Auburn University
Revenue Activities Questionnaire

Auburn University is required to report certain revenue on the annual Exempt Organization Business Income Tax Return (Form 990-T). Please complete the following questionnaire to identify activities that might need to be included. This information will be used to perform a preliminary review of both new and existing activities.

Please answer the following questions to the best of your ability. The Tax Compliance Department will review the completed questionnaire, and you may be asked to answer further questions about the activity after review. Please submit to Courtney Martin at clh0011@auburn.edu or 309A Ingram Hall.

Thank you for your assistance in this matter.

**Please fill out a form for each activity that generates revenue (non-development related) in your department.

AU or AUM: Department:
Name of Activity: Organization Code & Title:
Contact Person: Phone:
Email:

1. Please describe the nature of the activity, including any goods or services offered for sale:

2. Please describe the reason(s) for the establishment of the activity:

3. Approximately how much revenue does the activity generate in a fiscal year?

4. Please describe the purchasers of any goods or services sold (students, faculty/staff, alumni, general public).

5. Are students involved in the activity? If yes, do they receive academic credit for their involvement?

6. Is the activity conducted on a regular basis (weekly, monthly, seasonal)? If yes, please explain when and where the activity is conducted.

7. Is the activity intended to make a profit, break even, or make a loss? Please explain.

8. If the sale of goods are involved, do you charge sales tax on sales?

Other information you deem pertinent to your activities:

Tax Compliance Office Use Only:

Conclusion:
Activity may potentially generate unrelated business income; send additional checklist.
Activity will not generate unrelated business income; no further action required. Review in subsequent years.

Reviewed by:

Date: