Connecticut Paid Leave

File Specification

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> Purpose of This Guide

This is a technical guide to provide file specification information necessary to create Enrollment, Return, Amended Return and NACHA files to be submitted to the CT Paid Leave (CTPL) Authority through batch processing.

> **Important**
> Successful file processing is dependent on files adhering to the strict file specifications as outlined in this guide.

For information on the process to remit using the CT Paid Leave batch process, visit the CT Paid Leave website at www.ctpaidleave.org/remit-contributions/batch-process.

> What's New

Removal of Employee Data from Return and Amended Return File Specifications

Last year we made the employee data optional, and many of you removed the data at that time. If you have not already updated your file generation process, please do so prior to July to avoid any issues with having your Return and Amended Return files processed.

March 2025 - Validation will check for Employee data in return or amended return files. A file containing employee data will process and the acknowledgement file will report a warning. If you have not already updated your file generation process, please do so prior to July to avoid any issues with having your return and amended return files processed.

July 2025 - Employee data will no longer be accepted in return or amended return files. A file containing employee data will not process and the acknowledgement file will report an error. To resolve: Completely remove the employee data, increase the version number in the file name and upload again.

Duplicate Files Validation

Best practice has always been to utilize the two-character revision indicator in the file name whenever uploading a revised version of the same file. To prevent processing accidental uploads of duplicate enrollment, return and amended return files, CT Paid Leave will be implementing validation on file names.

August 2025 - Validation will check for duplicate files. Any file with the same name as a file previously uploaded will be identified as a duplicate file. A warning will be reported in the acknowledgement file. Get into a good habit now of always increasing the two-character revision indicator in the file name. Refer to the > CTPL File Naming Conventions section for more details.

November 2025 - Duplicate files will no longer be accepted. Any file with the same name as a file previously uploaded will be identified as a duplicate file and no longer processed. An error will be reported in the acknowledgement file. You will need to upload a file with an updated file name.

New Warning and Error Code: Starting in March 2025, if there is employee data in Return or Amended Return files you will receive a warning in the acknowledgement file. Starting in July, if there is employee data in Return or Amended Return files, they will not be processed, and an error will be reported in the acknowledgement file.

New and Updated Warning and Error Codes

Updates to > Error & Warning Codes to harden validation to enforce file specifications.

- Effective July 2025
  - New Errors
    - 100 11 023; TaxPeriodStartDate cannot be more than 31 days prior to the first day of the quarter identified by the ReportingQuarter and ReportingYear of the return filing. Update either the TaxPeriodStartDate or ReportingQuarter and/or ReportingYear.
    - 100 11 024; TaxPeriodEndDate must be a date within the quarter identified by the ReportingQuarter and ReportingYear of the return filing. Update either the TaxPeriodEndDate or ReportingQuarter and/or ReportingYear.
    - 100 11 028; ReportingYear must be for the current year or a previous year.
      - Replacing 100 11 029 Reporting Year must be no more than 3 years prior to current Quarter and Year and no greater than the current year.
    - 100 11 031; CT Gross Wages must be greater than or equal to the Contribution Amount.
    - 200 12 044; Employee data cannot be included in Return or Amended Return Files. Remove the employee data, update the version number in the file name, and upload the new file for processing
    - 200 12 045; This Return cannot be amended via batch because the payment has already been refunded. Either remit a new batch Return for this pay period or sign into the My Account for Business portal at www.ctpaidleave.org to File + Pay the correct amount.
  - Updated error message to be more helpful
    - 100 11 026; TaxPeriodStartDate must be prior to the TaxPeriodEndDate. Correct dates in the file to pass this validation.

> CTPL File Naming Conventions

Each file submitted to the CT Paid Leave Authority is expected to adhere to the following naming pattern. The pattern consists of a series of informational nodes, with each node separated by an underscore. The nodes enable understanding the expected file contents immediately, and the consistency of node sequences allow the files to stay organized within a normal folder structure. Additionally, automated processes depend on the file names, so an inconsistently named file will not be processed.

Table 1 – File Naming Pattern

Node Content	Value	Sample
Unique prefix for CT Paid Leave	CTPL	CTPL
Three-character mnemonic for filetype	See Table 2	ENR
Nine-character unformatted FEIN	Preparer FEIN, typically the FEIN of the third-party administrator.	426092234
Two-character revision indicator	For original files, this value is 00. Increment this value for revisions or resubmissions.	00
Timestamp, unformatted. If a revision, use the original version timestamp.	yyyymmddhhmmss	20210112152238
Period as the separator between filename and filetype	Standard File Naming Convention	.
Standard filetype suffix	xml, csv	xml

Table 2 – Defined File types

File Type	Mnemonic
Enrollment	ENR
Return	RTN
Amended Return	ART
Acknowledgment	ACK
Payment Invoice	INV

Example filename of **CTPL_ RTN_426092234_00_20210112152238.xml**, using sample values from Table 1, indicates this is an XML Return file sent to CT Paid Leave by FEIN 42-6092234 on 01/12/2021 @ 3:22:38 PM.

> **Important**
> Files not named according to the file name pattern cannot be processed.

Naming Convention for Test Files

As a convenience to businesses and employers testing connectivity and file formats, the Authority has enabled a feature to allow files to be processed and validated without updating the backend system. Any file ending in _test or _TEST will execute validation steps ONLY and will produce an acknowledgement (.ack) file per the typical flow but will NOT persist values.

Example:

Rename **CTPL_ RTN_426092234_00_20210112152238.xml** to
CTPL_ RTN_426092234_00_20210112152238_TEST.xml

Upload test files to ensure connectivity and that the file matches specifications:

- All test files should be remitted with one of the following file endings:
  - _test.xml
  - _TEST.xml
  - _test.csv
  - _TEST.csv
- Test files may be resubmitted as often as needed.
- Test files run in validation, but no data is processed into the CT Paid Leave systems.

BEST PRACTICE Upload test files until you receive no errors in the .ack file

Important

Use the two-character revision indicator for every new version of a file uploaded, even if the revision was the result of an error in the Acknowledgement file.

> Enrollment File

Enrollment files are only necessary for third-party administrators (TPAs) using batch processing. They provide key information to CT Paid Leave about which client employers a TPA will be remitting on behalf of.

Enrollment file questions

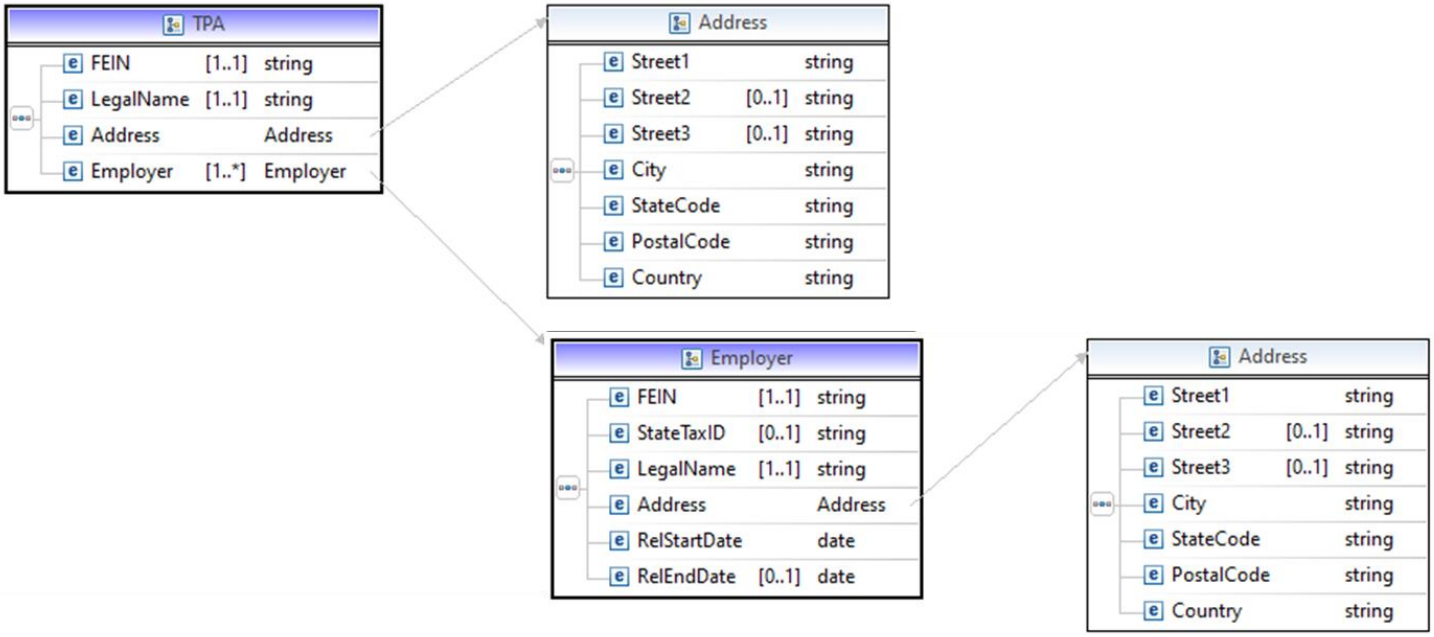
Submit a contact us inquiry from https://ctpaidleave.org/contactus and select “File Specification Questions” as the contact reason.

