer UI Account number
C2	Reporting Period	This field will contain the last month of the quarter and the year, for example the values for 2016 should be 1st - 032016 2nd – 062016 3rd - 092016 4th - 122016

Position	Field Name	Field Specifications
D2	Gross Wages Paid	Should report the total Gross Wages paid to ALL employees included in the Tip Wage Report. **Gross Wages are only wages paid by the employer to the employee according to the employees' tipped hourly wage rate and hours worked.** EX. Hourly Rate 333 ($3.33); 100 hours worked; Total Wages Paid 33300 ($333.00) REMEMBER DO NOT USE COMMA SEPARATOR OR DECIMALS FOR DOLLAR AMOUNTS. WHOLE DOLLARS ONLY, AND NO CENT VALUES.
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F2	12th of month data for month 1.	Total number of employees that worked for the employer during the payroll period that included the 12th of the month for the first month in the quarter.
G2	12th of month data for month 2.	Total number of employees that worked for the employer during the payroll period that included the 12th of the month for the second month in the quarter.
H2	12th of month data for month 3.	Total number of employees that worked for the employer during the payroll period that included the 12th of the month for the third month in the quarter.

2.3.3 Wage Record

The wage record contains wage data for the employees. There should be one row for each SSN.

Below is a description for each field in the record.

Position	Field Name	Field Specifications
A3	Record type	Will be 2 for wage record
B3	SUI	Employer's UI Account Number
C3	Reporting Period	This field will contain the last month of the quarter and the year, for example the values for 2016 should be:---- 1st - 032016 2nd – 062016 3rd - 092016 4th - 122016
D3	SSN	Employee's SSN
E3	First Name	Employee's First Name
F3	Employer's Middle Initial	Employees Middle Initial.
G3	Employee's Last Name	Employee's last name a
H3	Tipped Wage Rate	Should report the employee's Tipped Hourly Wage Rate. Tipped Minimum Wage rate is $3.33 as of July 1, 2017. EX. Hourly Rate 333 ($3.33)

Position	Field Name	Field Specifications
I3	Total Hours Worked	Should report the total hours worked by the employee at his/her Tipped Hourly Wage rate. DO NOT INCLUDE HOURS WORKED AT OR ABOVE THE FULL MINIMUM WAGE ($12.50 AS OF JULT 1, 2017) OR HOURS PAID ACCORDING TO SICK LEAVE OR VACATION. ONLY INCLUDE HOURS IN WHICH THE EMPLOYEE PHYSCIALLY PERFORMED WORK AT HIS.HER TIPPED MINIMUM WAGE RATE. WHOLE DOLLARS ONLY, AND NO CENT VALUES
J3	Gross Wages Paid	Should report the total Gross Employer Paid Wages paid to the employee included in the Tip Wage Report. **Gross Wages are only wages paid by the employer to the employee according to the employees' tipped hourly wage rate and hours worked.** EX. Hourly Rate 333 ($3.33); 100 hours worked; Total Wages Paid 33300 ($333.00) REMEMBER DO NOT USE COMMA SEPARATOR OR DECIMALS FOR DOLLAR AMOUNTS. WHOLE DOLLARS ONLY, AND NO CENT VALUES
K3	Total Tip Amount	Should report the total amount of tips received by the employee listed in the Tip Wage Report. Tips are monies received from patrons (cash and/or credit card) EX. Total Tip Amount 91700 ($917.00) REMEMBER DO NOT USE COMMA SEPARATOR OR DECIMALS FOR DOLLAR AMOUNTS. WHOLE DOLLARS ONLY, AND NO CENT VALUES.
L3	Processing code	Will contain the processing status of each record

2.3.4 Final Record

The final record contains totals for the file.

Below is a description for each field in the record.

Position	Field Name	Field Specifications
A4	Record type	Will be 3 for final record
B4	Total Number of Records in File	Should report the total number of employees listed in file.
C4	Total Tip Wages Reported	Should report the total amount of tips received by ALL employee listed in the Tip Wage Report. Tips are monies received from patrons (Tips include cash tips, credit card tips, tips received through a tip pool, etc).