



# CIT Account Request for Non-NIH Customers

(Interagency Agreement)

This form is used by customers outside of NIH to request the establishment of a new CIT Account 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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**When an account is established with the Center for Information Technology (CIT), the following conditions are agreed upon:**

- A completed form constitutes an interagency agreement in accordance with Title 31 U.S.Code 1535.
  - All laws and regulations regarding the proper use of government information technology resources will be abided by.
  - CIT will bill agency periodically, based on actual services used, at the standard rates of the NIH Service and Supply fund.
  - Requesting agency is responsible for all charges incurred regardless of agency's budgetary resources.
  - This account and agreement is in effect until terminated in writing by your account official.
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**Requesting Department/Agency**

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

**Primary Sponsor:**

Name  
Address

**Alternate Sponsor:**

Name  
Address

Phone  
Email

Phone  
Email

**Primary Deregistration Official:**

Name  
Address

**Alternate Deregistration Official:**

Name  
Address

Phone  
Email

Phone  
Email

**Account Information:**

Account/Project Title

Agency Location Code (ALC)

Interagency Agreement # (reference #, PO#, etc.)

**Authorization to Commit Funds of Requesting Agency:**

Name

Title

Address

Phone

Signature/Date

**CIT/NIH Acceptance:**

Name

Title

Signature/Date