



**New Jersey Department of Banking & Insurance
Division of Insurance
Office of Solvency Regulation**

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Annual PBM Financial Reporting Requirements

All PBM annual filings must be submitted electronically via the NAIC's secure State Based Systems (SBS) website at <https://www.statebasedsystems.com/solar/index.html>. Instructions for submitting the filing through SBS can be found on the Department's PBM website at [NJDOBI | Pharmacy Benefits Managers \(PBM\)](#). If you are unable to submit the annual filing or have any questions, please contact Pharmacyfilings@dobi.nj.gov.

Any PBM looking to file an extension must formally submit a written request to the Department via Pharmacyfilings@dobi.nj.gov, by May 15th. The request should state how long of an extension is requested and explain in detail why an extension is requested.

* In addition to the SBS submission process above, provide each of the below Checklist items.

** Please note that only the Department and the NAIC will have access to the documents provided. The general public will not have access to the documents.

Checklist of Documents Required with the Annual Filing for PBMs

<u>ITEM</u>	<u>REPORT</u>	<u>DUE DATE</u>
A.	Annual Questionnaire	June 1 st
B.	Audited Financial Statements	June 1 st
C.	Organization Chart	June 1 st

- A. Annual Questionnaire. This report must be completed in its entirety. If a specific question is not applicable to the PBM, it should be indicated using "N/A" or "None".
- B. Audited Financial Statement. An Audited Financial Statement for the PBM's preceding year prepared on a GAAP basis shall be filed on or before June 1st. The parent company's consolidated Audited Financial Statement and its Subsidiaries may be filed to meet this requirement. If the PBM submits the parents consolidated statement, a company breakdown shall accompany showing the PBM.
- C. Organization Chart. All PBMs should submit an organization chart showing all companies within the group highlighting any New Jersey affiliated entities.