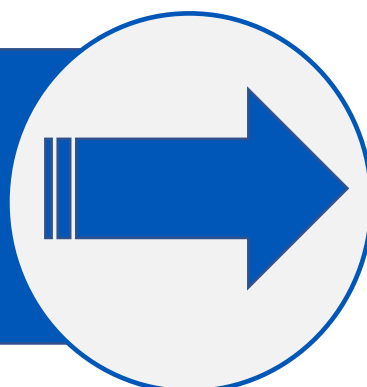




Connecticut
Paid Leave

Guide to Submit Files to CTPL



Versioning

Version #	Author of Changes	Revision Date	Document Name	Approved By: Date:	Reasons/changes made
v0.9.0					

>Table of Contents


Request SFTP Access Job Aid	4
SFTP Process Using SSH Key	5
SFTP Process Using Manual Log In.....	6
Connecting to SFTP Server Step-by-Step for Manual Upload	7
File Naming Conventions.....	9
Enrollment File - XML.....	11
Enrollment File - CSU.....	16
Acknowledgement File.....	18
Return File.....	23

CTPL Registration must be completed prior to requesting SFTP account.

1. Request SFTP access via the Contact Us form on the ctpaidleave.org website.
2. Upon receipt of request, CTPL SFTP Admin will create the SFTP account for the TPA.
3. Once the SFTP account is set up, TPA will be notified and can test connectivity.
4. Send sample enrollment file to test connectivity. Schema provided by CTPL Admin.



1. Access ctpaidleave.org
2. Click on “**Contact Us**” from the top navigation menu.
3. Complete **all form fields**.
4. Select “**Request SFTP Access**” from the ‘**Contact Reason**’ dropdown menu.
5. In the ‘**How can we help you field?**’ enter the reason for SFTP request
6. Click ‘**Submit**’.



Customer Support
Tell Us How We Can Help.

