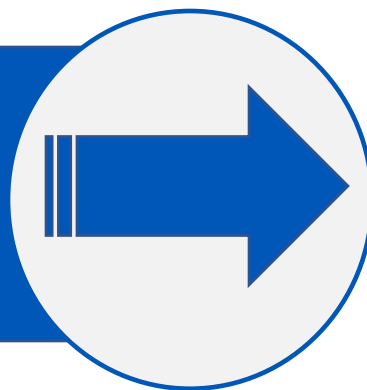




# Connecticut Paid Leave

## Quick Guide to Amended Returns

(For TPAs, Tax Accountants and Employers  
Using the Batch Contribution Process)



## Contents

What's New .....	3
Amended Return Definition.....	3
Changes which can be accommodated through the SFTP/batch file process .....	3
Changes which cannot be accommodated through the SFTP/batch file process .....	3
Developing an Amended Return file .....	3
Common Error Codes.....	6
XML: Sample amended return where an additional payment is expected.....	8
XML: Sample amended return where a refund may be due.....	9
CSV: Sample amended return where an additional payment is expected.....	10
CSV: Sample amended return where a refund may be due.....	12
Refunds.....	14
Versioning .....	15

## What's New

**Maximum file size guidelines have been updated from 8MB to 5MB.** 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.

**Maximum count of 7,500 employer records to include in a single Return or Amended Return File.** If you have more than 7,500 client employers to report for, then divide them into multiple files.

**Employee level records are no longer needed on Return or Amended Return files.** While the file specifications have been updated to show the structure without Employee records, we still accept the previous file structure that included Employee records. Eliminating Employee records is the easiest way to reduce file sizes to meet the new maximum file size of 5MB.

## Amended Return Definition

If there is a need to change data that was reported in the return file, this can be handled through the amended returns process. For example, if you initially reported \$20,000.00 in contributions due, then realized you should have reported \$21,000.00, you should file an amended return.

## Changes which can be accommodated through the SFTP/batch file process

- Changes to reported wages
- Changes to contribution amount

## Changes which cannot be accommodated through the SFTP/batch file process

- Changes to dates, including:  
*Note: The only exception to this is if the Return has a Null value, but the Amended Return does not.*
  - Tax Period Start Date
  - Tax Period End Date
  - Reporting Quarter
  - Reporting Year
  - Full Quarter Contribution
- Changes to TPA or Employer FEINs

## Developing an Amended Return file

Amended Return files follow the same XML schema as Return files. Please refer to the File Specification Toolkit for detailed guidance, if needed. The File Specification Toolkit can be downloaded from the website at <https://www.ctpaidleave.org/resources-and-guides>.

To ensure a successful submission, review these key items on your amended return file:

- **File Size:** As with Return files, Amended Return files must be 5 MB or under.
- **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.

- **Amended Return File Name Format:** The ART mnemonic indicates an amended return file, by using the existing file format. Any file ending in `_test` or `_TEST` will allow you to submit a test file for validation purposes only, where an acknowledgement file will be provided.
  - Sample file naming convention: `CTPL_ART_987654321_00_20210112152238.xml`
  - Sample test file naming convention: `CTPL_ART_987654321_00_20210112152238_test.xml`
- **Key fields:**
  - **At the file level:**
    - `AmendedReturn`
      - This is a Boolean field.
      - When you have filed a return and wish to amend it, set this field to `TRUE`.
    - `TotalContributionsDue`
      - This is the sum of the total contributions due for all employers referenced in the return.
      - Do not calculate the difference in what was originally reported and what is reflected in your system.
  - **At the employer level:**
    - For the below fields, do not calculate the difference in what was originally reported and what is reflected in your system. Report the full value.
      - `TotalContributionsDue`
        - This is the total contributions due for the employer for the reported pay period.
      - `TotalWagesThisPeriod`
        - These are the total wages subject to CTPL contributions for the employer for the reported pay period.
      - `CTGrossWages`
        - These are the total CT gross wages for the employer for the reported pay period.
    - `PaymentAmountTotal`
      - This is the expected payment amount associated with the amended return.
      - If you report an increase in total contributions due for this employer, and you expect to make an additional payment to match this filing, you will report this here. For example, if you initially reported \$1000.00 in contributions and you are now reporting \$1200.00 in contributions for this pay period, you would indicate an expected payment of \$200.00 here.
      - If you report a decrease in total contributions due for this employer, and you do not expect to submit a payment to match this filing, you will report \$0.00. Though a refund may be due, our system will not accept negative values.