- **File Size:** Enrollment files must be less than 5 MB.
- **Batches of Files:** If you have a large volume of files, upload them onto the SFTP server in smaller batches and wait until they complete processing before uploading your next batch of files.
- Employer nodes will repeat for each employer included in the enrollment file
- For active relationships, no ending date (RelEndDate) should be supplied.
- Following upload and processing of the Enrollment file, an acknowledgement file will be placed in your outbound SFTP folder verifying the success of the submission, or in the case of an unsuccessful submission, error reasons will be provided.

While the preferred format for Enrollment files is XML, an alternate CSV format can be used by TPAs who are unable to produce XML. See section CSV Format: Enrollment File for more information.

Enrollment Schema Graphic View

Enrollment Version 2.2



Schema XSD File

https://portal.ct.gov/-/media/ctpl/english-pdfs-and-docs/remit/file-specification-toolkit/enrollment.xsd

XML Format: Enrollment File

Enrollment Schema XML Text View


```xml
<?xml version="1.0" encoding="UTF-8"?>
<schema xmlns="http://www.w3.org/2001/XMLSchema" targetNamespace="http://www.example.org/Enrollment"
xmlns:tns="http://www.example.org/Enrollment" elementFormDefault="qualified">

  <complexType name="TPA">
    <annotation>
     <documentation>Version 2.2  - 02/10/2021 </documentation>
    </annotation>
    <sequence>
     <element name="FEIN" type="string" maxOccurs="1" minOccurs="1">
       <annotation>
         <documentation>The Federal Employer Identification Number assigned to the TPA company.</documentation>
       </annotation></element>
     <element name="LegalName" type="string" maxOccurs="1" minOccurs="1">
       <annotation>
         <documentation>The Registered Legal Name of the TPA Company </documentation>
       </annotation></element>
     <element name="Address" type="tns:Address">
       <annotation>
         <documentation>The Location of the TPA Company.</documentation>
       </annotation></element>
     <element name="Employer" type="tns:Employer" maxOccurs="unbounded" minOccurs="1"></element>
   </sequence>
  </complexType>

  <complexType name="Address">
     <sequence>
       <element name="Street1" type="string"></element>
       <element name="Street2" type="string" maxOccurs="1" minOccurs="0"></element>
       <element name="Street3" type="string" maxOccurs="1" minOccurs="0"></element>
       <element name="City" type="string"></element>
       <element name="StateCode" type="string"></element>
       <element name="PostalCode" type="string"></element>
       <element name="Country" type="string"></element>
     </sequence>
  </complexType>

  <complexType name="Employer">
   <sequence>
     <element name="FEIN" type="string" maxOccurs="1" minOccurs="1">
       <annotation>
         <documentation>The Federal Employer Identification number assigned to the Client Employer</documentation>
       </annotation></element>
     <element name="StateTaxID" type="string" maxOccurs="1" minOccurs="0">
       <annotation>
```

```
        <documentation>State Taxpayer ID should reflect the identifier under which the employer files state taxes with DRS. If you
           are a PEO/Common Paymaster who currently files tax returns and reports employee wages on behalf of one or more
           client employers, you are expected to use the registration number(s) (FEIN) of your clients just as you do when
           reporting to CT DOL.
           For a business or household employer, it is most often the State Employer Identification Number (EIN).
           For a sole proprietor, it may be an SSN or an ITIN (Individual Taxpayer Identification Number).</documentation>
      </annotation></element>
    <element name="LegalName" type="string" maxOccurs="1" minOccurs="1">
      <annotation>
        <documentation>The Registered Legal Name of the Client Employer </documentation>
      </annotation></element>
    <element name="Address" type="tns:Address">
      <annotation>
        <documentation>The Location of the Client Employer.</documentation>
      </annotation></element>
    <element name="RelStartDate" type="date">
      <annotation>
        <documentation>Starting Date of the Relationship between a TPA and a given Client Employer</documentation>
      </annotation></element>
    <element name="RelEndDate" type="date" maxOccurs="1" minOccurs="0">
      <annotation>
        <documentation>Ending Date of the Relationship between a TPA and a given Client Employer.
                Will be null for active relationships.</documentation>
      </annotation></element>
  </sequence>
 </complexType>

 <element name="TPA" type="tns:TPA"></element>
</schema>
```

Sample XML File

CTPL_ENR_3943133
28_00_20210401000(

Sample XML Template

```
<?xml version="1.0" encoding="UTF-8"?>
<tns:TPA xmlns:tns="http://www.example.org/Enrollment" xmlns:xsi="http://www.w3.org/2001/XMLSchemainstance"
xsi:schemaLocation="http://www.example.org/Enrollment Enrollment.xsd ">
    <tns:FEIN>39-4313328</tns:FEIN>
    <tns:LegalName>Third Party Administrator Business Name</tns:LegalName>
    <tns:Address>
        <tns:Street1>Your Street Address</tns:Street1>
        <tns:Street2>Optional Address Info</tns:Street2>
        <tns:Street3>Optional Address Info</tns:Street3>
        <tns:City>Your City</tns:City>
        <tns:StateCode>CT</tns:StateCode>
        <tns:PostalCode>06016</tns:PostalCode>
        <tns:Country>USA</tns:Country>
    </tns:Address>
```

```xml
    <tns:Employer>
        <tns:FEIN>55-5136907</tns:FEIN>
        <tns:StateTaxID>876543200</tns:StateTaxID>
        <tns:LegalName>Client Employer's Name</tns:LegalName>
        <tns:Address>
            <tns:Street1>Their Street Address</tns:Street1>
            <tns:Street2>Optional Address Info</tns:Street2>
            <tns:Street3>Optional Address Info</tns:Street3>
            <tns:City>Their City</tns:City>
            <tns:StateCode>CT</tns:StateCode>
            <tns:PostalCode>06111</tns:PostalCode>
            <tns:Country>USA</tns:Country>
        </tns:Address>
        <tns:RelStartDate>2021-01-01</tns:RelStartDate>
        <tns:RelEndDate></tns:RelEndDate>
    </tns:Employer>
</tns:TPA>
```

NOTE
Employer nodes will repeat as many times as needed.

CSV Format: Enrollment File

File Layout

Adhere to the following when creating CSV files:

1. The Enrollment file must contain a header record with each named field separated from the next by a comma.
2. Strings containing commas must be enclosed in double quotes. All other strings may optionally be enclosed in double quotes.
3. For each record in the file, the first nine fields must be the same (TPA information in orange background).
4. The record count will equal to the number of Client Employers
5. EmplyrRelEndDate will only have a value when ending a relationship with the specified Employer.

The record layout below is shown vertically rather than horizontally for ease of readability.

Header	Sample Value	Datatype
TPAFEIN	39-4313328	string
TPALegalName	Third Party Administrator's Name	string
TPAStreet1	Your Street Address	string
TPAStreet2	Optional Address Info	string
TPAStreet3	Optional Address Info	string
TPACity	Your City	string
TPAStateCode	CT	string
TPAPostalCode	06016	string
TPACountry	USA	string
EmplyrFEIN	55-5136907	string
EmplyrStateTaxID	876543200	string
EmplyrLegalName	Client Employer	string
EmplyrStreet1	Their Street Address	string
EmplyrStreet2	Optional Address Info	string
EmplyrStreet3	Optional Address Info	string
EmplyrCity	Their City	string
EmplyrStateCode	CT	string
EmplyrPostalCode	06111	string
EmplyrCountry	USA	string
EmplyrRelStartDate	2019-10-01	date
EmplyrRelEndDate		date

Sample CSV File

CTPL_ENR_394313328
_00_20240401000001.

> Return File

CT Paid Leave accepts batch return files in two file formats: XML or CSV. Both file formats contain the same information.

Return file questions

Submit a contact us inquiry from https://ctpaidleave.org/contactus and select "File Specification Questions" as the contact reason.

- **File Size:** Return files must be less than 5 MB.
- **Batches of Files:** If you have a large volume of files, upload them onto the SFTP server in smaller batches and wait until they complete processing before uploading your next batch of files.
- Numeric amount fields on the return file do not contain commas between hundreds and thousands. The acceptable format is 999999.99 or similar. The format 999,999.99 will result in your return not being processed.
- Each return must be attributed to a quarter and should not span multiple quarters.

