



Private Business Use Annual Questionnaire

Table of Contents

Overview.....	1
Responsibilities for Officials & Delegates: Year-round monitoring & yearly reporting	2
Completing the Questionnaire	3
General Information: Tab 1.....	3
Usage Arrangements: Tab 2.....	4
Other Use: Tab 3.....	5
What to Expect After Submitting the Questionnaire.....	5
Ongoing PBU Monitoring Tips.....	6
Resources.....	6

Overview

The purpose of this document is to provide guidance on how to record Private Business Use.

Tax-exempt bonds (TEB) receive preferential tax treatment but are then subject to federal tax requirements for as long as the bonds remain outstanding. Private Business Use (PBU) is usage of TEB-financed property in trade or business by a “non-governmental person” such as nonprofit organizations, profit business entities, and federal or foreign governments. Note that state and local government usage does not generally constitute PBU.

PBU may occur from usage in a TEB-financed space by a **non-UVM user, which is anyone other than a student, paid UVM staff, or paid UVM faculty**. Everyone else needs to be assessed.

UVM complies with this requirement by units tracking all usage arrangements in their TEB-financed spaces throughout the fiscal year, biennial training, and annual questionnaires. Each Fall, units submit their annual questionnaire for evaluation, and BLX Group LLC (BLX) completes the computations on behalf of the Vice President of Finance and Administration.



PBU triggers can be:

- Transfers of ownership
- Leases, rentals
- Management or service contracts



Completing the Questionnaire

General Information: Tab 1

Fill out the contact information. *Every unit* must fill out this tab, even those units with specialized questionnaires such as SPA, Real Estate, and Physical Plant.

- Only officials or assigned delegates may be listed as the Responsible Party.
- The space survey is heavily relied upon for this compliance, thus the addition of the space survey contact.
- Please note BLX Group may reach out directly for additional information or clarification, so a point of contact is also required.

Most questionnaires require that every TEB-financed space has been reviewed for PBU for this post-issuance bond compliance. Therefore, any bond-financed space will be listed here from the space survey in this section.

1. Review copies of the space survey and bond-financed list provided with the questionnaire to be sure everything for your unit is accurately recorded. Write “

User Guide: PBU Annual Questionnaire



Other Use: Tab 3

1. List all informal or verbal usage arrangements for TEB-



-
2. If there were any space survey issues, Treasury Management will work with Planning, Design, and Construction and respond to you with resolution.
 3. Treasury Management will forward documentation to the BLX Group. BLX may reach out to you directly with clarifying questions or requests for additional information. Please work with them and cc: Treasury Management with responses. Treasury Management may also request additional information on behalf of the BLX Group.
 4. The calculations take time. Do not be surprised if you are contacted in the new year with a questionnaire inquiry.
 5. Keep in mind that this compliance requirement continues for the life of tax-exempt bonds. Bonds have a general lifespan of 10 to 20 years.