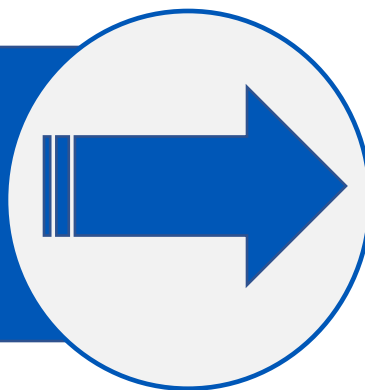




Connecticut
Paid Leave

Quick Guide to Amended Returns

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



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What's New

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

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 Amended Return files processed.

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.

XSD Schema File

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

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 in 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 form 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"> • EmployerFEIN • TaxPeriodStartDate • TaxPeriodEndDate • ReportingQuarter • ReportingYear • FullQuarter | This indicates that the system could not 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"> • PreparerLegalName • PreparerFEIN • TaxPeriodStartDate • TaxPeriodEndDate • SettlementDate • EmployerFEIN • EmployerLegalName | 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"> • PreparerFEIN • TaxPeriodStartDate • TaxPeriodEndDate • SettlementDate • EmployerFEIN | 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"> • TotalContributionsDue • EmployerTotalWagesThisPeriod • EmployerTotalContributionsDue • EmployerPaymentTotal | 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 |
| [Field] is too large. | <ul style="list-style-type: none"> • AddressStreet • City • State • PostalCode | 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 | Warning |

| Ack File Message | Potentially Affected Fields | Resolution | Error Type |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| | <ul style="list-style-type: none"> PayCycle | system. The warning should prompt you to correct this for future filings. | |
| AmendedReturn value must be set to TRUE for all Amended Return files. | <ul style="list-style-type: none"> AmendedReturn Or this could be a file name issue | 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"> AmendedReturn Or this could be a file name issue | 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"> N/A | There was an issue receiving your file. This could be due to a file format issue, or a potential server disconnect. If you have confirmed that your file format is correct, please resubmit it. If you continue to receive this error, please contact CT Paid Leave for additional assistance. | Error |
| Total Contributions Due and Total Wages This Period Mismatch | <ul style="list-style-type: none"> EmployerTotalContributionsDue EmployerTotalWagesThisPeriod | 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 |
| CT Gross Wages must be greater than or equal to the Contribution Amount. | <ul style="list-style-type: none"> CTGrossWages TotalContributionsDue | Contributions due is a percentage of gross wages, as such, the CT Gross Wages value must be a higher value than the Total Contributions Due value. | Error |
| 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. | <ul style="list-style-type: none"> N/A | 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. | Error |
| 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 | <ul style="list-style-type: none"> N/A | Check your filings in the My Account section. To review or amend your filings, sign in to your account on the CT Paid Leave website and navigate to the My Account for Business portal. | Error |

| Ack File Message | Potentially Affected Fields | Resolution | Error Type |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| account at www.ctpaidleave.org and navigate to the My Account for Business portal. | | | |
| File contains employee data | <ul style="list-style-type: none"> All Employee fields | Employee data cannot be included in Amended Return Files. Remove the employee data, update the version number in the file name, and upload the new file for processing. | 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.

Key changes are noted in **yellow** when comparing the amended file to the original return file.

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

Key changes are noted in **yellow** when comparing the amended file to the original return file.

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

Key changes are noted in **yellow** when comparing the amended file to the 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

| Header | Sample Value |
|-----------------------------|---------------------|
| DocumentCount | 1 |
| AmendedReturn | FALSE |
| TaxPeriodStartDate | 2021-01-01 |
| TaxPeriodEndDate | 2021-03-31 |
| PreparerLegalName | Acme Payroll |
| PreparerFEIN | 12-3456789 |
| SettlementDate | 2021-04-18T18:48:52 |
| ReturnTotalContributionsDue | 1000.00 |
| EmployerFEIN | 98-7654321 |
| EmployerLegalName | Gadget Co |
| EmployerTaxPayerID | |
| IndividualName | |
| FName | |
| MName | |
| LName | |
| BusAdrStreet1 | 744 Old Town Road |
| BusAdrStreet2 | |
| BusAdrStreet3 | |
| BusAdrCity | Claremont |
| BusAdrStateCode | CT |
| BusAdrPostalCode | 72512 |
| BusAdrCountry | USA |
| FrgnAdrStreet1 | |
| FrgnAdrStreet2 | |
| FrgnAdrStreet3 | |
| FrgnAdrCity | |
| FrgnAdrStateCode | |
| FrgnAdrPostalCode | |
| FrgnAdrCountry | |
| TotalWagesThisPeriod | 200000.00 |
| TotalContributionsDue | 1000.00 |
| ReportingQuarter | 1 |
| ReportingYear | 2021 |
| FullQuarter | TRUE |
| CTEmployeeCount | 123 |
| CTGrossWages | 202020.20 |
| CTGrossWagesEmployeeCount | 123 |
| PaymentAmountTotal | 1000.00 |
| IsFinalReturn | FALSE |
| PayCycle | Weekly |