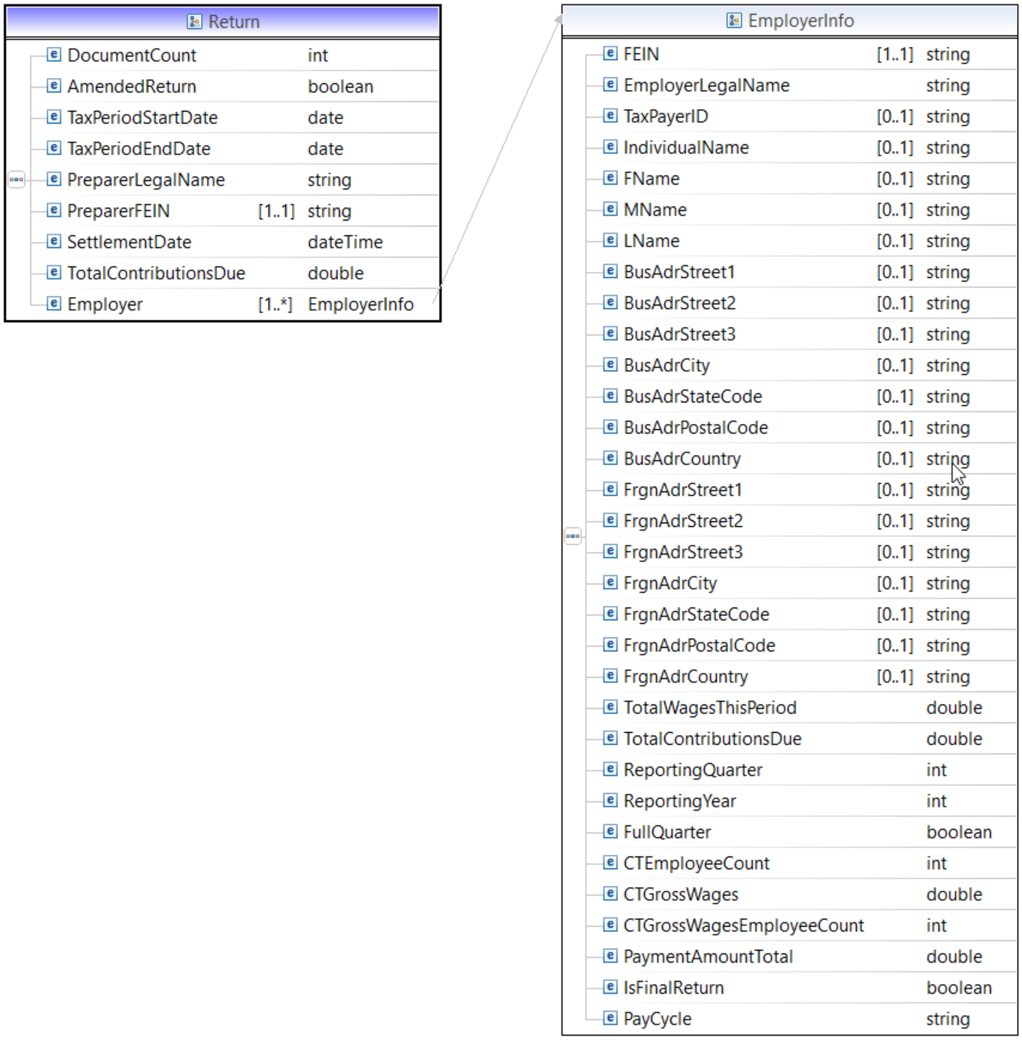
Important

Remove employee level records from Return or Amended Return files.

In 2024, CT Paid Leave made inclusion of the employee data optional (it had previously been required). Starting in March 2025, if there is employee data in Return or Amended Return files you will receive a warning in the acknowledgement file. Starting in July, if there is employee data in Return or Amended Return files, they will not be processed, and an error will be reported in the acknowledgement file.

Return Schema Graphic View

Return Version 2.5



Schema XSD File

https://portal.ct.gov/-/media/ctpl/english-pdfs-and-docs/remit/file-specification-toolkit/return.xsd

XML Format – Return File

Return Schema XML Text View

```xml
<?xml version="1.0" encoding="UTF-8"?>
<schema xmlns="http://www.w3.org/2001/XMLSchema"
    targetNamespace="http://www.example.org/Return"
    xmlns:tns="http://www.example.org/Return"
    elementFormDefault="qualified">

    <complexType name="Return">
     <annotation>
       <documentation>
         This is the Return filed by either a third-party administrator or payroll provider on behalf of one or more client employers,
         or an employer filing on behalf of themselves. Each employer on the return will have one or more employees.
         Version 2.5 - 03/20/2024
       </documentation>
     </annotation>
    <sequence>
     <element name="DocumentCount" type="int">
       <annotation>
         <documentation>
           Total number of Employers referenced in this return.
         </documentation>
       </annotation></element>
     <element name="AmendedReturn" type="boolean">
       <annotation>
         <documentation>
           The value must be False for return files.
         </documentation>
       </annotation></element>
     <element name="TaxPeriodStartDate" type="date">
       <annotation>
         <documentation>
           Date format: YYYY-MM-DD
         </documentation>
       </annotation></element>
     <element name="TaxPeriodEndDate" type="date">
       <annotation>
         <documentation>
           Date format: YYYY-MM-DD
         </documentation>
       </annotation></element>
     <element name="PreparerLegalName" type="string">
       <annotation>
         <documentation>
           The legal name of the business creating and submitting this return file on behalf of the business
           which owes the contribution.
         </documentation>
       </annotation></element>
     <element name="PreparerFEIN" type="string" maxOccurs="1" minOccurs="1">
       <annotation>
         <documentation>
           The Federal EIN for business creating and submitting this return file on behalf of the business
           which owes the contribution. FEIN format: ##-#######
```

```
      </documentation>
    </annotation></element>
  <element name="SettlementDate" type="dateTime">
    <annotation>
      <documentation>
        The date and time this return was submitted. Must be unique from any other return file
        submitted by the same preparer. Date/Time format: YYYY-MM-DDThh:mm:ss
      </documentation>
    </annotation></element>
  <element name="TotalContributionsDue" type="double">
    <annotation>
      <documentation>
        The calculated payment amount owed for all employers referenced in this return for their CTPL obligation
        Dollar format: ####.##
      </documentation>
    </annotation></element>
  <element name="Employer" type="tns:EmployerInfo" maxOccurs="unbounded" minOccurs="1"></element>
 </sequence>
</complexType>

<element name="Return" type="tns:Return"></element>

<complexType name="EmployerInfo">
  <annotation>
      <documentation>These are Employer Level Attributes</documentation>
    </annotation>
 <sequence>
  <element name="FEIN" type="string" minOccurs="1" maxOccurs="1">
    <annotation>
      <documentation>
        Federal Employer Identification Number (FEIN) assigned to the employer. FEIN format: ##-#######
      </documentation>
    </annotation></element>
  <element name="EmployerLegalName" type="string"></element>
  <element name="TaxPayerID" type="string" maxOccurs="1" minOccurs="0">
    <annotation>
      <documentation>
         State Taxpayer ID should reflect the identifier under which the employer files state taxes with DRS. If you are a
         PEO/Common Paymaster who currently files tax returns and reports employee wages on behalf of one or more client
         employers, you are expected to use the registration number(s) (FEIN) of your clients just as you do when reporting to
         CT DOL.
         For a business or household employer, it is most often the State Employer Identification Number (EIN).
         For a sole proprietor, it may be an SSN or an ITIN (Individual Taxpayer Identification Number).
      </documentation>
    </annotation></element>
  <element name="IndividualName" type="string" maxOccurs="1" minOccurs="0">
    <annotation>
      <documentation>Sole Proprietor Name</documentation>
    </annotation></element>
  <element name="FName" type="string" maxOccurs="1" minOccurs="0">
    <annotation>
      <documentation>Sole Proprietor First Name</documentation>
    </annotation></element>
  <element name="MName" type="string" maxOccurs="1" minOccurs="0">
    <annotation>
```

```
      <documentation>Sole Proprietor Middle Name</documentation>
    </annotation></element>
  <element name="LName" type="string" maxOccurs="1" minOccurs="0">
    <annotation>
      <documentation>Sole Proprietor Last Name</documentation>
    </annotation></element>
  <element name="BusAdrStreet1" type="string" maxOccurs="1" minOccurs="0"></element>
  <element name="BusAdrStreet2" type="string" maxOccurs="1" minOccurs="0"></element>
  <element name="BusAdrStreet3" type="string" maxOccurs="1" minOccurs="0"></element>
  <element name="BusAdrCity" type="string" maxOccurs="1" minOccurs="0"></element>
  <element name="BusAdrStateCode" type="string" maxOccurs="1" minOccurs="0">
    <annotation>
      <documentation>State Code must be two alphabetical characters</documentation>
    </annotation></element>
  <element name="BusAdrPostalCode" type="string" maxOccurs="1" minOccurs="0">
    <annotation>
      <documentation>Postal Code format: XXXXX or XXXXX-XXXX</documentation>
    </annotation></element>
  <element name="BusAdrCountry" type="string" maxOccurs="1" minOccurs="0"></element>
  <element name="FrgnAdrStreet1" type="string" maxOccurs="1" minOccurs="0"></element>
  <element name="FrgnAdrStreet2" type="string" maxOccurs="1" minOccurs="0"></element>
  <element name="FrgnAdrStreet3" type="string" maxOccurs="1" minOccurs="0"></element>
  <element name="FrgnAdrCity" type="string" maxOccurs="1" minOccurs="0"></element>
  <element name="FrgnAdrStateCode" type="string" maxOccurs="1" minOccurs="0"></element>
  <element name="FrgnAdrPostalCode" type="string" maxOccurs="1" minOccurs="0"></element>
  <element name="FrgnAdrCountry" type="string" maxOccurs="1" minOccurs="0"></element>
  <element name="TotalWagesThisPeriod" type="double">
    <annotation>
      <documentation>
        "Total wages" means an employee's salary or hourly wages, vacation pay, holiday pay, tips, commissions, severance pay,
        etc. including the cash value of any “in-kind” payments. For employees subject to FICA, employers should exclude from
        the employees' wages any benefits that are excluded for the purposes of calculating the employee's FICA taxable wage.
        For all employees--both those subject to FICA and those not subject to FICA, the wages subject to contributions are
        capped at the Social Security benefit and contribution base, meaning that no contributions shall be deducted from any
        wages earned in excess of that amount.

        Dollar format: ####.##
    </documentation>
  </annotation></element>
  <element name="TotalContributionsDue" type="double">
    <annotation>
      <documentation>
        The calculated amount owed for this Employer's CTPL obligation. The contribution rate of one-half of one
        percent (0.5%) applies to an employee’s total wages, up to the Social Security contribution and benefit base.

        Dollar format: ####.##
      </documentation>
    </annotation></element>
  <element name="ReportingQuarter" type="int">
    <annotation>
      <documentation>
        The quarter this return should be attributed to.
        Possible values are 1, 2, 3, 4
      </documentation>
    </annotation></element>
```

```
<element name="ReportingYear" type="int">
  <annotation>
    <documentation>
      The year this return should be attributed to i.e. 2024
    </documentation>
  </annotation></element>
<element name="FullQuarter" type="boolean">
  <annotation>
    <documentation>
      Set value to TRUE if this return represents the full quarter identified by the ReportingQuarter and ReportingYear values.
    </documentation>
  </annotation></element>
<element name="CTEmployeeCount" type="int">
  <annotation>
    <documentation>
      Count of CT Employees who are included in the TotalContributionsDue provided for this return. Regardless of what you
      tell DOL for Unemployment, we are asking for the count of CT Employees who are contributing to CTPL. We
      acknowledge that the count you provide may be different than the count provided to DOL.
    </documentation>
  </annotation></element>
<element name="CTGrossWages" type="double">
  <annotation>
    <documentation>
      If you are a “contributing employer” for purposes of the CT Unemployment Insurance program, provide the number you
      listed on line 1 of Connecticut Department of Labor’s Form Conn UC-2, the Employee Quarterly Earnings Report.

      If you are not a contributing employer, provide the number you listed in section 1, line 2 of the Connecticut Department
      of Revenue Services’ Form CT-941, the Connecticut Quarterly Reconciliation of Withholding.

      Dollar format: ####.##
    </documentation>
  </annotation></element>
<element name="CTGrossWagesEmployeeCount" type="int">
  <annotation>
    <documentation>
      The count of CT Employees who are included in the CTGrossWages provided for this return. Regardless of what you tell
      DOL for Unemployment, we are asking for the number of CT Employees who are contributing to CTPL.
      We acknowledge that the count you provide may be different than the count provided to DOL.
    </documentation>
  </annotation></element>
<element name="PaymentAmountTotal" type="double">
  <annotation>
    <documentation>
      The expected payment for this Invoice. On a full payment,
      TotalContributionsDue = PaymentAmountTotal.
      If no payment is expected, the expected value is $0.00.

      Dollar format: ####.##
    </documentation>
  </annotation></element>
<element name="IsFinalReturn" type="boolean">
  <annotation>
    <documentation>
      Set value to TRUE if this is the final return for this Employer because they have ceased operations.
    </documentation>
```

```
      </annotation></element>
    <element name="PayCycle" type="string">
      <annotation>
        <documentation>
          How often Payroll occurs. Values: Weekly, BiWeekly, Semi-monthly, Monthly, Multiple Pay Cycles, Other
        </documentation>
      </annotation></element>
  </sequence>
 </complexType>
</schema>
```

