

Entering Treasury Tipped Occupation Codes in Passport

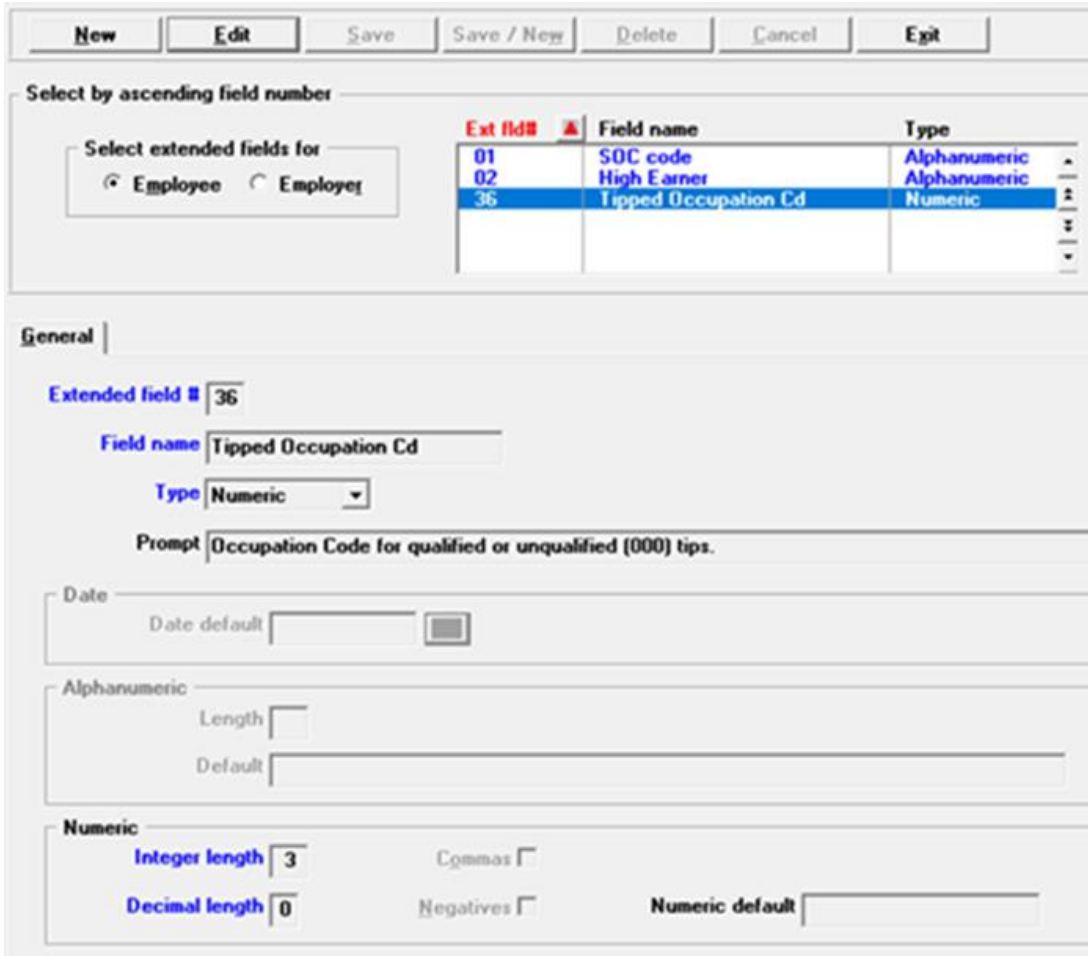
Passport has decided to use **Employee extended information** fields to store the Tipped Occupation Codes (TTOCs), similar to our solution for High Earners/Roth 401(k).

Total combined cash tips reported to the employer must be reported in Box 12TP, regardless of whether they are qualified or non-qualified. For the 2026 tax year, W-2 Box 14b must include 1 (or 2) valid TTOCs if the employee will be claiming the tip deduction on their 1040.

(letting the user create 2 fields, identical except for an increment in the name)

Step 1: Create the "Tipped Occupation Cd" Extended Field

1. Navigate to **Payroll > Define extended field > Enter**.
2. Add a new field assigned to the **Employee**.
3. Configure the field exactly as follows:
 - a. **Field Name:** *Tipped Occupation Cd 1* (Must match exactly)
 - b. **Prompt:** Occupation code for qualified or unqualified (000) tips. *(Optional reminder)*
 - c. **Type:** Numeric
 - d. **Length:** 3 (integer only, no decimal)



The screenshot shows the 'Define extended field' window in Passport software. The window has a menu bar with 'New', 'Edit', 'Save', 'Save / New', 'Delete', 'Cancel', and 'Exit'. Below the menu bar is a section titled 'Select by ascending field number' with a table of existing fields. The table has columns 'Ext fld#', 'Field name', and 'Type'. The fields listed are: 01 SOC code (Alphanumeric), 02 High Earner (Alphanumeric), and 36 Tipped Occupation Cd (Numeric). The 'Tipped Occupation Cd' field is selected. Below the table is a 'General' tab with the following configuration: 'Extended field #' is 36, 'Field name' is 'Tipped Occupation Cd', 'Type' is 'Numeric', and 'Prompt' is 'Occupation Code for qualified or unqualified (000) tips.'. There are also sections for 'Date', 'Alphanumeric' (Length and Default), and 'Numeric' (Integer length, Decimal length, Commas, Negatives, and Numeric default).