*First Name

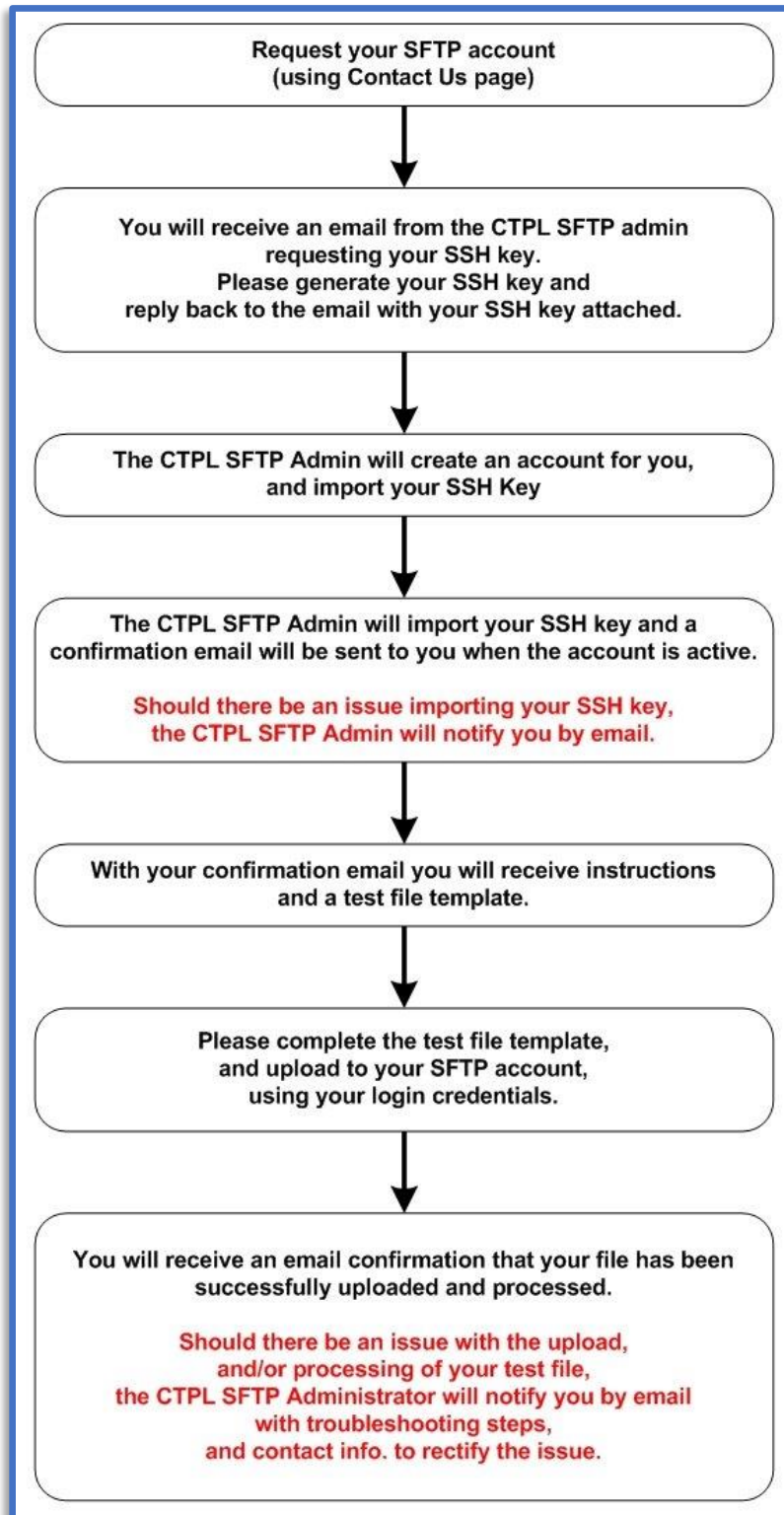
*Last Name

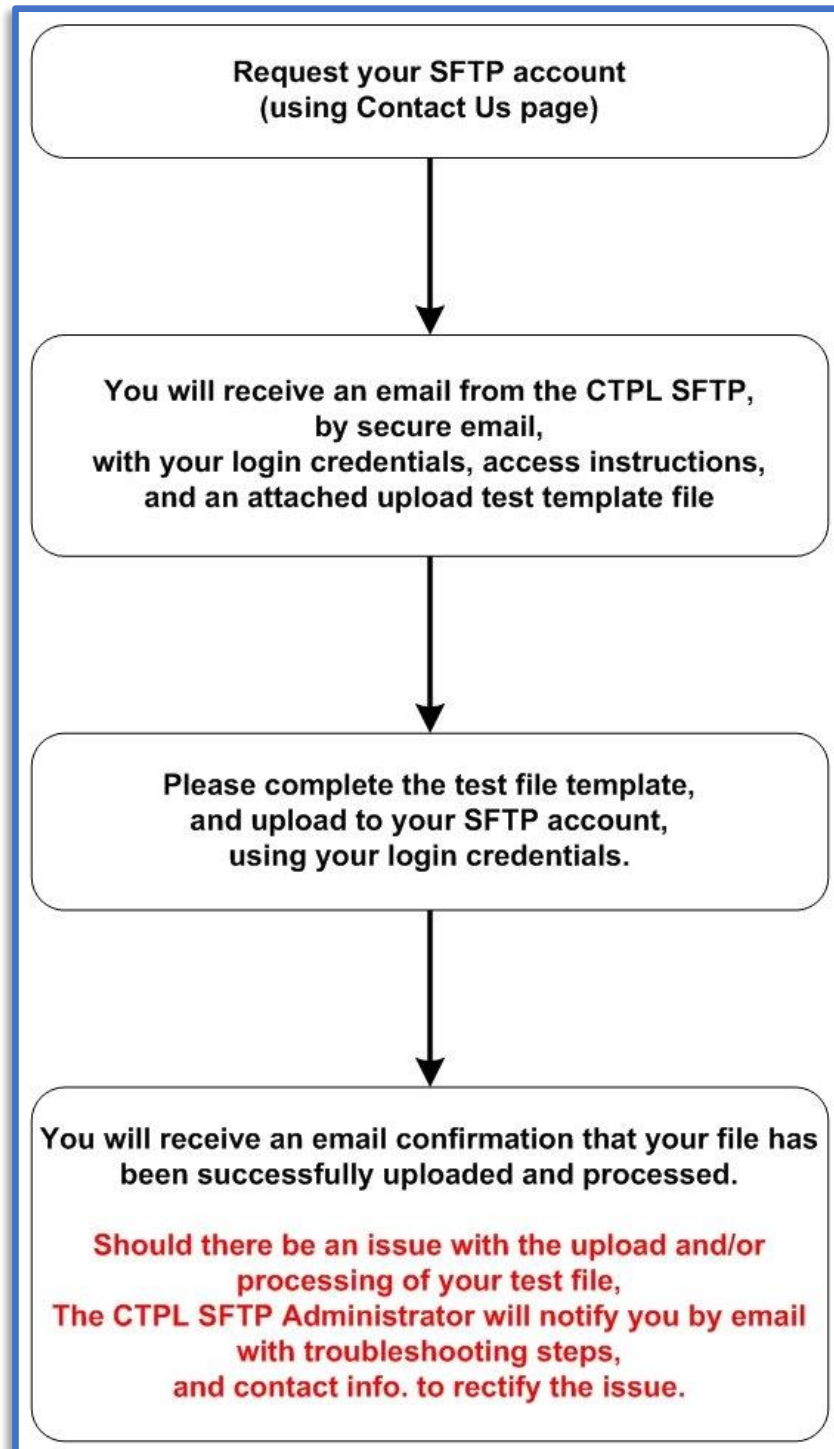
*Email Address

*Company

*Contact Reason
Select an Option

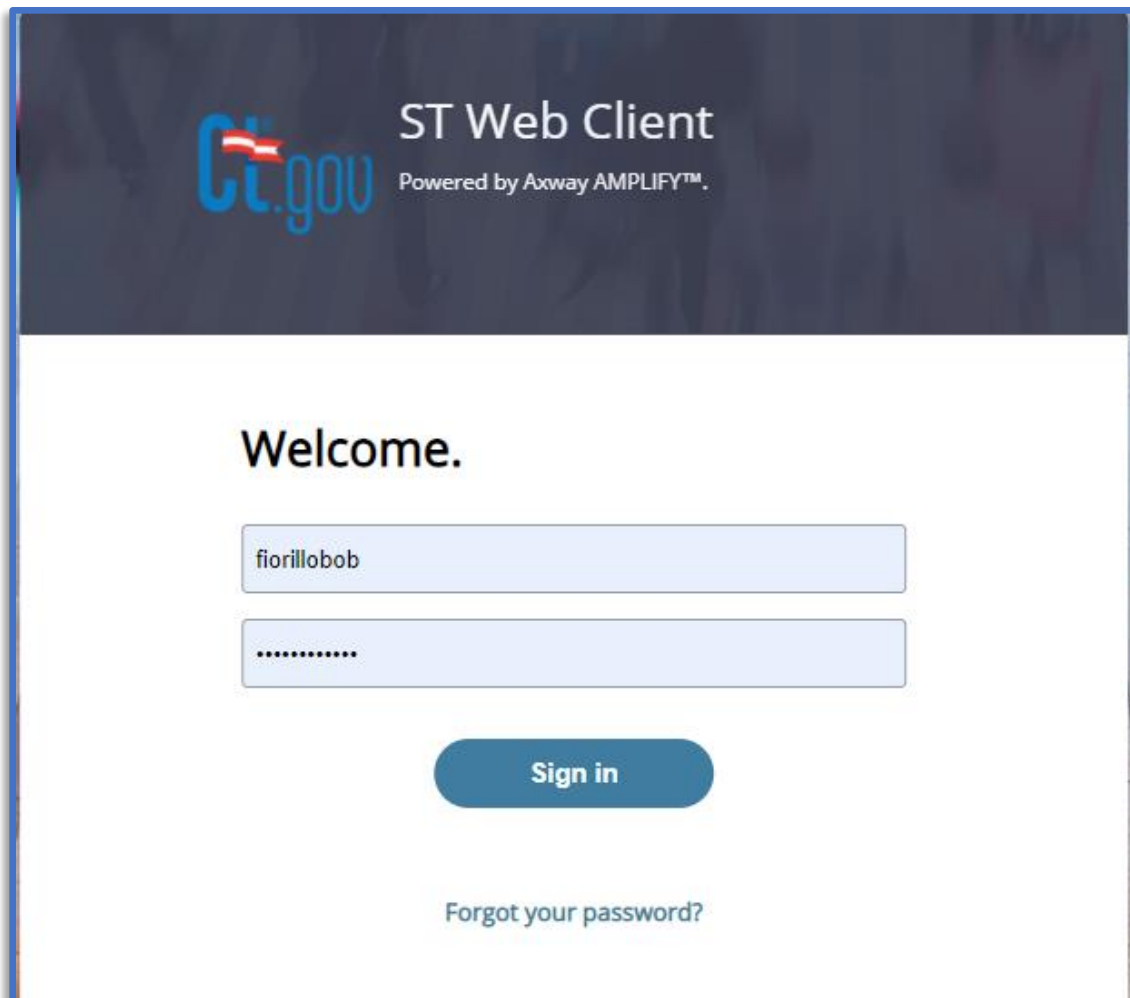
Ask A Question
Contact The Authority
File A Complaint
Request SFTP Access
File A Complaint
Raise A Concern
Report Suspected Fraud