Sample XML File

CTPL_RTN_877392792_00_20210401000

Sample XML Template

```xml
<?xml version="1.0" encoding="UTF-8"?>
<tns:Return xmlns:tns="http://www.example.org/Return" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.example.org/Return Return.xsd ">
  <tns:DocumentCount>1</tns:DocumentCount>
  <tns:AmendedReturn>false</tns:AmendedReturn>
  <tns:TaxPeriodStartDate>2021-04-01</tns:TaxPeriodStartDate>
  <tns:TaxPeriodEndDate>2021-06-30</tns:TaxPeriodEndDate>
  <tns:PreparerLegalName>WePay Co.</tns:PreparerLegalName>
  <tns:PreparerFEIN>87-7392792</tns:PreparerFEIN>
  <tns:SettlementDate>2001-12-31T12:00:00</tns:SettlementDate>
  <tns:TotalContributionsDue>72.65</tns:TotalContributionsDue>
  <tns:Employer>
    <tns:FEIN>98-7654321</tns:FEIN>
    <tns:EmployerLegalName>WePay Co.</tns:EmployerLegalName>
    <tns:TaxPayerID>tns:TaxPayerID</tns:TaxPayerID>
    <tns:IndividualName>tns:IndividualName</tns:IndividualName>
    <tns:FName>tns:FName</tns:FName>
    <tns:MName>tns:MName</tns:MName>
    <tns:LName>tns:LName</tns:LName>
    <tns:BusAdrStreet1>436 Oak Street</tns:BusAdrStreet1>
    <tns:BusAdrStreet2>tns:BusAdrStreet2</tns:BusAdrStreet2>
    <tns:BusAdrStreet3>tns:BusAdrStreet3</tns:BusAdrStreet3>
    <tns:BusAdrCity>Putnam</tns:BusAdrCity>
    <tns:BusAdrStateCode>CT</tns:BusAdrStateCode>
    <tns:BusAdrPostalCode>06260</tns:BusAdrPostalCode>
    <tns:BusAdrCountry>USA</tns:BusAdrCountry>
    <tns:FrgnAdrStreet1>tns:FrgnAdrStreet1</tns:FrgnAdrStreet1>
    <tns:FrgnAdrStreet2>tns:FrgnAdrStreet2</tns:FrgnAdrStreet2>
    <tns:FrgnAdrStreet3>tns:FrgnAdrStreet3</tns:FrgnAdrStreet3>
    <tns:FrgnAdrCity>tns:FrgnAdrCity</tns:FrgnAdrCity>
    <tns:FrgnAdrStateCode>tns:FrgnAdrStateCode</tns:FrgnAdrStateCode>
    <tns:FrgnAdrPostalCode>tns:FrgnAdrPostalCode</tns:FrgnAdrPostalCode>
    <tns:FrgnAdrCountry>tns:FrgnAdrCountry</tns:FrgnAdrCountry>
    <tns:TotalWagesThisPeriod>14530.65</tns:TotalWagesThisPeriod>
    <tns:TotalContributionsDue>72.65</tns:TotalContributionsDue>
    <tns:ReportingQuarter>2</tns:ReportingQuarter>
    <tns:ReportingYear>2021</tns:ReportingYear>
    <tns:FullQuarter>true</tns:FullQuarter>
    <tns:CTEmployeeCount>5</tns:CTEmployeeCount>
    <tns:CTGrossWages>17786.88</tns:CTGrossWages>
    <tns:CTGrossWagesEmployeeCount>5</tns:CTGrossWagesEmployeeCount>
    <tns:PaymentAmountTotal>62.75</tns:PaymentAmountTotal>
    <tns:IsFinalReturn>false</tns:IsFinalReturn>
    <tns:PayCycle>Bi-Weekly</tns:PayCycle>
  </tns:Employer>
</tns:Return>
```

NOTE
Employer nodes will repeat as many times as needed.

CSV Format – Return File

While the preferred format for return files is XML, this alternate CSV format can be used by third-party administrators and employers unable to produce XML return files.

File Layout

1. The return file must contain a header record with each named field separated from the next by a comma.
2. Strings containing commas must be enclosed in double quotes. All other strings may optionally be enclosed in double quotes.
3. For each record in the return, the first eight fields must be the same (orange background).

Notes about the record layout shown below:

1. The record layout is shown vertically rather than horizontally for ease of readability.
2. The record layout contains some fields that are not currently being used or are optional. In the sample data, these fields are blank.

Header	Sample Value	Datatype
DocumentCount	123	integer
AmendedReturn	FALSE	boolean
TaxPeriodStartDate	2021-01-01	date
TaxPeriodEndDate	2021-03-31	date
PreparerLegalName	WePay Co	string
PreparerFEIN	87-7392792	string
SettlementDate	2021-04-01T10:00:00	datetime
ReturnTotalContributionsDue	193079.93	currency
EmployerFEIN	02-4531754	string
EmployerLegalName	WePay Co	string
EmployerTaxPayerID		string
IndividualName		string
FName		string
MName		string
LName		string
BusAdrStreet1	436 OAK	string
BusAdrStreet2		string
BusAdrStreet3		string
BusAdrCity	Putnam	string
BusAdrStateCode	CT	string
BusAdrPostalCode	06260	String Format: ##### or #####-####
BusAdrCountry	USA	string
FrgnAdrStreet1		string
FrgnAdrStreet2		string

Header	Sample Value	Datatype
FrgnAdrStreet3		string
FrgnAdrCity		string
FrgnAdrStateCode		string
FrgnAdrPostalCode		string
FrgnAdrCountry		string
TotalWagesThisPeriod	129974.96	currency
TotalContributionsDue	649.87	currency
ReportingQuarter	1	integer
ReportingYear	2022	string
FullQuarter	TRUE	Boolean
CTEmployeeCount	123	integer
CTGrossWages	129974.96	currency
CTGrossWagesEmployeeCount	123	Integer
PaymentAmountTotal	649.87	currency
IsFinalReturn	FALSE	string
PayCycle	Bi-Weekly	string

Sample CSV File

CTPL_RTN_8773927
92_00_20210401000(

> Acknowledgment Files

An acknowledgment file is uploaded to the Outbound folder for every Enrollment, Return and Amended Return file processed. It is used to communicate status of the submitted file after processing and communicate any processing warnings or errors encountered.

Employer Tag

- If you receive an ACK file where an error is located in the <tns:Employer></tns:Employer> tag, the file was accepted, but the amended return for this employer could not be accepted. Please correct the employer information and resubmit a file for just the corrected employers.
- If no error is encountered for a given employer, no employer xml tag will exist in the acknowledgement file.

