

UNRELATED BUSINESS INCOME TAX WORKSHEET
For the Year Ending June 30, 2008
Due Date: November 30, 2008

Campus: _____

Instructions: Please prepare this worksheet using the attached 2007 instructions for Form 990-T Exempt Organization Business Income Tax Return and the following information:

- Included in this worksheet: List of UBIT Tax Coordinators per campus, prior year depreciation worksheets
- All campuses are required to complete the Unrelated Business Income Summary and Depreciation Schedules. Campuses that do not have any reportable income must still complete PART V, sign, and submit the worksheet.
- The information provided by the campuses will be consolidated and used to prepare the CSU 990-T. As such, it is critical that all information be complete and accurate.
- Unrelated Business Income Summary and Depreciation Schedules are to be prepared using fiscal 2007 / 08 data.
- All unrelated business income should be reported. The \$1,000 minimum taxable income threshold indicated in the instructions should be ignored.
- The worksheet contains only the parts of the 990-T that could be needed by a campus. Portions of the worksheet that are not applicable to your campus should be marked "N/A."
- Indirect expenses allocated must be directly related to the income.
- Assets used for the production of unrelated business income must be depreciated rather than directly expensed. Campuses depreciating assets must complete the Depreciation Schedule to provide the information necessary for the compilation of Form 4562, Depreciation and Amortization. The Prior Years Depreciation Schedule identifies assets previously depreciated on prior tax returns. Specific instructions are available in IRS Publication 946, How to Depreciate Property (attached).
- Questions about preparing the worksheet can be referred to the Chancellor's Office. Thank You.

Submit worksheet and schedules no later than November 30, 2008 to:

The California State University
Office of the Chancellor
401 Golden Shore Drive, 5th Floor
Long Beach, CA 90802-4210
Attention: Nikhil Bassi, Systemwide Tax and Legislation Coordinator
Phone: (562) 951-4697
