CIT Account Request for NIH Customers

This form is used by NIH employees to request the establishment of a new CIT Account for billing of CIT services.
Please email the completed form to 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).

Requesting Institute/Center (IC)

New CIT Account# (to be issued by CIT)

Primary Sponsor:

Name

Address

Phone

Email

Alternate Sponsor:

Name

Address

Phone

Email

Primary Deregistration Official:

Name

Address

Phone

Email

Alternate Deregistration Official:

Name

Address

Phone

Email

Account Information:

Account/Project Title

Common Account # (CAN)

Authorization:

Sponsor/Alternate Sponsor Signature/Date

Deregistration Official Signature/Date