

# Annual Unrelated Business Income (UBI) Questionnaire

## PURPOSE

The University of Kentucky is excluded from federal income taxes as an agency and instrumentality of the Commonwealth. Even with this designation, The University is still required to report income from taxable activities to the Internal Revenue Service (IRS). Taxable activities are those activities that generate revenue and are unrelated to the University's tax-exempt purpose.

This questionnaire is not intended to discourage or eliminate revenue-generating activities. University Financial Services will review each activity to determine if any exclusions apply or if the activity is taxable.

## UNRELATED BUSINESS ACTIVITIES

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.
2. The activity is regularly carried on.
3. The activity is not substantially related to the exempt purpose of the organization.

If an activity is undertaken with the intent to create a profit through the sale of goods or the performance of a service it is considered a trade or business.

An activity is regularly carried on unless it is performed infrequently or discontinuously.

An activity is not substantially related when it does not contribute to the exempt purpose of the organization. Examples of activities that contribute to the University's exempt purpose include education, research, community outreach, etc.

Please refer to the BPM E-6-2 and E-6-3 for additional information.

Answers to all questions should pertain to the most recent fiscal year completed.

### \* Required

Fiscal Year July 1, 20\_\_ to June 30, 20\_\_

#### 1. Name of your Department: \*

Department number(s):

## Advertising

#### 2. Did your department receive income from advertising during the previous fiscal year? \*

Examples include revenue from ads appearing in printed publications, websites, university buildings/facilities, TV/radio, etc.

Mark only one oval.

Yes      Go to question 3.

No        Skip to question 8.

## Advertising - Additional data

**3. Types of advertising revenue received: \***

*Check all that apply.*

- Printed publications
- Other printed materials
- Websites
- TV/Radio broadcasting
- Other: \_\_\_\_\_

**4. Please provide SAP cost objects and GL codes where advertising revenue was booked during the fiscal year: \***

\_\_\_\_\_

**5. Please provide the frequency of the revenue: \***

(e.g. monthly, annually, rarely, etc.)

**6. Please provide the general source(s) of any advertising revenue booked in the fiscal year: \***

(e.g. outside companies, other universities, etc.)

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

## Sponsorships

**8. Did your department receive income from sponsorships during the fiscal year? \***

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      *Go to question 9.*

No      *Skip to question 14.*

## Sponsorships - Additional Data

**9. Types of sponsorship revenue received: \***

*Check all that apply.*

- Printed publications
- Events (conferences, etc.)
- Websites
- Facilities
- Billboard
- Scoreboard
- TV/Radio broadcasting
- Other: \_\_\_\_\_

**10. Please provide any SAP cost object and general ledger codes where sponsorship revenue was booked during the fiscal year: \***

**11. Please provide the frequency of the revenue: \***

(e.g. monthly, annually, rarely, etc.)

**12. Please provide the general source(s) of any sponsorship revenue booked in the fiscal year: \***

(e.g. outside companies, other universities, general public, etc.)

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

## Rents

**14. Did your department receive income from rents during the fiscal year? \***

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.*

Yes      *Go to question 15.*

No      *Skip to question 20.*

## Rents - Additional Data

**15. 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: \_\_\_\_\_

16. Please provide any applicable SAP cost objects and general ledger codes where rent revenue was booked during the fiscal year: \*

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

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

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

## Retail Sales

20. 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      *Go to question 21.*

No      *Skip to question 26.*

## Retail Sales - Additional Data

**21. Types of activities conducted: \***

*Check all that apply.*

- Store
- Catalog (including phone sales)
- Website
- Other: \_\_\_\_\_

**22. Please provide SAP cost objects and general ledger codes where retail sales were booked during the fiscal year: \***

\_\_\_\_\_

**23. Please provide the frequency of the sales: \***

(e.g. monthly, annually, rarely, etc.)

\_\_\_\_\_

**24. Please provide the general source(s) of any retail revenue booked in the year: \***

(e.g. students, UK employees, general public, outside companies, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Other Services**

**26. Did your department receive revenue from performing other services unrelated to the University's tax-exempt mission during the 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     *Go to question 27.*

No     *Skip to question 32.*

## Other Services - Additional Data

**27. Types of activities conducted: \***

*Check all that apply.*

- Travel tours
- Commercial research
- Product testing
- Conference services
- Operation of restaurant
- Catering services
- Credit card promotions
- Computer/technology services
- Bartering
- Parking lot operations
- Other: \_\_\_\_\_

**28. Please provide SAP cost object and general ledger codes where unrelated services were booked during the fiscal year: \***

**29. Please provide the frequency of each service provided: \***

(e.g. monthly, annually, rarely, etc.)

30. For each unrelated service, please provide the general source(s) of revenue booked during the fiscal year: \*

(e.g. students, UK employees, general public, government, outside companies, etc.)

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

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

32. Did 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    *Go to question 33.*

No    *Skip to question 38.*

## Intangible Property - Additional Data

33. Types of intangible revenue received: \*

Check all that apply.

- Copyrights
- Royalties
- Patents
- Broadcast rights
- Mailing lists
- Logo usage
- Exclusive use
- Other: \_\_\_\_\_

34. Please provide SAP cost objects and general ledger codes where revenue from intangible property was booked during the fiscal year: \*

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

36. For each type of revenue, please provide the general source(s) booked during the fiscal year: \*  
(e.g. other universities, outside companies, etc.)

37. 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

38. 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    *Go to question 39.*

No    *Skip to question 40.*

## Other Activities - Additional Data

**39. 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: \***

## **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 Financial Services.

**40. Name of individual completing questionnaire: \***

**41. Your title: \***

**42. Your e-mail address: \***

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

**44. E-mail address of Dean, Vice President, or Department Head: \***

## **Thank You!**

You have completed the Annual UBIT Questionnaire. University Financial Services will contact you if any additional information is required. Submit completed form and any documents or additional explanations you would like to supply, please submit those to [taxoffice@uky.edu](mailto:taxoffice@uky.edu).

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