

REQUEST FOR NEW UFIT CUSTOMER BILLING NUMBER

Please complete the fields below, save, and forward the form to lt-bc-ufitbill@mail.ufl.edu.

A UFIT customer number is a billing number created for a specified UFIT service type to assist customers with tracking financial information either by a unique customer name, or by a specific chartfield. It will be an 8-digit number with the suffix -T (Telecom), -C (Computing), -R (Research Computing), -A (Academic Technology), -E (Enterprise Services), or -W (Wall-Plate or Networking Services).

- *When a future service request is placed for a work order or service purchase relating to this account, the UFIT Customer number XXXXXXXX-X is required for billing purposes.*
- **The customer number is different from, and totally independent of your UF PeopleSoft Department ID.**
- **Once the number is created, you will receive an email with the assigned number and instructions for submitting a myUF Marketplace PO to provide chartfields for payment, reviewing invoices, reconciling, etc.**
- Anyone listed as a fiscal contact on the account will receive monthly billing notification reminders via email, and is granted access to review the invoices in the billing portal.
- We do not mail paper or email digital copies of the invoice.

1. Select Type of Service:

2. Preferred Name of Account:

3. Customer Address:

Line 1:
Line 2:
City:
State:
Zip:

4. Customer Main Phone:

5. Will customer pay via chartfield (UF Internal Customer) or pay via check or EFT (External Customer)

CHARTFIELD CHECK ACH/EFT

6. Will this customer be tax exempt? YES NO

If yes and NOT a UF internal department, please forward a copy of your tax-exempt certificate.

7. Please list at least two fiscal billing contacts who should receive the monthly billing notification reminder, if two are available. These individuals will be contacted in the event of a budget error or other billing issue, so the names chosen typically should be responsible for reviewing/paying invoices and/or reconciling.

Fiscal Contact #1

Name:
Phone:
Email:
Gatorlink Username*:

Fiscal Contact #2

Name:
Phone:
Email:
Gatorlink Username*:

Shared Inbox EMAIL **Optional**

Email:

* If your organization or department does not use Gatorlink, please enter your date of birth. We will contact you with instructions on how to complete a request for a Gatorlink Username.

Please visit the UFIT Business Center's Auxiliary Customers' webpage for other billing related information:
<https://business.it.ufl.edu/auxiliary-customers/>