



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

Pharmacy Auditing Entity Registration Requirements

A company or person seeking to act as a pharmacy auditing entity that is not otherwise licensed as a third-party administrator must register with the West Virginia Offices of the Insurance Commissioner as required by W. Va. Code § 33-51-7. In order to register, each applicant shall submit the following:

1. Pharmacy Auditing Entity Registration Application
2. Nonrefundable application fee of \$500.00 made payable to:
West Virginia Insurance Commissioner

***Important: Both items listed above must be submitted together as an application packet. Incomplete applications will be returned.**

The registration for a pharmacy auditing entity expires on the anniversary date that occurs two years following the date the initial registration was issued.

Each pharmacy auditing entity must renew its registration biennially by submitting the following:

1. Pharmacy Auditing Entity Registration Application
2. Renewal fee of \$500.00 made payable to: West Virginia Insurance Commissioner

***Important: Any late payment and/or submission of renewal application will result in the inactivation of the registration. A penalty fee of \$50.00 will then be assessed to reactivate the registration.**

If for any reason the renewal application is denied, the renewal fee of \$500.00 will be returned to the applicant.

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Pharmacy Auditing Entity Registration Application

Check if Initial Application

Check if Renewal Application

1. _____
Name of entity

2. _____
Domicile Date Established FEIN

Mailing Address Line 1

Address Line 2

City State Zip

Phone Number Fax Number E-mail Address

3. _____
Physical Address Line 1

Address Line 2

City State Zip

4. _____
Administrative Contact Person

Mailing Address Line 1

Address Line 2

City State Zip

Phone Number Fax Number E-mail Address

Signature of Owner/Principal Date

Mail completed and signed form with \$500 fee made payable to the West Virginia Insurance Commissioner at the address listed below.

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