>Connecting to SFTP Server Step-by-Step for Manual Upload

1. Once you have received your SFTP login credentials please point your web browser to:
<https://sft.ct.gov>
2. Please enter the username and password you have been provided from the CTPL SFTP admin
(sent via secure email)



ct.gov ST Web Client
Powered by Axway AMPLIFY™

Welcome.

fiorillobob

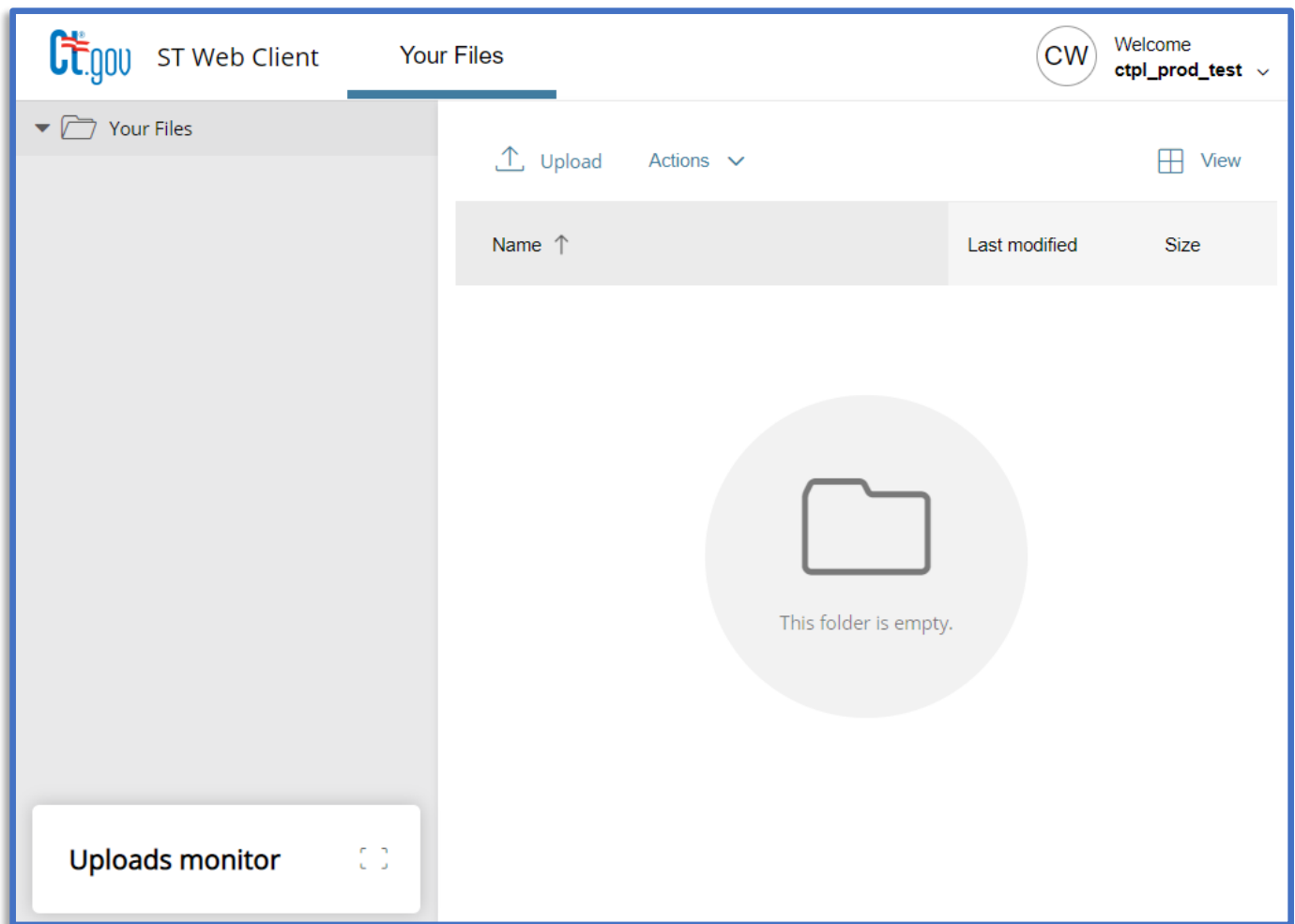
.....

