|  |
| --- |
|  |

**Revenue Producing Account Questionnaire**

Ohio University is required to file an annual Exempt Organization Business Income Tax Return (Form 990-T) with the Internal Revenue Service. Detailed information on all existing and new revenue producing accounts is needed to accomplish this requirement. This document collects the information needed to determine the potential for generating unrelated business income.

Ohio University is also required to submit monthly tax reports to the State of Ohio. The information collected by this document will also identify which organizations need to follow sales tax collection and reporting procedures.

The questionnaire should be completed for all new activities and on an annual basis for all continuing activities.

When completing this document, if you answer NO to the first question in Section I, you are finished and do not need to complete the remaining sections. If you answer YES to the first question, continue through the document completing only the sections of the questionnaire that apply to each organization.

Please call or email Robert Payne 740-597-1721 payner1@ohio.edu if you have questions regarding the questionnaire.

This questionnaire may be used for any audits conducted by the IRS.

For Tax Use Only:

Sales Tax Reporting? 

UBIT Reporting? 

**Section I – General Information (Complete for all organization)**

|  |  |
| --- | --- |
| **Department Name** |  |
| **Activity Name** |  |
| **Account Number** |  |
| **Name of Person Completing Questionnaire** |  |
| **Phone** |  |
| **Email** |  |

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

1. **Trade or Business**
   1. Does this organization generate revenue from the sale of goods or the performance of services?



* 1. Who are the purchasers of the good or services? Please be specific.

* 1. Fully describe the activities performed by the organization. Please include a description of the goods or services and the reason(s) for offering these goods or services for sale.

1. **Profit Motive**
   1. Do you intend to generate a profit from the sale of goods or the performance of services?



* 1. Did the activity generate a profit in any of the past 5 years?



* 1. Do you anticipate the activity generating a profit in the next 5 years?

****

1. **Regularly Carried On**
2. as the activity conducted on a “regular”(i.e. year-round, seasonal, etc.) basis?



1. If yes, indicate the frequency with which the activity is performed.

1. Is the activity conducted on an infrequent, casual, or sporadic basis?



1. If yes, explain why the activity is not conducted on a regular basis.

1. **Related to the University’s Exempt Purpose**
   1. Does the activity have a “substantial” causal relationship to the accomplishment of the University’s education, medical, or research exempt purpose?



* 1. If yes, explain how the activity enhances, furthers, or in anyway relates to the exempt purposes of the University. (Note: Simply generating funds which will be used for the exempt purpose does not enhance or further the purpose.)

* 1. Are students participating in the activity as part of a learning experience?



* 1. If yes, does the experience earn the students credit toward a degree?



* 1. If yes, explain the instructional nature of the duties and tasks assigned to the students.

* 1. Does faculty or staff participation assist in the overall accomplishment of the exempt purposes of the University?



* 1. If yes, explain how.

**Section II – Statutory Exclusions (Complete for all organizations with revenues from sales of goods or services)**

1. **Volunteer Labor**
   1. Are unpaid volunteers (student or non-students) participating in the revenue generating activity? 
   2. If yes, describe the duties or tasks assigned to the volunteers and indicate the percentage of total effort attributable to the volunteer activity.

1. **Convenience of University Members**
   1. Is the activity performed for the convenience of University students, faculty, and staff?



* 1. Indicate the estimated percentage of total revenues attributable to each group of users:

|  |  |
| --- | --- |
| **Users** | **Percentage** |
| **University students** |  |
| **University faculty/staff** |  |
| **University alumni** |  |
| **General Public** |  |
| **Other (explain below)** |  |
|  | 100% |

Explanation of “other”:

* 1. Is this activity conducted in a remote location which is relatively inaccessible to the general public?



* 1. If yes, please explain.

1. **Donated Merchandise**
   1. Does the activity involve the sale of donated goods?



* 1. If yes, indicate the percentage of total revenue attributable to the sale of donated articles.

     %

**Section III – Modification to Revenues (Complete only the sections that apply to your particular organization.)**

1. **Royalties and Commissions**
   1. Does the activity generate revenue from royalties? (i.e. does the activity generate income from licensing property belonging to the University to a non-university person or entity?)



* 1. If yes, describe the property being sold, the basis for determining the royalty payments (ex: production, gross income, net profits, etc.) and the non-university person or entity licensed to sell the property.

* 1. Is the royalty income derived in part from the performance of services?



