



712.1.1f - Unrelated Business Income Tax Compliance Questionnaire

WHO MUST COMPLETE: Any university unit or department that conducts an activity that generates income by providing goods or services to external non-University customers or UNC-CH alumni.

If a completed survey has been submitted for an activity in the past, an updated survey is required whenever the activity procedure or purpose is amended.

Please complete the survey based on the activity and include ConnectCarolina Source information.

- This is a Change to an existing form
- This is an Initial form

For the Fiscal Year ended June 30, _____ (YYYY)

Activity Information		
Department Name:		Department Number:
Source Name:		Source Number:
Revenues from external customers: \$ _____	Percentage of total Revenues: _____ %	
Contact information		
First Name:	Last Name:	Title:
Phone Number:	Email Address:	

For Activities in the account noted above, please respond to the 11 questions below:

1. Please check the category(ies) that most closely characterizes the revenues recorded in the above account:

<input type="checkbox"/>	Professional/consulting services fee	<input type="checkbox"/>	License of trademark, copyright, patent, or other intangible property
<input type="checkbox"/>	Sale of administrative/support services	<input type="checkbox"/>	Sale of licensed software
<input type="checkbox"/>	Testing of equipment/product	<input type="checkbox"/>	Sale, lease, or transfer of tangible property (e.g. t-shirts, books, golf-carts)
<input type="checkbox"/>	Laboratory testing services	<input type="checkbox"/>	Sale, lease, license or transfer of intangible property (e.g. sale of mailing list)
<input type="checkbox"/>	Sale of biological materials	<input type="checkbox"/>	Advertising/sponsorship
<input type="checkbox"/>	Lease of equipment	<input type="checkbox"/>	Sale of computer time/services



<input type="checkbox"/>	Lease of space	<input type="checkbox"/>	Other (describe):
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2. Describe in detail the services/products sold to external customers:

3. Does the activity meet any of the following criteria? Please check any that apply:

- Involve the sale of donated merchandise?
- Generate revenue from Royalties?
- Receive a K-1 from a partnership?
- Generate revenue from the sale of Advertising?

4. Expressed as a percentage of total revenue dollars generated by the activities in FY __, the estimated volume of revenues from:

Internal Customers	
%	(a) Interdepartmental (within your department) sponsored agreements/projects
%	(b) Intradepartmental (other departments in UNC) sponsored agreements/projects
External Customers	
%	(c) Other universities/colleges
%	(d) Federal or state governments
%	(e) Private industry
%	(f) General public
100%	Total from internal and external customers (must equal 100%)

5. Please describe how you make external customers aware of the goods or services you provide (e.g., advertising, websites, professional contacts, etc.):

6. Is the activity conducted on a regular basis? Please describe the frequency (ongoing, weekly, biweekly, monthly, annual, sporadic):



7. If any of the following groups were involved in the activity that generated revenues from external customers, please check:

UNC Faculty or Staff

UNC Students

Volunteers

- a. Is this activity performed in conjunction with the teaching mission of the university? Yes No
- b. Is this activity directly related to providing educational training to students? Yes No
8. Are there other universities or companies providing the same or similar service to your external customers? Yes No

9. Does your department intend to earn a profit from this activity? Yes No

10. Are there any research-related activities associated with providing the goods or services to external customers?
 Yes No If yes, please answer the following questions:

a. Is the project supervised and designed by professionals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is there a specific design to solve a problem?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there a research goal that consists of discovering a demonstrable truth?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does the research constitute <i>activities that are competitive</i> with commercial or industrial operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the research conducted in the public interest?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is the research sponsored by a local, state, or federal government?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is the research performed for a Corporate sponsor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Were exclusive licensing rights given to a private company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. Were the results published upon completion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

11. If needed, please provide any additional information:



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

***Please email the completed survey to Financial Reporting at:
financialreporting@unc.edu***