



CITY OF NEWPORT
DEPARTMENT OF FINANCE
LICENSE DIVISION
(859) 292-3660

CN-14 EMPLOYER'S ANNUAL INFORMATION RETURN OF TIP INCOME

Pursuant to Commissioners Ordinance No. 0-89-46, tip income reported to the City of Newport must equal 8% of the gross receipts from the sale of food and/or beverages during a calendar year.

If your business serves food and/or beverages for on premise consumption and your employees receive earned income from tips, you are required to file this form **each year by February 28**. The information should be from the preceding calendar year

Business Name _____

SECTION I

1. Total employee income reported to City of Newport during calendar year \$ _____

(a) Total tip income \$ _____

(b) Total Wage Income \$ _____

(Item a + b should equal line 1.)

2. Total gross receipts from the sale of food and beverages for on premise consumption during the calendar year
\$ _____

3. Multiply line 2 by 8%
\$ _____

4. Subtract line 1a from line 3
\$ _____

5. Multiply line 4 by 2½%
\$ _____

Line 5 is the amount you must allocate to all tipped employees working at your business.

Forward this amount to the City of Newport by **February 28**.

X _____
SIGNATURE OF PERSON PREPARING FORM

DATE

TITLE

INSTRUCTIONS

The purpose of form **CN-14** is for the filing of Tip Income that is received by employees of businesses that serve food and/or drink for consumption on the business premise. This form must be filed by the **Employer** and payment of any additional fees made by **February 28** of every year. Withholding fees are due on Tip Income regardless of the amount of income earned by the individual employee and regardless of any agreement the **Employer** may have signed with the Internal Revenue Service. No amount of Tip Income is exempted from this requirement and payment will be required from the **Employer** whether the fee is collected from the employee or not.