Ext fld#	Field name	Type
01	SOC code	Alphanumeric
02	High Earner	Alphanumeric
36	Tipped Occupation Cd	Numeric

General

Extended field #

Field name

Type

Prompt

Date

Alphanumeric

Length

Default

Numeric

Integer length Commas ☐

Decimal length Negatives ☐ Numeric default

4. **Save** the record.
5. If any employees have multiple TTOCs, repeat the above step, but use a *Field name* of “**Tipped Occupation Cd 2**”.

Step 2: Update Employee Profiles

1. Go to **PR > Employees > Enter** and select an employee
2. Press **<F5>** to open the **Employee extended information** screen.
3. Edit the Tipped Occupation Cd 1 field and assign the associated 3-digit number from the published Tipped Occupation Code list (included at the bottom of this document).
4. Repeat for Tipped Occupation Cd 2, if applicable.

Field name	Value
SOC code	
High Earner	Y
Tip Occupation Cd 1	102
Tip Occupation Cd 2	116

Employee: 5 Wilkenson, William B.

Tip Occupation Cd 1 102

Step 3: Configure Fixed Deductions

1. When printing year end W-2s, the TTOCs will automatically populate in Box 14b.

*Remember—Box 12 TP earnings totals are calculated separately. You will need to harvest those from **Year end>>Enter W-2 info** after the final payroll of the year.

Reference: Treasury Tipped Occupation Codes (TTOC)

[Official Treasury/IRS list](#) of occupations that customarily and regularly received tips for purposes of the “no tax on tips” provision of the One, Big, Beautiful Bill Act (OBBBA).

100s – Beverage and Food Service

- **101** – Bartenders
- **102** – Wait Staff
- **103** – Counter Attendants
- **104** – Food Server Assistants
- **105** – Dining Room / Cafeteria Attendants & Bartender Helpers
- **106** – Room Service Attendants & Food/Beverage Delivery Drivers
- **107** – Chefs and Head Cooks
- **108** – Cooks
- **109** – Host Staff (Restaurant, Lounge, Coffee Shop)
- **110** – Bakers

200s – Entertainment and Events

- **201** – Gambling Dealers
- **202** – Gambling Change Persons and Booth Cashiers
- **203** – Gambling Cage Workers
- **204** – Gambling & Sports Book Writers and Runners
- **205** – Dancers
- **206** – Musicians and Singers
- **207** – Disc Jockeys (Except Radio)
- **208** – Entertainers and Performers
- **209** – Actors
- **210** – Producers and Directors
- **211** – Fast Food and Counter Workers
- **212** – Cashiers (Entertainment and Events)
- **213** – Food Prep & Serving Related Workers (Entertainment/Events)

300s – Hospitality and Guest Services

- **301** – Baggage Porters and Bellhops
- **302** – Concierges
- **303** – Hotel, Motel, and Resort Desk Clerks
- **304** – Housekeeping and Janitorial Cleaners
- **305** – Maids and Housekeeping Cleaners
- **306** – First-Line Supervisors of Housekeeping/Janitorial Workers
- **307** – Hotel and Motel Managers
- **308** – Reservation/Transportation Ticket Agents & Travel Clerks

400s – Home Services

- **401** – Home Landscaping and Groundskeeping Workers
- **402** – Tree Trimmers and Pruners
- **403** – Pest Control Workers

- **404** – Home Appliance Repairers
- **405** – Electricians (Residential)
- **406** – Plumbers, Pipefitters, and Steamfitters (Residential)
- **407** – HVAC Mechanics and Installers (Residential)
- **408** – Carpet, Floor, and Tile Installers and Finishers

500s – Personal Services

- **501** – Tour Guides and Escorts
- **502** – Travel Guides
- **503** – Animal Caretakers
- **504** – Pet Groomers
- **505** – Childcare Workers
- **506** – Personal Care Aides
- **507** – Residential Advisors
- **508** – Laundry and Dry-Cleaning Workers
- **509** – Visual Artists
- **510** – Floral Designers

600s – Personal Appearance and Wellness

- **601** – Massage Therapists
- **602** – Skincare Specialists
- **603** – Barbers, Hairdressers, Hairstylists, and Cosmetologists
- **604** – Shampooers
- **605** – Manicurists and Pedicurists
- **606** – Eyebrow Threading and Waxing Technicians
- **607** – Makeup Artists
- **608** – Exercise Trainers and Group Fitness Instructors

700s – Recreation and Instruction

- **701** – Amusement and Recreation Attendants
- **702** – Locker Room, Dressing Room, and Locker Attendants
- **703** – Recreation Workers
- **704** – Lifeguards, Ski Patrol, and Recreational Safety Workers
- **705** – Golf Caddies
- **706** – Umpires, Referees, and Other Sports Officials
- **707** – Coaches and Scouts
- **708** – Flight Instructors

800s – Transportation and Delivery

- **801** – Taxi Drivers
- **802** – Ride-Hail Drivers
- **803** – Shuttle Drivers and Chauffeurs
- **804** – Bus Drivers (Transit and Intercity)
- **805** – Light Truck Drivers
- **806** – Driver/Sales Workers
- **807** – Parking Attendants
- **808** – Automotive and Watercraft Service Attendants
- **809** – Commercial Pilots
- **810** – Gas Pump Attendants