

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services

MURIEL BOWSER
MAYOR



DEBORAH A. CARROLL
DIRECTOR

INSTRUCTIONS FOR COMPLETING THE QUARTERLY 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 an e-mail address 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.

WAGES TO BE REPORTED

- 1) Please list each employee paid gratuities that worked for your company between April 1, 2016 and June 30, 2016. Feel free to copy the form and use as many pages as required.
- 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 subminimum 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 the specified rate between April 1, 2016 and June 30, 2016.
- 4) Please list the total gross wages paid to the employee **by the employer** between April 1, 2016 and June 30, 2016. Please use a separate line for each rate.
- 5) Please list the total amount of gratuities the employee received between April 1, 2016 and June 30, 2016. 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.

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.

OFFICE OF WAGE-HOUR

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