* 1. If yes, please explain.

Does the activity generate income to the University in the form of commissions or a percentage of income from the sale of non-university entity’s goods or services (ex: a percentage of sales of an outside company’s pizza, magazine subscriptions, etc.)?



* 1. If yes, please describe the goods or service being sold, the payment arrangement, and the non-university person or entity that has licensed the University to market the goods or services.

1. **Rent**
   1. Real Property Rent
      1. Does the activity generate revenue from the rental of real property (no personal property involved)?



* + 1. Is the amount of rent based on income or profits derived from the property?

 

* + 1. If yes, please describe the rental arrangement.

* 1. Real and Personal Property Rents
     1. Does the activity generate revenue from the rental of a combination of real and personal property?



* + 1. If yes, please indicate the allocation of rents between real and personal property.

|  |  |
| --- | --- |
| **Type of Property** | **Percentage** |
| **Real Property** |  |
| **Total Property** |  |

* + 1. Describe the type of real and personal property rented, the person or group to whom the property is rented, and the purpose for which the property is rented.

* 1. Personal Property Rent
     1. Does the activity generate revenue from the rental of personal property (no real property involved)?



* 1. Rendering of Services
     1. Does the activity provide for tenant services in connection with the rental of real property?



* + 1. If yes, describe the nature and extent of the services (ex: maid, food, janitorial, security, etc.) rendered to the tenants, the person or group to whom the property is rented, and the purpose for which the property is rented.

* 1. Debt Financed Property
     1. Does the activity unit receive revenue from the rental of debt-financed property (ex: property acquired through the use of mortgage or other indebtedness, with a current balance outstanding)?



* + 1. If yes, describe the:

|  |  |
| --- | --- |
| Debt Instrument |  |
| Date of Acquisition |  |
| Original Amount of Debt |  |
| Current Balance |  |
| Expected Date of Retirement |  |

* + 1. Indicate the allocation of tenant types on an annualized basis.

|  |  |
| --- | --- |
| **Tenants** | **Percentage** |
| **University students** |  |
| **University faculty/staff** |  |
| **Other University departments** |  |
| **Non-University Tenants** |  |
|  | 100% |

1. **Sponsored Research**
   1. If research is sponsored by other than a governmental unit, describe the person or entity for which the work is performed.

* 1. Is the research an investigative activity done to validate a scientific hypothesis in which the University is interested, the results of which are made freely available to the general public?



* 1. If yes, briefly describe the intellectual questions posed, how these are being explored, and how the results are publicized.

* 1. Does the activity involve the performance of research under a clinical trial or product testing agreement incident to commercial or industrial operations? For example, ordinary testing or inspection of materials or products or designing or construction of equipment, buildings, etc.?



* 1. If yes, please describe the nature of the research activity.

Is the research activity directly related to education of students or the role and mission of the University?



* 1. If yes, describe.

1. **Special Circumstances**
   1. Are the goods and services offered technically advanced, unique, or unavailable within a reasonable distance?



* 1. If yes, please describe the nature of the goods or services and why it is necessary for Ohio University to offer the goods and services for sale.

1. **Health Services**
   1. Services provided to non-patients
      1. Does the activity unit generate revenue from services (ex: pharmaceutical sales, lab testing, etc.) provided to non-patients?



* + 1. If yes, describe the nature and extent of services, as well as the relationship, if any between the physician(s) and patient(s).

* + 1. Does the activity generate revenue from the services provided as a convenience to office patients of physicians who are not full-time faculty members of the University?

1. **Advertising**
   1. Is revenue generated from the sale of commercial advertisements (or underwriting) in a University publication?



* 1. Are students participating in the activity as part of a learning experience?



* 1. If yes, does this experience earn the students credit toward a degree?



* 1. If yes, explain the instructional nature of the duties and tasks assigned to the students.

* 1. Do the advertisements contribute importantly to the exempt purposes of the publication?



* 1. If yes, please explain and send a copy of the advertisement to the Tax Compliance Manager referencing this questionnaire.
  2. Are the advertisements sold by:
     1. Students? 
     2. Paid Employees? 
     3. An outside company? 
     4. Uncompensated volunteers? 
  3. Describe the duties of those involved in soliciting advertisements.

**Submit form to:**

Robert Payne

Director Tax and Payroll

Grosvenor 313

[Payner1@ohio.edu](mailto:Payner1@ohio.edu)