2019 Unrelated Business Income (UBI) Questionnaire

PURPOSE
The University of Louisville is a tax-exempt organization. Even with this designation, the University is required to pay tax on activities unrelated to its exempt purpose. Any revenue generated from these activities is reported on annual returns filed with the Internal Revenue Service (IRS).

This questionnaire is not intended to discourage or eliminate such activities. The Controller’s Office will assist departments with reviewing each activity to determine if any exclusions apply or if the activity is, in fact, taxable.

UNRELATED BUSINESS INCOME DEFINED
An activity is considered "Unrelated" by the IRS and therefore subject to tax when it meets all three of the following criteria:

1. The activity is a trade or a business.
   > If an activity is undertaken with the intent to create a profit, it is considered a "trade or business."

2. The activity is regularly carried on.
   > An activity is “regularly carried on” if it is performed with the same frequency and continuity comparable to other commercial (i.e, "for profit") businesses.

3. The activity is not substantially related to the exempt purpose of the organization.
   > The University's exempt purpose lies in its mission of education, research, and community development. Activities that do not advance the University's mission may not be substantially related to its exempt purpose.

Additional information on the Unrelated Business Income Tax can be found on the Controller's Office website at http://louisville.edu/finance/controller/tax/ubit or by contacting the Tax Department at taxdept@louisville.edu.

Note: Responses should pertain to the previous fiscal year (July 1, 2018 - June 30, 2019) as well as any current or ongoing activities.

To begin, please enter your email address and your department below:

* Required

1. Email address *

2. Name of your Department: *

Advertising
3. Has your department received income from advertising? *
   Advertising includes any endorsement or inducement to use, sell, or purchase a third party's products or services. Examples include ads in printed publications, websites, university buildings/facilities, TV/radio, etc. Revenue received from referrals of third-party services or messages containing price information regarding a third party's products may also be considered advertising.
   
   Mark only one oval.
   
   □ Yes  Skip to question 3.
   □ No   Skip to question 8.

### Advertising - Additional data

4. Types of advertising revenue received: *
   Check all that apply.
   
   □ Printed publications
   □ Other printed materials
   □ Websites
   □ TV/Radio broadcasting
   □ Referrals
   □ Other: ___________________________________________________________________________

5. Please provide any applicable Program Codes (Speedtypes) where advertising revenue was booked during the previous fiscal year: *

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____________________________________________________________________________________
____________________________________________________________________________________
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6. Please provide the frequency of the revenue: *
   (e.g. monthly, annually, one-time payment, etc.)

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https://docs.google.com/forms/d/1TVLbPW02E1rSXsGbHb3evNRoZ2ijXCORQP1Q1FIs5wU/edit
7. Please provide the general source(s) of any advertising revenue booked in the previous fiscal year: *
   (e.g. outside companies, other universities, etc.)

   
   
   
   
   

8. Please provide any additional comments you may have regarding revenue from advertising:
   
   
   
   

Sponsorships

9. Has your department received income from sponsorships? *
   Sponsorship examples include revenue from the sponsoring of printed materials/publications, events, websites, facilities, billboards, scoreboards, TV/radio broadcasting, and other activities.
   Mark only one oval.
   
   Yes  
   No

   

   
Skip to question 9.  
Skip to question 14.

Sponsorships - Additional Data

10. Types of sponsorship revenue received: *
   Check all that apply.
   
   Printed publications
   Events (conferences, etc.)
   Websites
   Facilities
   Billboard
   Scoreboard
   TV/Radio broadcasting
   Other:

   
   
   
   
   
https://docs.google.com/forms/d/1TVLbPW02E1rSXsGbh3evNRoZ2iijXCORQP1Q1Fis5wU/edit
11. Please provide any applicable Program Codes (Speedtypes) where sponsorship revenue was booked during the previous fiscal year: *


12. Please provide the frequency of the revenue: *
   (e.g. monthly, annually, rarely, etc.)


13. Please provide the general source(s) of any sponsorship revenue booked in the previous fiscal year: *
   (e.g. outside companies, other universities, general public, etc.)


14. Please provide any additional comments you may have regarding revenue from sponsorships:


Rents

15. Has your department received income from rents, leasing, or licensing activities? *
   Examples include rentals of facilities, laboratories, lab or other equipment, recreation centers, athletic facilities, personal property, telecommunication lines or towers, etc.
   Mark only one oval.
   
<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Yes</td>
<td>Skip to question 15.</td>
<td>Skip to question 20.</td>
</tr>
</tbody>
</table>
   No

Rents - Additional Data
16. **Type of rents received:** *
   Check all that apply.
   - Facilities (auditorium, classrooms, labs, etc.)
   - Recreation center
   - Athletic facilities
   - Personal property (equipment, etc.)
   - Telecommunication lines or towers
   - Other: ____________________________

17. Please provide any applicable Program Codes (Speedtypes) where rent revenue was booked during the previous fiscal year: *

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   ___________________________________________________
   ___________________________________________________
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18. Please provide the frequency of the revenue: *
   (e.g. monthly, annually, rarely, etc.)

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   ___________________________________________________
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   ___________________________________________________

19. Please provide the general source(s) of any rent revenue booked in the previous fiscal year: *
   (e.g. outside companies, other universities, students, general public, etc.)