### Amended Return Questions

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

## Common Error Codes

It is important to review your acknowledgement file to validate your submission status. When there is an issue with your Amended Return file, we will notify you with an error code in an acknowledgement file. Please refer to the File Specification Toolkit for detailed guidance or additional error codes, if needed.

### Error Types:

- If you receive an ACK file where an error is located in the <tns:Acknowledgement></tns:Acknowledgement> tag, the entire file has been rejected for one of the reasons below. Please correct the file and resubmit.
- 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 for one of the reasons below. Please correct the employer information and resubmit.
- 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.

Ack File Message	Potentially Affected Fields	Resolution	Error Type
Original invoice not found	<ul style="list-style-type: none"> <li>• EmployerFEIN</li> <li>• TaxPeriodStartDate</li> <li>• TaxPeriodEndDate</li> <li>• ReportingQuarter</li> <li>• ReportingYear</li> <li>• FullQuarter</li> </ul>	This indicates that we were not able to match your amended return file against the original return file. The reasons for this could be that the original return was not submitted, or if it was, there could be a mismatched FEIN or mismatched date values.	Error
[Field] is required.	<ul style="list-style-type: none"> <li>• PreparerLegalName</li> <li>• PreparerFEIN</li> <li>• TaxPeriodStartDate</li> <li>• TaxPeriodEndDate</li> <li>• SettlementDate</li> <li>• EmployerFEIN</li> <li>• EmployerLegalName</li> </ul>	A required field is missing, empty or null. The error will show you which field(s) is missing. Update your file to include the missing value(s) and resubmit.	Error
[Field] format is invalid.	<ul style="list-style-type: none"> <li>• PreparerFEIN</li> <li>• TaxPeriodStartDate</li> <li>• TaxPeriodEndDate</li> <li>• SettlementDate</li> <li>• EmployerFEIN</li> </ul>	A required field has a formatting issue. The error will show you which field(s) is formatted incorrectly. Update your file to include proper formatting and resubmit.	Error
[Field] contains non-numeric character or is null.	<ul style="list-style-type: none"> <li>• TotalContributionsDue</li> <li>• EmployerTotalWagesThisPeriod</li> <li>• EmployerTotalContributionsDue</li> <li>• EmployerPaymentTotal</li> </ul>	A required field contains unexpected characters or is null. These fields can only accept numeric characters. The error will show you which field(s) contains an unexpected or null value. Update your file to include numeric characters and resubmit.	Error

Ack File Message	Potentially Affected Fields	Resolution	Error Type
[Field] is too large.	<ul style="list-style-type: none"> <li>AddressStreet</li> <li>City</li> <li>State</li> <li>PostalCode</li> <li>PayCycle</li> </ul>	This is a warning that the string contained more characters than our system allows. Though a warning is sent, the incoming data was truncated, so that your file could be processed into our system. The warning should prompt you to correct this for future filings.	Warning
AmendedReturn value must be set to TRUE for all Amended Return files.	<ul style="list-style-type: none"> <li>AmendedReturn</li> <li>Or this could be a file name issue</li> </ul>	The file name indicates that this is an Amended Return file by including the ART mnemonic. If this is not an amended return file, update your file name to match a Return file name and resubmit. If this is an amended return file, update your file to set the field AmendedReturn to True, then resubmit.	Error
AmendedReturn value is set to True or not valid. Amended Returns have their own file name scheme. Please review the toolkit.	<ul style="list-style-type: none"> <li>AmendedReturn</li> <li>Or this could be a file name issue</li> </ul>	The file name indicates that this is a Return file by including the RTN mnemonic. If this is not an amended return file, update your file to set the field AmendedReturn to False, then resubmit. If this is an amended return file, update your file name to match an Amended Return file name and resubmit.	Error
Unable to read file. Please review the toolkit.	<ul style="list-style-type: none"> <li>N/A</li> </ul>	There was an issue receiving your file. This could be due to a file format issue, or a potential server disconnection. If you have confirmed that your file format is correct, please resubmit. If you continue to receive this error, please <a href="#">contact us</a> for additional assistance.	Error
Total Contributions Due and Total Wages This Period Mismatch	<ul style="list-style-type: none"> <li>EmployerTotalContributionsDue</li> <li>EmployerTotalWagesThisPeriod</li> </ul>	If you are reporting \$0.00 on one of these fields, the other field must also be \$0.00. Review your TotalContributionsDue and TotalWagesThisPeriod for discrepancies.	Error
Invalid Reporting Quarter and Reporting Year Combination	<ul style="list-style-type: none"> <li>ReportingQuarter</li> <li>ReportingYear</li> </ul>	Reporting Year must be no more than 3 years prior to current Quarter and Year and no greater than the current year.	Error