Acknowledgement Tag

- If you receive an ACK file where an error is located in the <tns:Acknowledgement></tns:Acknowledgement> tag, the entire file has been rejected. Please correct the file and resubmit.
- The ValidEmplyrCount element provides a count of valid employer records that were processed from the file

Error Level Element

- E = If you receive an error, the submission was not accepted and will need to be reviewed before resubmitting.
- W = If you receive a warning, the submission was accepted, but the warning will give you information to resolve to prevent this issue on future amended returns.

Error and warning codes which can be referenced in section Return Error & Warning Codes.

Important

Warnings – Do not resubmit. Please use the information to correct your future files.
If your file had warnings, it included mistakes or was incomplete, but we were able to process the data.

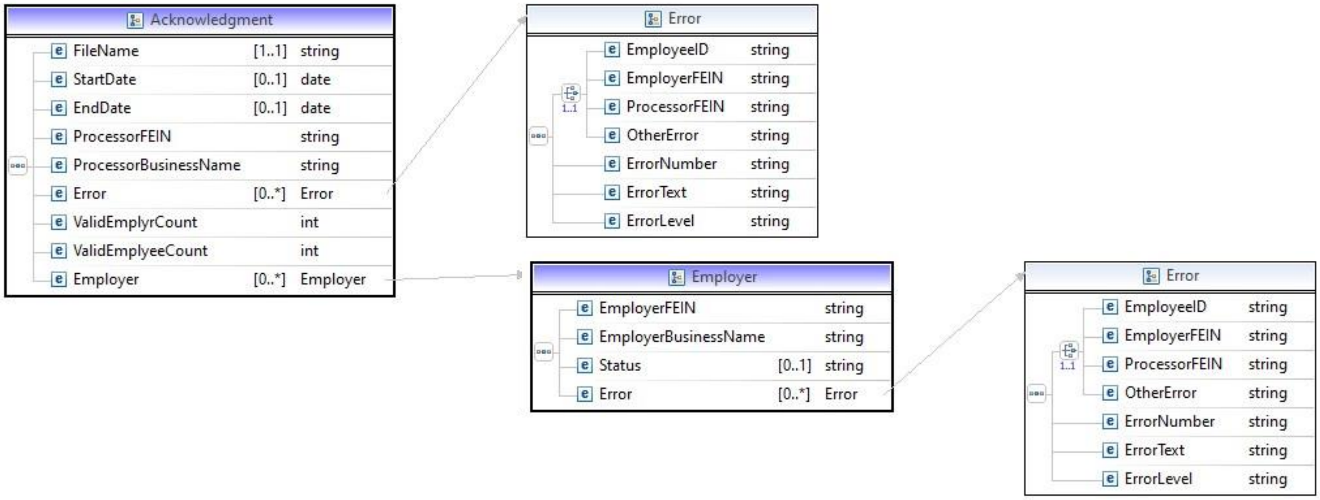
Errors – You will need to correct the errors and resubmit the file.
If your file had errors, we were unable to process the data. A copy of your original file will be uploaded to the outbound folder with the file extension .error appended to the file name.

Schema XSD File

https://portal.ct.gov/-/media/ctpl/english-pdfs-and-docs/remit/file-specification-toolkit/amendedreturn.xsd

Schema Graphic View

Acknowledgement Version 0.2.2



Schema XML Text View

```
<?xml version="1.0" encoding="UTF-8"?>
<schema xmlns="http://www.w3.org/2001/XMLSchema" targetNamespace="http://www.example.org/ReturnAck"
xmlns:tns="http://www.example.org/ReturnAck" elementFormDefault="qualified">

<complexType name="Employer">
   <sequence>
      <element name="EmployerFEIN" type="string"></element>
      <element name="EmployerBusinessName" type="string"></element>
      <element name="Status" type="string" minOccurs="0" maxOccurs="1">
         <annotation>
            <documentation>
               The Overall Status of the Employer in regard to processing. A status of "Rejected"
               indicates there were errors associated with this Employer that require addressing.
            </documentation>
         </annotation></element>
      <element name="Error" type="tns:Error" maxOccurs="unbounded" minOccurs="0">
         <annotation>
            <documentation>
               A listing of error messages, including warnings and informational messages encountered during processing.
            </documentation>
         </annotation></element>
   </sequence>
</complexType>

<complexType name="Error">
   <annotation>
      <documentation>
         Within a given Employer, 0 to many error conditions may be detected and logged.
         Procedurally, it is desired to identify all errors within an Employer before rejecting the employer to minimize the number of
         round trips this data needs to take between the payroll processor and the Authority. If any errors are detected within an
         Employer, the Employer is rejected but the remainder of the return file (All accepted Employers) can be processed.
      </documentation>
```

```xml
    </annotation>
    <sequence>
      <choice maxOccurs="1" minOccurs="1">
        <annotation>
          <documentation>The Object this error is associated with.</documentation>
        </annotation>
        <element name="EmployeeID" type="string"></element>
        <element name="EmployerFEIN" type="string"></element>
        <element name="ProcessorFEIN" type="string"></element>
        <element name="OtherError" type="string"></element>
      </choice>
      <element name="ErrorNumber" type="string"></element>
      <element name="ErrorText" type="string"></element>
      <element name="ErrorLevel" type="string"></element>
    </sequence>
</complexType>

<complexType name="Acknowledgment">
    <annotation>
      <documentation>Version 0.2.2  - 03/25/2021</documentation>
    </annotation>
    <sequence>
      <element name="FileName" type="string" minOccurs="1" maxOccurs="1">
        <annotation>
          <documentation>This is the filename of the return file being acknowledged.</documentation>
        </annotation></element>
      <element name="StartDate" type="date" maxOccurs="1" minOccurs="0">
        <annotation>
          <documentation>For Returns, The Start Date of the Reporting Period</documentation>
        </annotation></element>
      <element name="EndDate" type="date" maxOccurs="1" minOccurs="0">
        <annotation>
          <documentation>For Returns, The End Date of the Reporting Period</documentation>
        </annotation></element>
      <element name="ProcessorFEIN" type="string"></element>
      <element name="ProcessorBusinessName" type="string"></element>
      <element name="Error" type="tns:Error" maxOccurs="unbounded" minOccurs="0"></element>
      <element name="ValidEmplyrCount" type="int"></element>
      <element name="ValidEmplyeeCount" type="int"></element>
      <element name="Employer" type="tns:Employer" maxOccurs="unbounded" minOccurs="0"></element>
    </sequence>
</complexType>

<element name="Acknowledgment" type="tns:Acknowledgment"></element>
<element name="ProcessorFEIN" type="string"></element>
</schema>
```

Sample XML – Acknowledgment file showing successful validation

```xml
<?xml version='1.0' encoding='UTF-8'?>
<tns:Acknowledgment xmlns:tns=http://www.example.org/ReturnAck>
  <tns:FileName>CTPL_RTN_999999999_00_20210322134841_test.xml</tns:FileName>
  <tns:StartDate>2021-01-01</tns:StartDate>
  <tns:EndDate>2021-03-31</tns:EndDate>
  <tns:ProcessorFEIN>99-9999999</tns:ProcessorFEIN>
  <tns:ProcessorBusinessName>TPA NAME</tns:ProcessorBusinessName>
  <tns:Error/>
  <tns:ValidEmplyrCount>2</tns:ValidEmplyrCount>
  <tns:Employer/>
</tns:Acknowledgment>
```

Sample XML – Acknowledgment file showing an error

```xml
<?xml version='1.0' encoding='UTF-8'?>
<tns:Acknowledgment xmlns:tns="http://www.example.org/ReturnAck">
  <tns:FileName>CTPL_RTN_987654321_30_20210331092900_test.xml</tns:FileName>
  <tns:StartDate>2021-01-13</tns:StartDate>
  <tns:EndDate>2021-02-12</tns:EndDate>
  <tns:ProcessorFEIN>12-1234567</tns:ProcessorFEIN>
  <tns:ProcessorBusinessName>Castro-Glass</tns:ProcessorBusinessName>
  <tns:Error>
    <tns:ErrorNumber>10010015</tns:ErrorNumber>
    <tns:ErrorText>SettlementDate format is invalid</tns:ErrorText>
    <tns:ErrorLevel>E</tns:ErrorLevel>
  </tns:Error>
  <tns:ValidEmplyrCount>10</tns:ValidEmplyrCount>
  <tns:Employer/>
</tns:Acknowledgment>
```

> ACH Credit Record Specifications

Automated Clearing House (ACH) credit entries must be delivered to the Bank of America (BANK of BofA) in the National Automated Clearing House Association (NACHA) format. The NACHA format is a national standard.

The CT Paid Leave Authority requires the NACHA Header Record 5, Detail Record 6 and Addendum Record 7 to be formatted according to the file specifications in this section.

NACHA specification questions

Submit a contact us inquiry from https://ctpaidleave.org/contactus and select "File Specification Questions" as the contact reason.

Read the field level instructions carefully. Some values in the records will be fixed and are supplied in the "Contents" column of the record layout, while others will vary by submission.

Important

Adhering to the file specifications is necessary for CT Paid Leave contributions to process successfully. Incorrectly formatted contributions will be returned.