Sample Amended Return CSV

| Header | Sample Value |
|-----------------------------|---------------------|
| DocumentCount | 1 |
| AmendedReturn | TRUE |
| TaxPeriodStartDate | 2021-01-01 |
| TaxPeriodEndDate | 2021-03-31 |
| PreparerLegalName | Acme Payroll |
| PreparerFEIN | 12-3456789 |
| SettlementDate | 2022-03-08T14:44:51 |
| ReturnTotalContributionsDue | 1500.00 |
| EmployerFEIN | 98-7654321 |
| EmployerLegalName | Gadget Co |
| EmployerTaxPayerID | |
| IndividualName | |
| FName | |
| MName | |
| LName | |
| BusAdrStreet1 | 744 Old Town Road |
| BusAdrStreet2 | |
| BusAdrStreet3 | |
| BusAdrCity | Claremont |
| BusAdrStateCode | CT |
| BusAdrPostalCode | 72512 |
| BusAdrCountry | USA |
| FrgnAdrStreet1 | |
| FrgnAdrStreet2 | |
| FrgnAdrStreet3 | |
| FrgnAdrCity | |
| FrgnAdrStateCode | |
| FrgnAdrPostalCode | |
| FrgnAdrCountry | |
| TotalWagesThisPeriod | 300000.00 |
| TotalContributionsDue | 1500.00 |
| ReportingQuarter | 1 |
| ReportingYear | 2021 |
| FullQuarter | TRUE |
| CTEmployeeCount | 123 |
| CTGrossWages | 303030.30 |
| CTGrossWagesEmployeeCount | 123 |
| PaymentAmountTotal | 500.00 |
| IsFinalReturn | FALSE |
| 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.

Key changes are noted in **yellow** when comparing the amended file to the 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

| Header | Sample Value |
|-----------------------------|---------------------|
| DocumentCount | 1 |
| AmendedReturn | FALSE |
| TaxPeriodStartDate | 2021-01-01 |
| TaxPeriodEndDate | 2021-03-31 |
| PreparerLegalName | Acme Payroll |
| PreparerFEIN | 12-3456789 |
| SettlementDate | 2021-04-18T18:48:52 |
| ReturnTotalContributionsDue | 1000.00 |
| EmployerFEIN | 98-7654321 |
| EmployerLegalName | Gadget Co |
| EmployerTaxPayerID | |
| IndividualName | |
| FName | |
| MName | |
| LName | |
| BusAdrStreet1 | 744 Old Town Road |
| BusAdrStreet2 | |
| BusAdrStreet3 | |
| BusAdrCity | Claremont |
| BusAdrStateCode | CT |
| BusAdrPostalCode | 72512 |
| BusAdrCountry | USA |
| FrqnAdrStreet1 | |
| FrqnAdrStreet2 | |
| FrqnAdrStreet3 | |
| FrqnAdrCity | |
| FrqnAdrStateCode | |
| FrqnAdrPostalCode | |
| FrqnAdrCountry | |
| TotalWagesThisPeriod | 200000.00 |
| TotalContributionsDue | 1000.00 |
| ReportingQuarter | 1 |
| ReportingYear | 2021 |
| FullQuarter | TRUE |
| CTEmployeeCount | 123 |
| CTGrossWages | 202020.20 |
| CTGrossWagesEmployeeCount | 123 |
| PaymentAmountTotal | 1000.00 |
| IsFinalReturn | FALSE |
| PayCycle | Weekly |

Sample Amended Return CSV

| Header | Sample Value |
|-----------------------------|---------------------|
| DocumentCount | 1 |
| AmendedReturn | TRUE |
| TaxPeriodStartDate | 2021-01-01 |
| TaxPeriodEndDate | 2021-03-31 |
| PreparerLegalName | Acme Payroll |
| PreparerFEIN | 12-3456789 |
| SettlementDate | 2022-03-08T14:44:51 |
| ReturnTotalContributionsDue | 750.00 |
| EmployerFEIN | 98-7654321 |
| EmployerLegalName | Gadget Co |
| EmployerTaxPayerID | |
| IndividualName | |
| FName | |
| MName | |
| LName | |
| BusAdrStreet1 | 744 Old Town Road |
| BusAdrStreet2 | |
| BusAdrStreet3 | |
| BusAdrCity | Claremont |
| BusAdrStateCode | CT |
| BusAdrPostalCode | 72512 |
| BusAdrCountry | USA |
| FrqnAdrStreet1 | |
| FrqnAdrStreet2 | |
| FrqnAdrStreet3 | |
| FrqnAdrCity | |
| FrqnAdrStateCode | |
| FrqnAdrPostalCode | |
| FrqnAdrCountry | |
| TotalWagesThisPeriod | 150000.00 |
| TotalContributionsDue | 750.00 |
| ReportingQuarter | 1 |
| ReportingYear | 2021 |
| FullQuarter | TRUE |
| CTEmployeeCount | 123 |
| CTGrossWages | 153200.55 |
| CTGrossWagesEmployeeCount | 123 |
| PaymentAmountTotal | 0.00 |
| IsFinalReturn | FALSE |
| 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 |
| 1.4 | Stephanie Decker | 3/19/2025 | Add error message for when Amended Return files include employee details. Updated to be accessible. |
| 1.5 | Stephanie Decker | 4/17/2025 | Added link to XSD Schema File |
| 1.6 | Stephanie Decker | 5/29/2025 | NOT UPLOADED YET – NOT ADDED TO NEW Removed error for preventing amending returns older than 3 years old (10011029). Added errors for: CT Gross Wages must be greater than or equal to the Contribution Amount. 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. 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 |

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|-----------|-------------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | 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. |
| 1.7 | Stephanie Decker | 8/6/25 | Accessibility updates |
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