



## Deregistration Official Authorization for CIT Accounts

This form is used to change the designation of the Deregistration Officials assigned to CIT accounts.

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) or Non-NIH Agency:

#### New Deregistration Official:

Name

Address

Phone

Email

#### New Alternate Deregistration Official:

Name

Address

Phone

Email

#### Account Information:

Accounts to be managed by the DO and Alternate DO

#### Authorization:

IC Executive Officer or Agency Official Signature/Date