Penny Tests

The CT Paid Leave Authority (the Authority) suggests sending a penny test prior to remitting your first contribution, following these steps:

- Format NACHA file according to the specifications provided in the following sections:
  - CCD file specification for third-party administrators
    - NACHA RECORD 5 – Batch Header Record Layout Format
    - NACHA RECORD 6 – Entry Detail Record Layout Format
    - NACHA RECORD 7 – Addenda Record Layout Format
  - CTX file specification for employers
    - NACHA RECORD 5 – Batch Header Record Layout Format
    - NACHA RECORD 6 – Entry Detail Record Layout Format
    - NACHA RECORD 7 – Addenda Record Layout Format
- Include the Authority's banking information in the file, which is:
  - Bank of America Bank Transit Number: 011900254
  - The Authority Bank Account Number: 00000385015954138
- Indicate a penny deposit to the Authority account.
- Follow your normal process for submitting the NACHA file to your banking institution.

- Submit a contact us inquiry using the CT Paid Leave contact us form located at https://ctpaidleave.org/s/contactus. Select “Request Penny Test” as the contact reason. In the body of your inquiry, specify the date you submitted your penny test.
- The Authority will respond to your inquiry through email with confirmation that the penny test was successful, or help with how to resolve the issue that prevented the penny from processing.
- The Authority will issue a refund of the penny test back to the issuing bank account within thirty days.

CCD File Specification for Third-Party Administrators

Third-party administrators remit payment transactions identified as CCD on the Batch Header Record. The following sections outline the file specification for the NACHA Header Record 5, Detail Record 6 and Addendum Record 7.

NACHA RECORD 5 – Batch Header Record Layout Format

FLD	POS	SIZE	CONTENTS	DATA ELEMENT NAME	FIELD INSTRUCTIONS
1	1-1	1	'5'	RECORD TYPE CODE	This entry is always 5.
2	2-4	3	'200'	TRANSACTION CODE	This entry is always 200.
3	5-20	16	'Preparer Name '	PREPARER NAME	Identifies the Legal name of the company submitting the payment on behalf of a client employer. This should be the name of the Third-party payroll company.
4	21-40	20		DISCRETIONARY	Refer to NACHA Standards.
5	41-50	10	***'0123456789'***	EMPLOYER ACH COMPANY ID	
6	51-53	3	'CCD'	TRANSACTION MNEMONIC	This entry will always be CCD.
7	54-63	10	'CTPL CNTRB'	ENTRY DESCRIPTION	This entry will always be CTPL CNTRB.
8	64-69	6	***'210331'***	DESCRIPTIVE DATE	Refer to NACHA Standards.
9	70-75	6	'YYMMDD'	EFFECTIVE ENTRY DATE	Refer to NACHA Standards.
10	76-78	3	' '	SETTLEMENT DATE	Refer to NACHA Standards.
11	79-79	1	'1'	ORIGINATOR STATUS	This entry is always 1, except for Federal Government Entities.
12	80-87	8	'05100001'	ORIGINATING DFI IDENTIFICATION	This entry is always 05100001.
13	88-94	7		Batch Number	Refer to NACHA Standards.

Within each batch, there will be one to many pairs of detail records and addendum records. If at any time there are two consecutive detail or addendum records within a batch, it will indicate an error condition and the current record pair will be rejected.

NACHA RECORD 6 – Entry Detail Record Layout Format

FLD	POS	SIZE	CONTENTS	DATA ELEMENT NAME	FIELD INSTRUCTIONS
1	1-1	1	'6'	RECORD TYPE CODE	This entry is always 6.
2	2-3	2	'22'	TRANSACTION CODE	This entry is always 22. This code indicates whether the transaction is a debit or a credit and whether payment comes from a checking or a savings account. The Bank has directed that this value will be fixed at 22.
3	4-11	8	'01190025'	RECEIVING BANK TRANSIT NUMBER	The values given to CT Paid Leave by the bank are shown in the contents column.
4	12-12	1	'4'	RECEIVING BANK CHECK DIGIT	The values given to CT Paid Leave by the bank are shown in the contents column.
5	13-29	17	***'00000385015954138'***	RECEIVING BANK ACCOUNT NUMBER	Identifies the bank to which EFT payments will be sent. The value given to CT Paid Leave by the bank are shown in the contents column.
6	30-39	10	'$$$$$$$$cc'	AMOUNT	The paid leave contribution amount to be posted to The CT Paid Leave Authority's account. This 10-digit number should be right justified and zero filled to the left. Do not insert a decimal point; the last two digits are assumed to be cents.
7	40-54	15	***'XXXXXXXXXXXXXXX'***	TAXPAYER ID NUMBER	An alphanumeric field that uniquely identifies the client employer on whose behalf the payment is being made. This should be the Federal Employer Identification Number, left justified with trailing spaces.
8	55-76	22	***'TESTCTPLCLIENT'***	TAXPAYER NAME	Identifies the Legal name of the client employer on whose behalf the payment is being made. ***Note:*** *This is different than the guidance for this field found in standard NACHA specifications.*
9	77-78	2	' '	DISCRETIONARY DATA	This field should be filled with spaces since CT Paid Leave is not using it.

FLD	POS	SIZE	CONTENTS	DATA ELEMENT NAME	FIELD INSTRUCTIONS
10	79-79	1	'1'	ADDENDA RECORD INDICATOR	Always insert a 1, as there will be an addendum record with this transaction.
11	80-94	15	NUMERIC	TRACE NUMBER	Number inserted by the originating/sending to trace the transaction through the system in case of error.

Each Detail Record will be followed by a single addendum record. The information on the addendum record is important to provide accurately and completely to ensure the proper accounts are credited with the proper payments.

NACHA RECORD 7 – Addenda Record Layout Format

FLD	POS	SIZE	CONTENTS	DESCRIPTION	FIELD INSTRUCTIONS
1	1-1	1	7	RECORD TYPE CODE	This entry is always 7.
2	2-3	2	05	ADDENDA TYPE CODE	This entry is always 05.
3	4	1	*	FIELD SEPARATOR	This entry is always *.
4	5-14	10	99-1234567	PAYOR FEIN	Federal Employer Identification Number (FEIN) of the employer submitting the Payment. The dash is required.
5	15	1	*	FIELD SEPARATOR	This entry is always *.
6	16-25	10	88-1234567	EMPLOYER FEIN	FEIN of the Client Employer on whose behalf the payment is being made. The dash is required.
7	26	1	*	FIELD SEPARATOR	This entry is always *.
8	27-36	10	2021-03-31	QTR END DATE	Last day of the quarter this return covers. Formatting must be exactly as shown.
9	37	1	*	FIELD SEPARATOR	This entry is always *.
10	38-48	11	$$$$$$$$$cc	TOTAL QTR CONTRIBUTION FOR THIS EMPLOYER	Client Employer’s quarterly contribution amount. This 11-digit number should be right justified and zero filled to the left. Do not insert a decimal point; the last two digits are assumed to be cents.
11	49	1	*	FIELD SEPARATOR	This entry is always *.
12	50-60	11	$$$$$$$$$cc	TOTAL QTR WAGES FOR EMPLOYER	Client Employer’s total quarterly wages. This 11-digit number should be right justified and zero filled to the left. Do not insert a decimal point; the last two digits are assumed to be cents.
13	61-83	23		UNUSED	Must be a space
14*	84-87	4		SPC ADDENDA SEQUENCE NUMBER	Follow ACH and Banking rules and procedures.
15*	88-94	7		ENTRY DETAIL SEQUENCE NUMBER	Follow ACH and Banking rules and procedures.

CTX File Specification for Employers

Employers submit transactions identified as CTX on the Batch Header Record. The following sections outline the file specification for the NACHA Header Record 5, Detail Record 6 and Addendum Record 7.

NACHA RECORD 5 – Batch Header Record Layout Format

FLD	POS	SIZE	CONTENTS	FIELD DESCRIPTION	FIELD INSTRUCTIONS
1	1-1	1	**'5'**	RECORD TYPE CODE	This entry is always 5.
2	2-4	3	**'200'**	TRANSACTION CODE	This entry is always 200.
3	5-20	16	'Employer Name '	EMPLOYER NAME	Identifies the legal name of the employer submitting the payment.
4	21-40	20		DISCRETIONARY	Refer to NACHA Standards.
5	41-50	10	*'0123456789'*	EMPLOYER ACH COMPANY ID	
6	51-53	3	**'CTX'**	TRANSACTION MNEMONIC	This entry is always CTX.
7	54-63	10	**'CTPL CNTRB'**	ENTRY DESCRIPTION	This entry is always CTPL CNTRB.
8	64-69	6	*'210331'*	DESCRIPTIVE DATE	Refer to NACHA Standards.
9	70-75	6	'YYMMDD'	EFFECTIVE ENTRY DATE	Refer to NACHA Standards.
10	76-78	3	' '	SETTLEMENT DATE	Refer to NACHA Standards.
11	79-79	1	**'1'**	ORIGINATOR STATUS	This entry is always 1, except for Federal Government Entities.
12	80-87	8	**'05100001'**	ORIGINATING DFI IDENTIFICATION	This entry is always 05100001.
13	88-94	7		BATCH NUMBER	Refer to NACHA Standards.

Within each batch, there may be one to many pairs of detail records and addendum records. If at any time there are two consecutive detail or addendum records within a batch, it will indicate an error condition and the current record pair will be rejected.

