PASSPORT BUSINESS SOLUTIONS™ | PAYROLL & YEAR-END COMPLIANCE

Configuring Treasury Tipped Occupation Codes (TTOC) in Passport

Tax Year 2026 Setup & Reporting Guide • One Big Beautiful Bill Act (OBBBA)

This guide explains how to configure Passport to track Treasury Tipped Occupation Codes (TTOCs) for the 2026 tax year. Proper setup ensures accurate W-2 reporting under the One Big Beautiful Bill Act (OBBBA) for employees claiming the federal tip deduction.

Overview of W-2 Requirements

W-2 Box	Reporting Requirement
Box 12, Code TP	Must report total combined cash tips—both qualified and unqualified (use code "000" for unqualified tips).
Box 14b	Must include 1 or 2 valid 3-digit TTOCs if the employee plans to claim the federal tip deduction on their Form 1040.

To support Box 14b reporting, you will configure custom Employee Extended Information fields in Passport.

Step-by-Step Setup

Step 1: Create the Extended Fields

Create a custom extended field to store the employee's primary occupation code. If any employees hold multiple tipped occupations, repeat this step to create a second field.

- **Navigate to:** PR > Define extended field > Enter
- **Select extended fields for:** Employee
- **Field Name:** "Tip Occupation Cd 1" (Must match exactly)
- **Type:** Alphanumeric
- **Length:** 3
- **Prompt (optional):** "Occupation code for qualified or unqualified (000) tips."
- **Save:** Click Save to store the record.
- **Second Code (if needed): Tip Occupation Cd 2.**Repeat these steps to create a second field named exactly

[Insert Screenshot: PR > Define extended field > Enter — Tip Occupation Cd 1 & 2 Setup]

Step 2: Assign Codes to Employee Profiles

- **Navigate to:** PR > Employees > Enter. Select an employee.
- **Open Extended Info:** Press <F5> to open the Employee Extended Information screen.
- **Assign Primary Code: Tip Occupation Cd 1**Select and enter the 3-digit code from the reference list below.
- **Assign Secondary Code: Tip Occupation Cd 2.**If applicable, enter the second 3-digit code in
- **Save:** Save your changes before exiting the employee record.

CRITICAL RULE: NON-QUALIFYING OCCUPATIONS MUST USE CODE "000"

If an employee works in a non-qualifying industry or occupation but received tips, you must enter "000" for a Tip Occupation Cd. Leaving the field blank will trigger a fatal validation error during year-end processing, preventing W-2 forms from printing or generating your EFW2 electronic transmission file.

Step 3: Year-End W-2 Processing

- **Box 14b Automatic Generation:** When generating year-end W-2s, Passport automatically pulls the 3-digit codes from the Employee Extended Information fields into Box 14b.
- **Box 12, Code TP Earnings:** Box 12TP tip totals are calculated separately. After running your final payroll of the year, harvest and verify these amounts under Year end > Enter W-2 info.
- **Auxiliary Record Creation (<F5>):** Pressing <F5> creates Federal and State Auxiliary records for all employees with Quarter-to-Date (QTD) history for the current payroll year. If that history includes Tips (processed under an earnings code with Type = "Tips") or Overtime (per the OBBBA calculation method), Passport automatically populates Box 12TP and Box 12TT.

Reference: Official Treasury Tipped Occupation Codes (TTOC)

Below is the official Treasury/IRS list of 71 occupations that customarily and regularly received tips on or before December 31, 2024, plus code 000 for unqualified tips.

TTOC	Official Treasury / IRS Occupation Title
000 – Non-Qualified Tips	
000	Unqualified tips (occupation not listed on the official Treasury/IRS list)
100s – Beverage and Food Service	
101	Bartenders
102	Wait staff
103	Food or beverage servers, non-restaurant
104	Dining room and cafeteria attendants and bartender helpers

TTOC	Official Treasury / IRS Occupation Title
105	Chefs and cooks
106	Food preparation workers
107	Fast food and counter workers
108	Dishwashers
109	Host staff, restaurant, lounge, and coffee shop
110	Bakers
200s – Entertainment and Events	
201	Gambling dealers
202	Gambling change persons and booth cashiers
203	Gambling cage workers
204	Gambling and sports book writers and runners
205	Dancers
206	Musicians and singers
207	Disc jockeys, except radio
208	Entertainers and performers
209	Digital content creators
210	Ushers, lobby attendants, and ticket takers
211	Locker room, coatroom, and dressing room attendants
300s – Hospitality and Guest Services	
301	Baggage porters and bellhops
302	Concierges
303	Hotel, motel, and resort desk clerks
304	Maids and housekeeping cleaners
400s – Home Services	
401	Home maintenance and repair workers
402	Home landscaping and groundskeeping workers
403	Home electricians

TTOC	Official Treasury / IRS Occupation Title
404	Home plumbers
405	Home heating and air conditioning mechanics and installers
406	Home appliance installers and repairers
407	Home cleaning service workers
408	Locksmiths
409	Roadside assistance workers
500s – Personal Services	
501	Personal care and service workers
502	Private event planners
503	Private event and portrait photographers
504	Private event videographers
505	Event officiants
506	Pet and show animal caretakers
507	Tutors
508	Nannies and babysitters
509	Visual artists
510	Floral designers
600s – Personal Appearance and Wellness	
601	Skincare specialists
602	Massage therapists
603	Barbers, hairdressers, hairstylists, and cosmetologists
604	Shampooers
605	Manicurists and pedicurists
606	Eyebrow and eyelash technicians
607	Makeup artists
608	Exercise trainers and group fitness instructors
609	Tattoo artists and piercers

TTOC	Official Treasury / IRS Occupation Title
610	Tailors
611	Shoe and leather workers and repairers
700s – Recreation and Instruction	
701	Golf caddies
702	Self-enrichment teachers
703	Recreational and tour pilots
704	Tour guides
705	Travel guides
706	Sports and recreation instructors
800s – Transportation and Delivery	
801	Parking and valet attendants
802	Taxi and rideshare drivers and chauffeurs
803	Shuttle drivers
804	Goods delivery people
805	Personal vehicle and equipment cleaners
806	Private and charter bus drivers
807	Water taxi operators and charter boat workers
808	Rickshaw, pedicab, and carriage drivers
809	Home movers
810	Gas pump attendant