**Notice of Distribution of Tips & Gratuities**

**Example**



**Notice of Distribution of Tips & Gratuities**

This notice sets out the procedure for the allocation of tips, gratuities and service charges for INSERT BUSINESS.

INSERT BUSINESS can confirm that tips and gratuities are/are not dispensed to employees. Tips and gratuities are dispensed in the following way: INSERT METHOD.

INSERT BUSINESS can confirm that service charges are/are not dispensed to employees. Service charges are dispensed in the following way: INSERT METHOD.

The amount of tips and gratuities and service charge circulated to employees is outlined in a written statement to each employee no later than 10 days after the payment of tips/gratuities/service charge.