University of Colorado Denver
Activity Questionnaire for Unrelated Business Taxable Income Determination

Description of the Activity (please provide a detailed description)

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Is the Activity a “Trade or Business”?  
1. Does the activity generate gross income from the sale of goods or services?  □ Yes □ No (If NO, skip to question 2)
   a. Sales are made or services are provided …
      (select one)
      (1) □ Only to CU students, faculty, or staff.
      (2) □ To CU students, faculty and staff and the general public or private industry.
      (3) □ Only to the general public or private industry.
      (4) □ Other (describe) __________________________________________

   b. Expressed as a percentage of total sales, what is the estimated volume of sales to:
      (total should equal 100%)
      (1) ___% CU students, faculty, staff or patients
      (2) ___% The general public (or private practice patients)
      (3) ___% Private industry
      (4) ___% Government
      (5) ___% Other (describe) _________________________________________

   c. Is the activity profitable? □ Yes □ No

2. The activity can be characterized as:
   (select one)
   a. □ Traditionally performed by similar exempt organizations.
   b. □ Conducted in a competitive or commercial manner.
   c. □ Other (describe) __________________________________________

3. Is there a contract to provide goods or services? □ Yes □ No
   (If YES, please provide a copy of the contract)

4. Is there any research-related activity associated with providing the goods or services? □ Yes □ No
   a. If yes, please explain ____________________________________________
      ____________________________________________
Is the Activity “Regularly Carried On”?

5. If the activity is also performed by for-profit companies, the activity is carried on by UCD…
   (select one)
   a. ☐ With the same frequency as it is by for-profit companies.
   b. ☐ With greater frequency than by for-profit companies.
   c. ☐ With less frequency than by for-profit companies.

Is The Activity “Substantially Unrelated” to UCD’s Exempt Purpose?

UCD’s exempt purpose is equivalent to its mission: instruction, research, patient care, and public service.

6. The activity …
   (select one)
   a. ☐ Has as its principal purpose to accomplish UCD’s exempt purpose.
   b. ☐ Is related to the exempt purpose only because it generates income that can be used to
      further UCD’s exempt purpose.
   c. ☐ Is equivalent to the same activity performed commercially by a for-profit company.

Statutory Exemptions

7. The activity …
   (select all that apply)
   a. ☐ Is carried out by unpaid volunteers.
   b. ☐ Is carried on primarily for the convenience of students, faculty, staff or patients.
   c. ☐ Consists of selling merchandise substantially all of which has been received as gifts or
      donations.

Royalties

Royalties are payments associated with a valuable right, such as trademarks, trade names, and copyrights.

9. Does the activity generate income from royalties? ☐ Yes ☐ No

Certification of Responsible Person

10. Name _____________________________________________

    Telephone ___________________________ Campus Box

    Signature ___________________________ Date