NACHA RECORD 6 – Entry Detail Record Layout Format

FLD	POS	SIZE	CONTENTS	FIELD DESCRIPTION	FIELD INSTRUCTIONS
1	1-1	1	**'6'**	RECORD TYPE CODE	This entry is always 6.
2	2-3	2	**'22'**	TRANSACTION CODE	This entry is always 22. This code indicates whether the transaction is a debit or a credit and whether payment is coming from a checking or a savings account. The Bank has directed that this value will be fixed at 22.
3	4-11	8	**'01190025'**	RECEIVING BANK TRANSIT NUMBER	The values given to CT Paid Leave by the bank are shown in the contents column.
4	12-12	1	**'4'**	RECEIVING BANK CHECK DIGIT	The values given to CT Paid Leave by the bank are shown in the contents column.
5	13-29	17	***'00000385015954138'***	RECEIVING BANK ACCOUNT NUMBER	Identifies the bank to which EFT payments will be sent. The value given to CT Paid Leave by the bank is shown in the contents column.
6	30-39	10	'$$$$$$$$cc'	AMOUNT	The paid leave contribution amount to be posted to The CT Paid Leave Authority's account. This 10-digit number should be right justified and zero filled to the left. Do not insert a decimal point; the last two digits are assumed to be cents.
7	40-54	15	*'XXXXXXXXXXXXXXX'*	TAXPAYER ID NUMBER	An alphanumeric field that uniquely identifies the client employer on whose behalf the payment is being made. This should be the Federal Employer Identification Number, left justified with trailing spaces.
8	55-58	4	*'0001'*	NUMBER OF ADDENDUM RECORDS	This entry is always 0001. There will always be one addendum record per entry detail.
9	59-74	16	*'CT PAID LEAVE '*	RECIPIENT NAME	This entry is always CT PAID LEAVE
10	75-76	2	*' '*	RESERVED	This field should be filled with spaces since CT Paid Leave is not using it.

FLD	POS	SIZE	CONTENTS	FIELD DESCRIPTION	FIELD INSTRUCTIONS
11	77-78	2	‘ ‘	DISCRETIONARY DATA	This field should be filled with spaces since CT Paid Leave is not using it.
12	79-79	1	'1'	ADDENDA RECORD INDICATOR	Always insert a 1, as there will be an addendum record with this transaction.
13	80-94	15		TRACE NUMBER	Number inserted by the originating/sending to trace the transaction through the system in case of error.

Each Detail Record will be followed by a single Addendum Record. The information on the addendum record is important to provide accurately and completely to ensure the proper accounts are credited with the proper payments.

NACHA RECORD 7 – Addenda Record Layout Format

FLD	POS	SIZE	CONTENTS	FIELD DESCRIPTION	FIELD INSTRUCTIONS
1	1-1	1	7	RECORD TYPE CODE	This entry is always 7.
2	2-3	2	05	ADDENDA TYPE CODE	This entry is always 05.
3	4	1	*	FIELD SEPARATOR	This entry is always *.
4	5-14	10	99-1234567	EMPLOYER FEIN	Federal Employer Identification Number (FEIN) of the employer submitting the payment. The dash is required.
5	15	1	*	FIELD SEPARATOR	This entry is always *.
6	16-25	10	2021-01-01	PAY PERIOD START DATE	First day of the pay period this contribution covers. CT Paid Leave recommends aligning payments to quarters. Formatting must be exactly as shown.
7	26	1	*	FIELD SEPARATOR	This entry is always *.
8	27-36	10	2021-03-31	PAY PERIOD END DATE	Last day of the pay period this contribution covers. CT Paid Leave recommends aligning payments to quarters. Formatting must be exactly as shown.
9	37	1	*	FIELD SEPARATOR	This entry is always *.
10	38-48	11	$$$$$$$$$cc	TOTAL CONTRIBUTION FOR THIS EMPLOYER	Employer’s contribution amount for the identified pay period. This 11-digit number should be right justified and zero filled to the left. Do not insert a decimal point; the last two digits are assumed to be cents.
11	49	1	*	FIELD SEPARATOR	This entry is always *.
12	50-60	11	$$$$$$$$$cc	TOTAL WAGES FOR THIS EMPLOYER	Employer’s wages for the identified pay period. "Total wages" means an employee's salary or hourly wages, vacation pay, holiday pay, tips, commissions, severance pay, etc. including the cash value of any “in-kind” payments. For employees subject to FICA, employers should exclude from the employees' wages any benefits that are excluded for the purposes of calculating the employee's FICA taxable wage.

FLD	POS	SIZE	CONTENTS	FIELD DESCRIPTION	FIELD INSTRUCTIONS
					For all employees--both those subject to FICA and those not subject to FICA, the wages subject to contributions are capped at the Social Security benefit and contribution base, meaning that no contributions shall be deducted from any wages earned in excess of that amount. This 11-digit number should be right justified and zero filled to the left. Do not insert a decimal point; the last two digits are assumed to be cents.
13	61-83	23		UNUSED	Must be a space
14*	84-87	4		SPC ADDENDA SEQUENCE NUMBER	Follow ACH and Banking rules and procedures.
15*	88-94	7		ENTRY DETAIL SEQUENCE NUMBER	Follow ACH and Banking rules and procedures.

> Error & Warning Codes

The following error & warning codes are produced when processing external files and may be returned through Acknowledgement XML files.

The format of each code in the acknowledgement file is comprised of the 3-digit category code, 2-digit sub-category code, and 2-digit error code. Example: 10010001 corresponds to the first error listed in the table below. Category code: 100, sub-category code: 10, and error code: 001.

Error Level

- E = If you receive an error, the submission was not accepted and will need to be reviewed before resubmitting.
- W = If you receive a warning, the submission was accepted, but the warning will give you information to resolve to prevent this issue on future amended returns.

Category Code	Error Category Description	Sub-Category Code	Sub-Category Description	Error Code	ErrorText	LongDescription	Error Level
100	Data Validation	10	Mismatch Errors	001	FEIN Format Mismatch	FEIN format is invalid. Please ensure FEIN is in correct format: ##-#######	E
100	Data Validation	10	Mismatch Errors	002	Date Format Mismatch	Date format is invalid. Date must use YYYY-MM-DD format.	E
100	Data Validation	10	Mismatch Errors	003	Data Type Mismatch	Cannot match an input value to the expected data type.	E
100	Data Validation	10	Mismatch Errors	004	Payment Amount Mismatch	Employer payment does not match ACH amount.	E
100	Data Validation	10	Mismatch Errors	013	State Code Format Mismatch	State Code format is invalid. Value must be two alphabetical characters.	E
100	Data Validation	10	Mismatch Errors	14	Postal Code Format Mismatch	Postal Code format is invalid. Please ensure Postal Code is in correct format: XXXXX or XXXXX-XXXX	W
100	Data Validation	10	Mismatch Errors	015	Date/Time Format Mismatch	Date/Time format is invalid. Date/Time must use YYYY-MM-DDThh:mm:ss format.	E
100	Data Validation	10	Mismatch Errors	016	Data Format Mismatch	Dollar amount is required Dollar amount is invalid, value contained non-numeric value, amounts must use ####.## format.	E

Category Code	Error Category Description	Sub-Category Code	Sub-Category Description	Error Code	ErrorText	LongDescription	Error Level
100	Data Validation	10	Mismatch Errors	017	Amended Returns	Amended Return value is set to TRUE or is invalid in a Return File.	E
100	Data Validation	10	Mismatch Errors	18	Street Address Size	Address Street is too large. Value must be a maximum of 40 characters. CT Paid Leave will truncate characters that exceed 40.	W
100	Data Validation	10	Size Errors	19	City Size	City value is too large. Value must be a maximum of 25 characters. CT Paid Leave truncates values exceeding 25 characters.	W
100	Data Validation	10	Size Errors	20	State Size	State value is too large. Value must be a maximum of 2 characters. CT Paid Leave truncates values exceeding 2 characters.	W
100	Data Validation	10	Size Errors	21	Postal Code Size	Postal Code Value is too large. Value must be a maximum of 10 characters. CT Paid Leave truncates values exceeding 10 characters.	W
100	Data Validation	10	Mismatch Errors	22	Pay Cycle Size	Pay Cycle value is too large. Value Must be a maximum of 25 characters. CT Paid Leave truncates values exceeding 25 characters.	W
100	Data Validation	10	Mismatch Errors	023	Amended Returns	Amended Return value must be set to TRUE for all Amended Returns files.	E
100	Data Validation	10	Mismatch Errors	026	Data Value Mismatch	Data must be a valid positive number.	E
100	Data Validation	10	Mismatch Errors	027	Data Value Mismatch	Reporting Quarter must be a number between 1 and 4.	E
100	Data Validation	10	Mismatch Errors	031	DateYouFirstHadCTWorkers Format Mismatch	DateYouFirstHadCTWorkers field date or format is invalid. Date must use YYYY-MM-DD format.	E
100	Data Validation	10	Size Errors	35	EmplyrContactFName Size	EmplyrContactFName value is too large. Value Must be a maximum of 40 characters. CT Paid Leave will truncate all characters that exceed 40 characters.	W
100	Data Validation	10	Size Errors	36	Value Exceeds Field Size	[Field Name] value is too large. Value Must be a maximum of 80 characters. CT Paid Leave will truncate all characters that exceed 80 characters.	W