# XML: Sample amended return where an additional payment is expected

For this example, we will use the following scenario:

- **Return File (Before Values):** Originally, Acme Payroll files that Gadget Co had \$1000.00 in total contributions due (with \$1000.00 in expected payments), \$200,000.00 in reported wages and \$202,020.20 in gross wages for this time period.
- **Amended Return File (After Values):** Acme Payroll needs to correct Gadget Co to show that Gadget Co had \$1500.00 in total contributions due (with \$500.00 in expected payments to match this filing), \$300,000.00 in reported wages and \$303,030.30 in gross wages for this time period.

After creating your amended return file, key changes are noted in **yellow** when compared to your original return file.

Sample Return XML	Sample Amended Return XML
<pre> &lt;?xml version="1.0" encoding="UTF-8"?&gt; &lt;tns:Return   xmlns:py="http://codespeak.net/xml/objectify/pytype"   xmlns:ns1="tns"   xmlns:tns="http://www.example.org/Return"   xmlns:ns0="http://www.w3.org/2001/XMLSchema"&gt;   &lt;tns:DocumentCount&gt;1&lt;/tns:DocumentCount&gt;   &lt;tns:AmendedReturn&gt;&gt;false&lt;/tns:AmendedReturn&gt;   &lt;tns:TaxPeriodStartDate&gt;2021-01-01&lt;/tns:TaxPeriodStartDate&gt;   &lt;tns:TaxPeriodEndDate&gt;2021-03-31&lt;/tns:TaxPeriodEndDate&gt;   &lt;tns:PreparerLegalName&gt;Acme Payroll Co&lt;/tns:PreparerLegalName&gt;   &lt;tns:PreparerFEIN&gt;12-3456789&lt;/tns:PreparerFEIN&gt;   &lt;tns:SettlementDate&gt;2021-04-28T11:22:16&lt;/tns:SettlementDate&gt;   &lt;tns:ReturnTotalContributionsDue &gt;1000.0&lt;/tns:TotalContributionsDue&gt;   &lt;tns:Employer&gt;     &lt;tns:FEIN&gt;98-7654321&lt;/tns:FEIN&gt;     &lt;tns:EmployerLegalName&gt;Gadget Co&lt;/tns:EmployerLegalName&gt;     &lt;tns:BusAdrStreet1&gt;436 Oak Street&lt;/tns:BusAdrStreet1&gt;     &lt;tns:BusAdrCity&gt;Putnam&lt;/tns:BusAdrCity&gt;     &lt;tns:BusAdrStateCode&gt;CT&lt;/tns:BusAdrStateCode&gt;     &lt;tns:BusAdrPostalCode&gt;87302&lt;/tns:BusAdrPostalCode&gt;     &lt;tns:TotalWagesThisPeriod&gt;200000.0&lt;/tns:TotalWagesThisPeriod&gt;     &lt;tns:TotalContributionsDue&gt;1000.0&lt;/tns:TotalContributionsDue&gt;     &lt;tns:ReportingQuarter&gt;1&lt;/tns:ReportingQuarter&gt;     &lt;tns:ReportingYear&gt;2021&lt;/tns:ReportingYear&gt;     &lt;tns:FullQuarter&gt;&gt;true&lt;/tns:FullQuarter&gt;     &lt;tns:CTEmployeeCount&gt;123&lt;/tns:CTEmployeeCount&gt;     &lt;tns:CTGrossWages&gt;202020.20&lt;/tns:CTGrossWages&gt;     &lt;tns:CTGrossWagesEmployeeCount&gt;123       &lt;/tns:CTGrossWagesEmployeeCount&gt;     &lt;tns:PaymentAmountTotal&gt;1000.0&lt;/tns:PaymentAmountTotal&gt;     &lt;tns:IsFinalReturn&gt;&gt;false&lt;/tns:IsFinalReturn&gt;     &lt;tns:PayCycle&gt;BiWeekly&lt;/tns:PayCycle&gt;   &lt;/tns:Employer&gt; &lt;/tns:Return&gt;           </pre>	<pre> &lt;?xml version="1.0" encoding="UTF-8"?&gt; &lt;tns:Return   xmlns:py="http://codespeak.net/xml/objectify/pytype"   xmlns:ns1="tns"   xmlns:tns="http://www.example.org/Return"   xmlns:ns0="http://www.w3.org/2001/XMLSchema"&gt;   &lt;tns:DocumentCount&gt;1&lt;/tns:DocumentCount&gt;   &lt;tns:AmendedReturn&gt;true&lt;/tns:AmendedReturn&gt;   &lt;tns:TaxPeriodStartDate&gt;2021-01-01&lt;/tns:TaxPeriodStartDate&gt;   &lt;tns:TaxPeriodEndDate&gt;2021-03-31&lt;/tns:TaxPeriodEndDate&gt;   &lt;tns:PreparerLegalName&gt;Acme Payroll Co&lt;/tns:PreparerLegalName&gt;   &lt;tns:PreparerFEIN&gt;12-3456789&lt;/tns:PreparerFEIN&gt;   &lt;tns:SettlementDate&gt;2022-02-17T04:29:05&lt;/tns:SettlementDate&gt;   &lt;tns:ReturnTotalContributionsDue &gt;1500.0&lt;/tns:TotalContributionsDue&gt;   &lt;tns:Employer&gt;     &lt;tns:FEIN&gt;98-7654321&lt;/tns:FEIN&gt;     &lt;tns:EmployerLegalName&gt;Gadget Co&lt;/tns:EmployerLegalName&gt;     &lt;tns:BusAdrStreet1&gt;436 Oak Street&lt;/tns:BusAdrStreet1&gt;     &lt;tns:BusAdrCity&gt;Putnam&lt;/tns:BusAdrCity&gt;     &lt;tns:BusAdrStateCode&gt;CT&lt;/tns:BusAdrStateCode&gt;     &lt;tns:BusAdrPostalCode&gt;87302&lt;/tns:BusAdrPostalCode&gt;     &lt;tns:TotalWagesThisPeriod&gt;300000.0&lt;/tns:TotalWagesThisPeriod&gt;     &lt;tns:TotalContributionsDue&gt;1500.0&lt;/tns:TotalContributionsDue&gt;     &lt;tns:ReportingQuarter&gt;1&lt;/tns:ReportingQuarter&gt;     &lt;tns:ReportingYear&gt;2021&lt;/tns:ReportingYear&gt;     &lt;tns:FullQuarter&gt;&gt;true&lt;/tns:FullQuarter&gt;     &lt;tns:CTEmployeeCount&gt;123&lt;/tns:CTEmployeeCount&gt;     &lt;tns:CTGrossWages&gt;303030.30&lt;/tns:CTGrossWages&gt;     &lt;tns:CTGrossWagesEmployeeCount&gt;123       &lt;/tns:CTGrossWagesEmployeeCount&gt;     &lt;tns:PaymentAmountTotal&gt;500.0&lt;/tns:PaymentAmountTotal&gt;     &lt;tns:IsFinalReturn&gt;&gt;false&lt;/tns:IsFinalReturn&gt;     &lt;tns:PayCycle&gt;BiWeekly&lt;/tns:PayCycle&gt;   &lt;/tns:Employer&gt; &lt;/tns:Return&gt;           </pre>

## XML: Sample amended return where a refund may be due

For this example, we will use the following scenario:

- **Return File (Before Values):** Originally, Acme Payroll files that Gadget Co had \$1000.00 in total contributions due (with \$1000.00 in expected payments), \$200,000.00 in reported wages and \$202,020.20 in gross wages for this time period.
- **Amended Return File (After Values):** Acme Payroll needs to correct Gadget Co to show that Gadget Co had \$750.00 in total contributions due (with no payment being made), \$150,000.00 in reported wages and \$153,200.55 in gross wages for this time period.

After creating your amended return file, key changes are noted in **yellow** when compared to your original return file.

Sample Return XML	Sample Amended Return XML
<pre> &lt;?xml version="1.0" encoding="UTF-8"?&gt; &lt;tns:Return   xmlns:py="http://codespeak.net/lxml/objectify/pytype"   xmlns:ns1="tns"   xmlns:tns="http://www.example.org/Return"   xmlns:ns0="http://www.w3.org/2001/XMLSchema"&gt;   &lt;tns:DocumentCount&gt;1&lt;/tns:DocumentCount&gt;   &lt;tns:AmendedReturn&gt;&gt;false&lt;/tns:AmendedReturn&gt;   &lt;tns:TaxPeriodStartDate&gt;2021-01-01&lt;/tns:TaxPeriodStartDate&gt;   &lt;tns:TaxPeriodEndDate&gt;2021-03-31&lt;/tns:TaxPeriodEndDate&gt;   &lt;tns:PreparerLegalName&gt;Acme Payroll Co&lt;/tns:PreparerLegalName&gt;   &lt;tns:PreparerFEIN&gt;12-3456789&lt;/tns:PreparerFEIN&gt;   &lt;tns:SettlementDate&gt;2021-04-28T11:22:16&lt;/tns:SettlementDate&gt;   &lt;tns:ReturnTotalContributionsDue&gt;1000.00&lt;/tns:TotalContributionsDue&gt;   &lt;tns:Employer&gt;     &lt;tns:FEIN&gt;98-7654321&lt;/tns:FEIN&gt;     &lt;tns:EmployerLegalName&gt;Gadget Co&lt;/tns:EmployerLegalName&gt;     &lt;tns:BusAdrStreet1&gt;436 Oak Street&lt;/tns:BusAdrStreet1&gt;     &lt;tns:BusAdrCity&gt;Putnam&lt;/tns:BusAdrCity&gt;     &lt;tns:BusAdrStateCode&gt;CT&lt;/tns:BusAdrStateCode&gt;     &lt;tns:BusAdrPostalCode&gt;87302&lt;/tns:BusAdrPostalCode&gt;     &lt;tns:TotalWagesThisPeriod&gt;200000.0&lt;/tns:TotalWagesThisPeriod&gt;     &lt;tns:TotalContributionsDue&gt;1000.0&lt;/tns:TotalContributionsDue&gt;     &lt;tns:ReportingQuarter&gt;1&lt;/tns:ReportingQuarter&gt;     &lt;tns:ReportingYear&gt;2021&lt;/tns:ReportingYear&gt;     &lt;tns:FullQuarter&gt;&gt;true&lt;/tns:FullQuarter&gt;     &lt;tns:CTEmployeeCount&gt;123&lt;/tns:CTEmployeeCount&gt;     &lt;tns:CTGrossWages&gt;202020.20&lt;/tns:CTGrossWages&gt;       &lt;tns:CTGrossWagesEmployeeCount&gt;123         &lt;/tns:CTGrossWagesEmployeeCount&gt;     &lt;tns:PaymentAmountTotal&gt;1000.0&lt;/tns:PaymentAmountTotal&gt;     &lt;tns:IsFinalReturn&gt;&gt;false&lt;/tns:IsFinalReturn&gt;     &lt;tns:PayCycle&gt;BiWeekly&lt;/tns:PayCycle&gt;   &lt;/tns:Employer&gt; &lt;/tns:Return&gt;           </pre>	<pre> &lt;?xml version="1.0" encoding="UTF-8"?&gt; &lt;tns:Return   xmlns:py="http://codespeak.net/lxml/objectify/pytype"   xmlns:ns1="tns"   xmlns:tns="http://www.example.org/Return"   xmlns:ns0="http://www.w3.org/2001/XMLSchema"&gt;   &lt;tns:DocumentCount&gt;1&lt;/tns:DocumentCount&gt;   &lt;tns:AmendedReturn&gt;true&lt;/tns:AmendedReturn&gt;   &lt;tns:TaxPeriodStartDate&gt;2021-01-01&lt;/tns:TaxPeriodStartDate&gt;   &lt;tns:TaxPeriodEndDate&gt;2021-03-31&lt;/tns:TaxPeriodEndDate&gt;   &lt;tns:PreparerLegalName&gt;Acme Payroll Co&lt;/tns:PreparerLegalName&gt;   &lt;tns:PreparerFEIN&gt;12-3456789&lt;/tns:PreparerFEIN&gt;   &lt;tns:SettlementDate&gt;2022-02-17T04:29:05&lt;/tns:SettlementDate&gt;   &lt;tns:ReturnTotalContributionsDue&gt;750.00&lt;/tns:TotalContributionsDue&gt;   &lt;tns:Employer&gt;     &lt;tns:FEIN&gt;98-7654321&lt;/tns:FEIN&gt;     &lt;tns:EmployerLegalName&gt;Gadget Co&lt;/tns:EmployerLegalName&gt;     &lt;tns:BusAdrStreet1&gt;436 Oak Street&lt;/tns:BusAdrStreet1&gt;     &lt;tns:BusAdrCity&gt;Putnam&lt;/tns:BusAdrCity&gt;     &lt;tns:BusAdrStateCode&gt;CT&lt;/tns:BusAdrStateCode&gt;     &lt;tns:BusAdrPostalCode&gt;87302&lt;/tns:BusAdrPostalCode&gt;     &lt;tns:TotalWagesThisPeriod&gt;150000.0&lt;/tns:TotalWagesThisPeriod&gt;     &lt;tns:TotalContributionsDue&gt;750.0&lt;/tns:TotalContributionsDue&gt;     &lt;tns:ReportingQuarter&gt;1&lt;/tns:ReportingQuarter&gt;     &lt;tns:ReportingYear&gt;2021&lt;/tns:ReportingYear&gt;     &lt;tns:FullQuarter&gt;&gt;true&lt;/tns:FullQuarter&gt;     &lt;tns:CTEmployeeCount&gt;123&lt;/tns:CTEmployeeCount&gt;     &lt;tns:CTGrossWages&gt;153200.55&lt;/tns:CTGrossWages&gt;       &lt;tns:CTGrossWagesEmployeeCount&gt;123         &lt;/tns:CTGrossWagesEmployeeCount&gt;     &lt;tns:PaymentAmountTotal&gt;0.00&lt;/tns:PaymentAmountTotal&gt;     &lt;tns:IsFinalReturn&gt;&gt;false&lt;/tns:IsFinalReturn&gt;     &lt;tns:PayCycle&gt;BiWeekly&lt;/tns:PayCycle&gt;   &lt;/tns:Employer&gt; &lt;/tns:Return&gt;           </pre>



