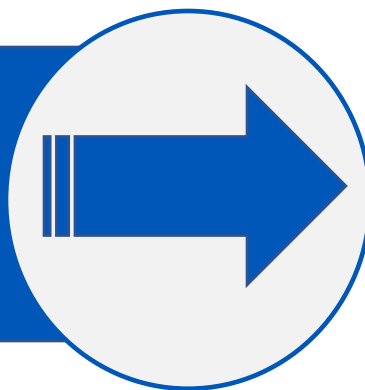




Connecticut
Paid Leave

Guide to Amended Returns Filed through the Batch Process



Contents

- Guide to Amended Returns Filed through the Batch Process..... 1
 - Introduction..... 3
 - New in this version of the guide 3
 - Code 100 11 001 Unable to Amend..... 3
 - Code 100 11 002 Unable to Amend..... 3
 - Amended Return Definition..... 3
 - XSD Schema File..... 3
 - Changes which can be accommodated through the batch process..... 3
 - Changes which cannot be accommodated through the batch process 3
 - Developing a batch amended return file..... 4
 - Common Error Codes..... 6
 - Error Types:..... 6
 - XML: Sample where an additional payment is expected 9
 - XML: Sample where a refund may be due 10
 - CSV: Sample amended return where an additional payment is expected..... 11
 - CSV: Sample amended return where a refund may be due..... 13
 - Refunds..... 15
 - Versioning 16

Introduction

This document refers to filing amended returns with the batch amended returns process only. Only batch returns and batch amended returns can be updated with the batch amended return process. Contributions made through the online payment portal or batch returns that were amended through the online payment portal cannot be amended with the batch amended returns process.

New in this version of the guide

The following batch amended return validation errors were implemented November 13, 2025.

Code 100 11 001 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.

Code 100 11 002 Unable to Amend

We are unable to amend your return filing because your account was non-compliant for the same reporting quarter. If you have any questions or need additional support, please submit a support request at <https://service.ctpaidleave.org/s/contactus>. Select "Help with contribution payments/reporting" as the contact reason when completing the contact form.

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

[Amended Return Schema XSD File](#)

Changes which can be accommodated through the batch process

- Reported wages
- Contribution amount
- Employee counts

Changes which cannot be accommodated through the batch process

- Dates, including:
Note: The only exception to this is if the return has a Null value, but the amended return does not.
 - Pay period start and end dates
 - Reporting quarter or reporting year
 - Full Quarter Contribution

- TPA or Employer FEINs
- Any changes to a return your business did not submit

Developing a batch 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 [Resources and Guides](#) webpage.

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
 - 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 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 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.

Acknowledgement 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 	This is a warning that the string contained more characters than our system allows. Though a	Warning

Acknowledgement File Message	Potentially Affected Fields	Resolution	Error Type
	<ul style="list-style-type: none"> PostalCode PayCycle 	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.	
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.	Not applicable	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.	Not applicable	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	Not applicable	Check your filings in the My Account section. To review or amend your filings, sign in to your	Error

Acknowledgement File Message	Potentially Affected Fields	Resolution	Error Type
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.		account on the CT Paid Leave website and navigate to the My Account for Business portal.	
We are unable to amend your return filing because your account was non-compliant for the same reporting quarter. If you have any questions or need additional support, please submit a support request at https://service.ctpaidleave.org/s/contactus . Select "Help with contribution payments/reporting" as the contact reason when completing the contact form.	Not applicable	Accounts must be in compliance for a reporting quarter, for amendments for that quarter to be processed. Resolve any outstanding balances, then process the amended return. For assistance, use the contact us form on the CT Paid Leave website.	Error
File contains employee data	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 where an additional payment is expected

For this example, we will use the following scenario:

- **Return file (before values):** Originally, Acme Payroll filed 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.

Changes are underlined and yellow highlighted when comparing the sample amended return file to the sample return file in the table below.

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 where a refund may be due

For this example, we will use the following scenario:

- **Return file (before values):** Originally, Acme Payroll filed 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.

Changes are underlined and yellow highlighted when comparing the sample amended return file to the sample return file in the table below.

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 filed 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.

Changes are underlined and yellow highlighted when comparing the sample amended return file to the sample return file in the tables on the next page.

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 filed 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.

Changes are underlined and yellow highlighted when comparing the sample amended return file to the sample return file in the tables on the next page

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	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
FrgnAdrStreet1	
FrgnAdrStreet2	
FrgnAdrStreet3	
FrgnAdrCity	
FrgnAdrStateCode	
FrgnAdrPostalCode	
FrgnAdrCountry	
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 online in My Account for Business.

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. Accessibility updates.
1.5	Stephanie Decker	4/17/2025	Added link to XSD Schema File
1.6	Stephanie Decker	5/29/2025	<p>Removed error for preventing amending returns older than 3 years old (10011029).</p> <p>Added errors for: CT Gross Wages must be greater than or equal to the Contribution Amount.</p> <p>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.</p> <p>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.</p>
1.7	Stephanie Decker	8/6/25	Accessibility updates
1.8	Stephanie Decker	9/9/25	<p>Added information about the new error: We are unable to amend your return filing because your account was non-compliant for the same reporting quarter. If you have any questions or need additional support, please submit a support request at https://service.ctpaidleave.org/s/contactus. Select "Help with contribution payments/reporting" as the contact reason when completing the contact form.</p>
1.9	Stephanie Decker	11/10/25	Updates to clarify that this document is for the batch amended returns process only.