

University of San Francisco
Unrelated Business Income Questionnaire

This Questionnaire is intended to assist departments in identifying activities that may generate unrelated business taxable income (UBTI). Activities determined to be taxable must be reported on the University's annual Exempt Organization Business Income Tax Return (Form 990-T) filed with the Internal Revenues Service (IRS).

In general, an activity involving the sales of goods or services will be taxable if it meets the following three criteria: (1) it qualifies as a trade or business, (2) it is regularly carried on, and (3) it is **not** substantially related to the University's exempt educational or research purpose. Even if an activity meets this three-part test, however, it may not be taxable if it qualifies for one of the exemptions found in the Internal Revenue Code and its regulations.

Please complete a separate Questionnaire for each income-producing activity conducted by the department and return it to the **Office of Internal Audit and Tax Compliance**. That office will determine whether the activity is taxable based on its review of the Questionnaire.

Contact Information		
Department	Name of Activity	
Contact Person	Phone	Revenue Account

Description of Activity		
Please describe the nature of the activity, e.g., the goods or services offered for sale:		
Revenue: Approximately how much revenue does the activity generate in a year?	\$	
Frequency: Is the activity conducted on a regular basis, i.e., weekly, monthly, seasonal, etc.? Indicate frequency in the space below:	Yes	No
Location: Is the activity conducted in a remote location that is relatively inaccessible to the general public? If yes, explain in the space below:	Yes	No

<p>Purpose: Is the activity substantially related to the University's exempt educational or research purpose? Explain in the space below:</p>	Yes	No														
<p>Advertising: Does the activity involve the sale of commercial advertising in a University publication? If yes, attach a copy of the publication.</p>	Yes	No														
<p>Joint Venture: Does the activity involve a joint venture or partnership with another organization? If yes, attach a copy of the partnership agreement?</p>	Yes	No														
<p>Technically Advanced or Unique: Are the goods or services offered for sale technically advanced, unique, or unavailable from a commercial source within a reasonable distance? If yes, explain in the space below:</p>	Yes	No														
<p>Profit Motive: Is the activity intended to make a profit? Explain in the space below:</p>	Yes	No														
<p>Debt-Financed: Is the activity financed through external borrowing or indebtedness? If yes, explain:</p>	Yes	No														
<p>Exempt Activities</p>																
<p>Convenience: Is the activity conducted for the convenience of University faculty, staff, or students? Indicate the percentage of total sales attributable to each user group:</p> <table border="0" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;"><u>Users</u></th> <th style="text-align: right;"><u>Percentage</u></th> </tr> </thead> <tbody> <tr> <td>USF students</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>USF faculty/staff</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>USF alumni</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>General public</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Other (specify): _____</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">100%</td> </tr> </tbody> </table>	<u>Users</u>	<u>Percentage</u>	USF students	_____	USF faculty/staff	_____	USF alumni	_____	General public	_____	Other (specify): _____	_____	Total	100%	Yes	No
<u>Users</u>	<u>Percentage</u>															
USF students	_____															
USF faculty/staff	_____															
USF alumni	_____															
General public	_____															
Other (specify): _____	_____															
Total	100%															
<p>Donated Merchandise: Does the activity involve the sale of donated goods? If yes, indicate the percentage of total revenue attributable to the sale of donated articles.</p> <p style="text-align: right;">Percentage _____%</p>	Yes	No														

