



**STATE OF WEST VIRGINIA**  
**Offices of the Insurance Commissioner**  
**Company Analysis and Examinations Division**

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**Requirements and Procedures for Renewing  
as a Discount Prescription Drug Plan Organization (“DPDPO”)**

W. Va. Code §33-15E and W.V.C.S.R 114-83. A Discount Prescription Drug Plan Organization means an entity that contracts with providers, pharmacy networks or other discount prescription drug plan organizations to offer access to pharmacy services to plan members at a discount, provides access for discount pharmacy drug plan members to the services in exchange for fees, dues, charges or other consideration, and determines the charges to plan members.

*Complete the following **on or before May 31** to renew in West Virginia and submit to the address above. All of the information must be received in its entirety or the application may be returned unprocessed.*

1. A fully completed Discount Prescription Drug Plan Organization Renewal Form (DPDP-2);
2. A copy of the most recent Certificate of Authority from the state of domicile’s insurance department;
3. A copy of the most recent business license from the West Virginia Secretary of State;
4. Audited Financial Statements (unbound) prepared in accordance with generally accepted accounting principals certified by an independent certified public accountant, including the balance sheet, income statement and statement of changes in cash flow for the preceding year or if an affiliate of a parent entity that is publicly traded, those audited financial statements and a written guarantee that the minimum capital will be met by the parent entity;
5. The number of discount prescription drug plan members in the state;
6. A list of all the participating pharmacies offering discounts on prescription drugs to plans members, or an Internet website address where such a list can be accessed by the Commissioner; and,
7. Proof of compliance with the net worth requirement of \$150,000.

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