## CSV: Sample amended return where an additional payment is expected

For this example, we will use the following scenario:

- **Return File (Before Values):** Originally, Acme Payroll files that Gadget Co had \$1000.00 in total contributions due (with \$1000.00 in expected payments), \$200,000.00 in reported wages and \$202,020.20 in gross wages for this pay period.
- **Amended Return File (After Values):** Acme Payroll needs to correct Gadget Co to show that Gadget Co had \$1500.00 in total contributions due (with \$500.00 in expected payments to match this filing), \$300,000.00 in reported wages and \$303,030.30 in gross wages for this pay period.

**Submitting a CSV:** The CT Paid Leave Authority provides the ability to use CSV files if XML files cannot be utilized. When processed in our system, CSV files will be converted into XML files, so it is critical to follow the correct format when submitting.

### Brief CSV Guidance:

- Please refer to the to the File Specification Toolkit for detailed guidance on submitting CSV files, if needed.
- For each record in the amended return, the first eight fields must be the same (orange background).
- The example below is shown vertically for ease of reading; however, this should be submitted horizontally.

After creating your amended return file, key changes are noted in **yellow** when compared to your original return file. Note that there may be changes to other fields (such as employee wages) that are not reflected in the example below.

Sample Return CSV		Sample Amended Return CSV	
Header	Sample Value	Header	Sample Value
DocumentCount	1	DocumentCount	1
AmendedReturn	FALSE	AmendedReturn	TRUE
TaxPeriodStartDate	2021-01-01	TaxPeriodStartDate	2021-01-01
TaxPeriodEndDate	2021-03-31	TaxPeriodEndDate	2021-03-31
PreparerLegalName	Acme Payroll	PreparerLegalName	Acme Payroll
PreparerFEIN	12-3456789	PreparerFEIN	12-3456789
SettlementDate	2021-04-18T18:48:52	SettlementDate	2022-03-08T14:44:51
ReturnTotalContributionsDue	1000.00	ReturnTotalContributionsDue	1500.00
EmployerFEIN	98-7654321	EmployerFEIN	98-7654321
EmployerLegalName	Gadget Co	EmployerLegalName	Gadget Co
EmployerTaxPayerID		EmployerTaxPayerID	
IndividualName		IndividualName	
FName		FName	
MName		MName	
LName		LName	
BusAdrStreet1	744 Old Town Road	BusAdrStreet1	744 Old Town Road
BusAdrStreet2		BusAdrStreet2	

BusAdrStreet3		BusAdrStreet3	
BusAdrCity	Claremont	BusAdrCity	Claremont
BusAdrStateCode	CT	BusAdrStateCode	CT
BusAdrPostalCode	72512	BusAdrPostalCode	72512
BusAdrCountry	USA	BusAdrCountry	USA
FrgnAdrStreet1		FrgnAdrStreet1	
FrgnAdrStreet2		FrgnAdrStreet2	
FrgnAdrStreet3		FrgnAdrStreet3	
FrgnAdrCity		FrgnAdrCity	
FrgnAdrStateCode		FrgnAdrStateCode	
FrgnAdrPostalCode		FrgnAdrPostalCode	
FrgnAdrCountry		FrgnAdrCountry	
TotalWagesThisPeriod	200000.00	TotalWagesThisPeriod	300000.00
TotalContributionsDue	1000.00	TotalContributionsDue	1500.00
ReportingQuarter	1	ReportingQuarter	1
ReportingYear	2021	ReportingYear	2021
FullQuarter	TRUE	FullQuarter	TRUE
CTEmployeeCount	123	CTEmployeeCount	123
CTGrossWages	202020.20	CTGrossWages	303030.30
CTGrossWagesEmployeeCount	123	CTGrossWagesEmployeeCount	123
PaymentAmountTotal	1000.00	PaymentAmountTotal	500.00
IsFinalReturn	FALSE	IsFinalReturn	FALSE
PayCycle	Weekly	PayCycle	Weekly

## CSV: Sample amended return where a refund may be due

For this example, we will use the following scenario:

- **Return File (Before Values):** Originally, Acme Payroll files that Gadget Co had \$1000.00 in total contributions due (with \$1000.00 in expected payments), \$200,000.00 in reported wages and \$202,020.20 in gross wages for this pay period.
- **Amended Return File (After Values):** Acme Payroll needs to correct Gadget Co to show that Gadget Co had \$750.00 in total contributions due (with no payment being made), \$150,000.00 in reported wages and \$153,200.55 in gross wages for this pay period.

**Submitting a CSV:** The CT Paid Leave Authority provides the ability to use CSV files if XML files cannot be utilized. When processed in our system, CSV files will be converted into XML files, so it is critical to follow the correct format when submitting.

### Brief CSV Guidance:

- The example below is shown vertically for ease of reading; however, this should be submitted horizontally.
- As noted in the File Specification Toolkit:
  - The header (yellow background) must remain the same throughout the CSV.