Category Code	Error Category Description	Sub-Category Code	Sub-Category Description	Error Code	ErrorText	LongDescription	Error Level
100	Data Validation	10	Mismatch Errors	037	Email Format	[FieldName] is not a proper email format.	E
100	Data Validation	10	Mismatch Errors	038	EmplyrContactRole Data Value Mismatch	EmplyrContactRole value provided must be one of the following: • Owner Authorized Company Representative • Benefits Coordinator • Payroll Coordinator • Owner • Partner • Stakeholder • Other • TPA / Tax Accountant	E
100	Data Validation	11	Other Validations	001	Unable to Amend	The original invoice cannot be located or is unable to be amended through batch because it is either for an Online Portal Payment or has already been amended through the Online Payment Portal. Please review the file specifications toolkit or check your filings in the My Account section. To review or amend your filings, sign in to your account at www.ctpaidleave.org and navigate to the My Account for Business portal.	E
100	Data Validation	11	Other Validations	005	Required Field Missing	Missing values in required data field	E
100	Data Validation	11	Other Validations	006	Duplicate Data	Duplicate record found. Either delete the duplicate record or modify the data to make it unique.	E
100	Data Validation	11	Other Validations	07	Field is Null	Data field is null.	W
100	Data Validation	11	Other Validations	08	Fields will be required starting April 1, 2023	Beginning April 1, 2023, the Reporting Quarter, Reporting Year, Full Quarter, CT Employee Count, CT Gross Wages and CT Gross Wages Employee Count fields will be required. Please use this warning to make corrections to your future files only. This record was processed and you do not need to upload it again.	W
100	Data Validation	11	Other Validations	023	Tax Period Dates	TaxPeriodStartDate cannot be more than 31 days prior to the first day of the quarter identified by the ReportingQuarter and ReportingYear of the return filing. Update either the TaxPeriodStartDate or ReportingQuarter and/or ReportingYear.	E

Category Code	Error Category Description	Sub-Category Code	Sub-Category Description	Error Code	ErrorText	LongDescription	Error Level
100	Data Validation	11	Other Validations	024	Tax Period Dates	TaxPeriodEndDate must be a date within the quarter identified by the ReportingQuarter and ReportingYear of the return filing. Update either the TaxPeriodEndDate or ReportingQuarter and/or ReportingYear.	E
100	Data Validation	11	Other Validations	025	Relationship Date	Relationship End date is prior to the Relationship Start Date	W
100	Data Validation	11	Other Validations - File Error	026	Tax Period Dates	TaxPeriodStartDate must be prior to the TaxPeriodEndDate. Correct dates in the file to pass this validation.	E
100	Data Validation	11	Other Validations - File Error	027	Tax Period Dates	The date span between the TaxPeriodStartDate and the TaxPeriodEndDate cannot exceed 92 days	E
100	Data Validation	11	Other Validations	028	ReportingYear	ReportingYear must be for the current year or a previous year.	E
100	Data Validation	11	Other Validations	030	Total Contributions Due and Total Wages This Period Mismatch	For either Total Contributions Due or Total Wages This Period to be $0.00, the other value must also be $0.00.	E
100	Data Validation	11	Other Validations	031	CT Gross Wages and Contribution Amount Validation	CT Gross Wages must be *greater than or equal to* the Contribution Amount.	E
100	Data Validation	11	Other Validations	033	Required Fields Missing	Missing required field(s): [dynamically insert each required field that is missing]	E
200	Processing Error	12	Other Validations	015	Maximum number of errors exceeded	More than 100 errors were encountered while processing. Review your ack file for more detail.	E
200	Processing Error	12	File Errors	008	Incorrect File Type	Input file type was invalid. Expected XML or CSV.	E
200	Processing Error	12	File Errors	009	File Errors	Unable to read file. Please review the toolkit: https://drive.google.com/file/d/1Q1c9I6Cs9PP-h7hTW7BJIdU9QP93XU2M/view	E
200	Processing Error	12	File Errors	10	Versioning Error	Did not process file because newer version was available.	W

Category Code	Error Category Description	Sub-Category Code	Sub-Category Description	Error Code	ErrorText	LongDescription	Error Level
200	Processing Error	12	File Errors	011	Unspecified File	File did not meet specified naming method or type.	E
200	Processing Error	12	File Errors	040	Invalid XML root element value	Invalid XML root element value: <actual value from file>. Please review the toolkit.	
200	Processing Error	12	File Errors	041	TPA not registered	Returns are only accepted from registered Third-Party Administrators or Employers. Follow the instructions on https://www.ctpaidleave.org/Remit-Contributions/Batch-Process to register with the CT Paid Leave Authority.	E
200	Processing Error	12	File Errors	042	Exceeds Max File Size	File must be less than 5MB to be processed.	E
200	Processing Error	12	File Errors	43	File contains employee data	Warning, fix this issue for future files: Employee data should no longer be included in Return or Amended Return Files. Starting July 2025, we will no longer process any Return or Amended Return containing employee data.	W
200	Processing Error	12	File Errors	044	File contains employee data	Employee data cannot be included in Return or Amended Return Files. Remove the employee data, update the version number in the file name, and upload the new file for processing.	E
200	Processing Error	12	File Errors	045	Partially or fully refunded returns cannot be amended.	This Return cannot be amended via batch because the payment has already been refunded. Either remit a new batch Return for this pay period or sign into the My Account for Business portal at www.ctpaidleave.org to File + Pay the correct amount.	E
200	Processing Error	13	File Location Errors	011	Directory Structure	File not found in expected SFTP folder. Unable to move file due to directory structure.	E

Category Code	Error Category Description	Sub-Category Code	Sub-Category Description	Error Code	ErrorText	LongDescription	Error Level
200	Processing Error	13	File Location Errors	012	Invalid File Name	File name did not meet predefined format, please ensure the naming conditions are met. **If the file is a Return file, the error message is:** "File does not match naming convention for Return Files. Example Return File Name: 'CTPL_RTN_426092234_00_20210112152238' where 426092234 is your FEIN, 00 is your revision number, and 20210112152238 is a date/time stamp. Must be in CSV or XML format. Review the toolkit: File_Specification_Toolkit.pdf " **If the file is an Enrollment File, the error message is:** "CTPL_ENR_426092234_00_20210112152238' where 426092234 is your FEIN, 00 is your revision number, and 20210112152238 is a date/time stamp. Must be in CSV or XML format. Review the toolkit: File_Specification_Toolkit.pdf " **Otherwise, the error message is:** "Unknown file type or name. File Type must be CSV or XML. For Return files use name format 'CTPL_RTN_426092234_00_20210112152238'. For Enrollment Files use name format 'CTPL_ENR_426092234_00_20210112152238', with your FEIN, revision number, and datetime stamp. Review the toolkit: File_Specification_Toolkit.pdf "	E
200	Processing Error	14	System Errors	039	Connectivity Issues	There were connectivity issues when trying to process your file, please upload the file again.	E

> Versioning

Version #	Author of Changes	Revision Date	Reasons/changes made
V0.12.1	Tom Loveland	1/14/2021	Added
V0.12.2	Tom Loveland	1/14/2021	Column TotalContributionsDue occurred twice. Renamed first instance to ReturnTotalContributionsDue
V0.12.3	Katrina Reali-Corso	2/19/2021	Added this new section.
V0.13.1	Tom Loveland	2/10/2021	Optionality corrected for several non-required attributes.
V1.0.0	Tom Loveland	3/25/2021	Add Error Codes. Multiplicity fix to Ack
V1.0.1	Katrina Reali-Corso	4/27/2021	Adjust bank aba#
V1.0.2	Tom Loveland	5/18/2021	Improve Content based on 1 Qtr findings
V1.0.3	Tom Loveland	5/24/2021	Documentation Only
V1.1.0	Stephanie Decker	Oct 2022	Updates to the Return File Spec Updates to the NACHA File Spec
V1.1.1	Stephanie Decker	Nov 2022	Updated Error and Warning long descriptions
V1.1.2	Stephanie Decker	Dec 2022	Extension to when new fields will be required Corrected CSV Return file spec at the TPA level where TotalContributionsDue needs to be ReturnTotalContributionsDue
V1.1.3	Stephanie Decker	Feb 2022	Corrected spec for Return CSV file format. The field should be “CTGrossWagesEmployeeCount” not “CTGrossWageEmployeeCount”
V2.0	Stephanie Decker	Aug 2023	Revised to remove process related information that is on the website
V2.0.1	Stephanie Decker	2/13/2024	Updated error code 10010013 for State field validation
V2.0.2	Stephanie Decker	3/7/2024	Clarification to the description for the error code update
V2.1	Stephanie Decker	4/11/2024	Clarification to the State TaxpayerID value in ENR, RTN, and ART Removal of Employee records from RTN and ART Update to include “Multiple Pay Cycles” as a valid option for PayCycle on RTN and ART Updates to max file size and maximum count of records in a single RTN or ART
V2.1.1	Stephanie Decker	11/22/2024	Updated Return file specifications to clearly state field format requirements for: • FEIN format: ##-####### • Date format: YYYY-MM-DD • Date/Time format: YYYY-MM-DDThh:mm:ss

			• Dollar format: ####.## • State Code format: State Code must be two alphabetical characters • Postal Code format: Postal Code format: XXXXX or XXXXX-XXXX
V2.1.2	Stephanie Decker	2/21/2025	Added warning and error codes for Return and Amended Return files containing employee data.
V2.1.3	Stephanie Decker	3/19/2025	Added information regarding validation to prevent processing of duplicate files based on file name. Add error message for when Amended Return files include employee details. Updated to be accessible.
V2.1.4	Stephanie Decker	4/17/2025	Added links to Enrollment, Return and Acknowledgement XSD schema files.
V2.1.5	Stephanie Decker	6/5/2025	Updated information on the new file validation schedule for employee data and duplicate files. Added Error 100 11 028; ReportingYear must be for the current year or a previous year. Added new error codes: 10011023, 10011024, 10011031, 20012045 Updated error code: 10011026