   ___________________________________________________
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20. Please provide any additional comments you may have regarding revenue from rents:

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   ___________________________________________________
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**Retail Sales**

https://docs.google.com/forms/d/1TVLbPW02E1rSXsGbHb3evNRoZ2ljXCORQP1Q1Fs5wU/edit
21. Did your department receive revenue from the sale of goods or merchandise? *
Examples include sales of inventory from a store, catalog, or via the internet
Mark only one oval.

☐ Yes  Skip to question 21.
☐ No  Skip to question 26.

Retail Sales - Additional Data

22. Types of activities conducted: *
Check all that apply.

☐ Store
☐ Catalog (including phone sales)
☐ Website
☐ Other:

23. Please provide any applicable Program Codes (Speedtypes) where retail sales were booked during the previous fiscal year: *

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24. Please provide the frequency of the sales: *
(e.g. monthly, annually, rarely, etc.)

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25. Please provide the general source(s) of any retail revenue booked in the previous year: *
(e.g. students, UL employees, general public, outside companies, etc.)

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26. Please provide any additional comments you may have regarding retail sales:

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__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Other Services

27. Did your department receive revenue from performing other services unrelated to the University’s tax-exempt mission during the previous fiscal year? *
Examples include travel tours, commercial research, product testing, conference services, operation of a restaurant, catering services, credit card promotions, computer/technology services, bartering, parking lot operations, etc.
Mark only one oval.

☐ Yes
☐ No  *Skip to question 32.

Other Services - Additional Data

28. Types of activities conducted: *
Check all that apply.

☐ Travel tours
☐ Sponsored research
☐ Product testing
☐ Conference services to companies or general public
☐ Recreational services to companies or general public
☐ Catering services
☐ Operation of restaurant
☐ Credit card promotions
☐ Computer/technology services to companies or general public
☐ Bartering
☐ Parking services to companies or general public
☐ Other: ________________________________________________________________

29. Please provide any applicable Program Codes (Speedtypes) where unrelated services were booked during the fiscal year: *
30. **Please provide the frequency of each service provided:** *
   (e.g. monthly, annually, rarely, etc.)

31. **For each unrelated service, please provide the general source(s) of revenue booked during the previous fiscal year:** *
   (e.g. students, UL employees, general public, government, outside companies, etc.)

32. **Please provide any additional comments you may have regarding unrelated services provided by your department:**

33. **Does your department receive revenue from the licensing of intangible property?** *
   Examples include copyrights, royalties, patents, broadcast rights, mailing list rentals, logo usage, exclusive use contracts, trade names, etc.
   
   Mark only one oval.
   
   ☐ Yes
   ☐ No  *Skip to question 38.*

**Copyrights, Royalties, and Other Revenue from Intangible Property**

**Intangible Property - Additional Data**
34. **Types of intangible revenue received:** *  
*Check all that apply.*  

- [ ] Copyrights  
- [ ] Royalties  
- [ ] Patents  
- [ ] Broadcast rights  
- [ ] Mailing lists  
- [ ] Logo usage  
- [ ] Exclusive use  
- [ ] Other:  

35. **Please provide any applicable Program Codes (Speedtypes) where revenue from intangible property was booked during the fiscal year:** *

36. **Please provide the frequency that revenue is booked:** *  
(e.g. monthly, annually, rarely, etc.)  

37. **For each type of revenue, please provide the general source(s) booked during the previous fiscal year:** *  
(e.g. other universities, outside companies, etc.)
38. Please provide any additional comments you may have regarding activities conducted by your department that involve the licensing of intangible property:


Other Activities Potentially Subject to UBIT

39. Are you aware of any additional activities conducted in your department/division that have the potential to generate unrelated business income? *

Mark only one oval.

☐ Yes

☐ No Skip to question 40.

Other Activities - Additional Data

40. Please describe in detail any activities conducted by your department/division that you believe has the potential to generate income that is unrelated to any exempt purpose of the University: *


Out of State Sales

This supplemental question has been added to comply with recent changes in sales tax law.

Substantial sales of goods or services to customers located in another state may have sales tax implications.

For this purpose, "substantial sales" are sales totaling $100,000 or more per calendar year or comprised of at least 200 separate transactions per calendar year.

Note that these thresholds apply on a per-state basis only. For example, $100,000 in total annual sales to customers in Indiana (a single state) would be reportable for this purpose. $100,000 of sales to customers across Indiana, Ohio, and Michigan would not be reportable.

41. Will your department have substantial sales of any goods, products, devices, books, data, digital media, business services, consulting or other professional services to customers located in another state in 2019? *

Mark only one oval.

☐ Yes, we expect to have sales in excess of $100,000 to customers in another state.

☐ Yes, we expect over 200 separate sale transactions to customers in another state

☐ No, we do not expect to have substantial sales to customers out of state Skip to question 42.
Out of State Sales - Additional Data

42. Please describe in detail what is being sold to customers out of state. Include the state where the sales are made and the total dollar amount or number of transactions made (or expected):


Sign Off

By completing the fields below, I certify that I have reviewed (or will review) the foregoing responses with my Dean, Vice President, or Department Head. Should I become aware of any activity conducted by my department that has the potential to generate unrelated business income, I will contact the University’s Tax Department at: taxdept@louisville.edu

43. Name of individual completing questionnaire: *


44. Your title: *


45. Name of your Dean, Vice President, or Department Head: *


Thank You!

You have completed the 2019 UBIT Questionnaire. The Tax Department will contact you if any additional information is required. If you have any documents or additional explanations you would like to supply, please submit those to taxdept@louisville.edu.

A copy of your responses will be emailed to the address you provided