After creating your amended return file, key changes are noted in **yellow** when compared to your original return file. Note that there may be changes to other fields (such as employee wages) that are not reflected in the example below.

Sample Return CSV		Sample Amended Return CSV	
Header	Sample Value	Header	Sample Value
DocumentCount	1	DocumentCount	1
AmendedReturn	FALSE	AmendedReturn	TRUE
TaxPeriodStartDate	2021-01-01	TaxPeriodStartDate	2021-01-01
TaxPeriodEndDate	2021-03-31	TaxPeriodEndDate	2021-03-31
PreparerLegalName	Acme Payroll	PreparerLegalName	Acme Payroll
PreparerFEIN	12-3456789	PreparerFEIN	12-3456789
SettlementDate	2021-04-18T18:48:52	SettlementDate	2022-03-08T14:44:51
ReturnTotalContributionsDue	1000.00	ReturnTotalContributionsDue	750.00
EmployerFEIN	98-7654321	EmployerFEIN	98-7654321
EmployerLegalName	Gadget Co	EmployerLegalName	Gadget Co
EmployerTaxPayerID		EmployerTaxPayerID	
IndividualName		IndividualName	
FName		FName	
MName		MName	
LName		LName	
BusAdrStreet1	744 Old Town Road	BusAdrStreet1	744 Old Town Road
BusAdrStreet2		BusAdrStreet2	
BusAdrStreet3		BusAdrStreet3	

BusAdrCity	Claremont	BusAdrCity	Claremont
BusAdrStateCode	CT	BusAdrStateCode	CT
BusAdrPostalCode	72512	BusAdrPostalCode	72512
BusAdrCountry	USA	BusAdrCountry	USA
FrgnAdrStreet1		FrgnAdrStreet1	
FrgnAdrStreet2		FrgnAdrStreet2	
FrgnAdrStreet3		FrgnAdrStreet3	
FrgnAdrCity		FrgnAdrCity	
FrgnAdrStateCode		FrgnAdrStateCode	
FrgnAdrPostalCode		FrgnAdrPostalCode	
FrgnAdrCountry		FrgnAdrCountry	
TotalWagesThisPeriod	200000.00	TotalWagesThisPeriod	150000.00
TotalContributionsDue	1000.00	TotalContributionsDue	750.00
ReportingQuarter	1	ReportingQuarter	1
ReportingYear	2021	ReportingYear	2021
FullQuarter	TRUE	FullQuarter	TRUE
CTEmployeeCount	123	CTEmployeeCount	123
CTGrossWages	202020.20	CTGrossWages	153200.55
CTGrossWagesEmployeeCount	123	CTGrossWagesEmployeeCount	123
PaymentAmountTotal	1000.00	PaymentAmountTotal	0.00
IsFinalReturn	FALSE	IsFinalReturn	FALSE
PayCycle	Weekly	PayCycle	Weekly

## Refunds

The CT Paid Leave Authority will review amended return files which indicate an overpayment where a refund may be due. Refunds will not be issued automatically since returns might not be finalized and may require additional amendments. If returns are complete and you believe a refund is owed, please have the employer [contact us](#) and select “Employer Refund Request” as the Contact Reason. Please note that refunds cannot be applied to future payments and will be issued directly to employers. Employers will be able to track the status of their refunds in My Account.

# Versioning

Version #	Author of Changes	Revision Date	Reasons/changes made
1.0	Amy Anderson	Feb 2022	New document to support the new amended returns batch process.
1.1	Stephanie Decker	Aug 2022	Updated to include the new fields: ReportingQuarter, ReportingYear, FullQuarter, CTEmployeeCount, CTGrossWages, CTGrossWagesEmployeeCount
1.2	Amy Anderson	Nov 2022	Updated to include that ReportingQuarter, ReportingYear and FullQuarter cannot be amended
1.2.1	Stephanie Decker	Dec 2022	Extension to when new fields will be required. Corrected CSV Return file specif at the TPA level where TotalContributionsDue needs to be ReturnTotalContributionsDue
1.3	Stephanie Decker	4/11/2024	Remove Employee details from the amended return file spec and update the maximum file size guidelines