

# CIT Account Request for NIH Customers



This form is used by NIH Federal Government employees to request the establishment of a new CIT account code for billing of CIT services. Please email the completed form to [CITBilling@mail.nih.gov](mailto:CITBilling@mail.nih.gov). For additional assistance contact the NIH IT Service Desk at 301-496-4357 (local), 866-319-4357 (toll-free), 301-496-8294 (TTY).

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## Requesting Institute/Center (IC)

## New CIT Account Code (to be issued by CIT)

## Primary Sponsor:

Name

Address

Phone

Email

## Alternate Sponsor (optional):

Name

Address

Phone

Email

## CIT Account Related Information (to be provided by IC):

CIT Account Code Description

Common Accounting Number (CAN)

## Authorization by IC:

Sponsor's Signature and Date