Sign in

[Forgot your password?](#)

> Connecting to SFTP Server Step-by-Step for Manual Upload

3. Once logged into the SFTP Web Client, you can drag and drop your files onto the web page.
4. Once your files have been uploaded, you can log out.



>CTPL File Naming Conventions



In order to ensure that files used by CTPL and our business partners can be quickly identified and properly archived and retrieved, it is requested that the following file naming conventions be followed. Failure to adhere to these standards could result in delays or failures processing inbound files.

Each file exchanged with the CT Paid Leave Authority will be expected to adhere to the following naming pattern. The pattern consists of a series of informational nodes, with each node separated by an underscore. The nodes have been chosen to allow providers or consumers to understand the expected file contents at a glance, and the consistency of node sequences will allow the files to stay organized within a normal folder structure. Additionally, automated processes may key off of file names, so an inconsistently named file may require special handling and incur processing delays.

Table 1 – File Naming Pattern

Node Content	Value	Sample
Unique Prefix for Paid Leave	CTPL	CTPL
Three Character Mnemonic for filetype.	See Table 2	ENR
Unformatted FEIN or some other identifier value, padded out to 9 characters	The Sender FEIN for files inbound to the authority, or for outbound files, the receiver FEIN.	426092234
A two character designator to indicate If this is a revised file.	For Original Files, this value will be 00. Increment this number for revisions or resubmissions.	00
Timestamp Unformatted. If a revision, the original version timestamp.	yyyymmddhhmmss	20210112152238
Period as the separator between filename and filetype	Standard Filenaming Convention	.
Standard Filetype suffix	Standard Filetypes	xml

Using the sample values from Table 1, the filename created would be :

CTPL_ENR_426092234_00_20210112152238.xml

Indicating that this is an XML Enrollment file sent by FEIN 42-6092234 on 01/12/2021 @ 3:22:38 PM.

Table 2 – Defined File types

File Type	Mnemonic
Enrollment	ENR
Return	RTN
Acknowledgment	ACK

Special Note for Developers

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

As an example, file `CTPL_ENR_426092234_00_20210112152238.xml`, if renamed `CTPL_ENR_426092234_00_20210112152238_test.xml` can be used for testing without performing the data changes associated with processing an enrollment file.

> Enrollment File - XML



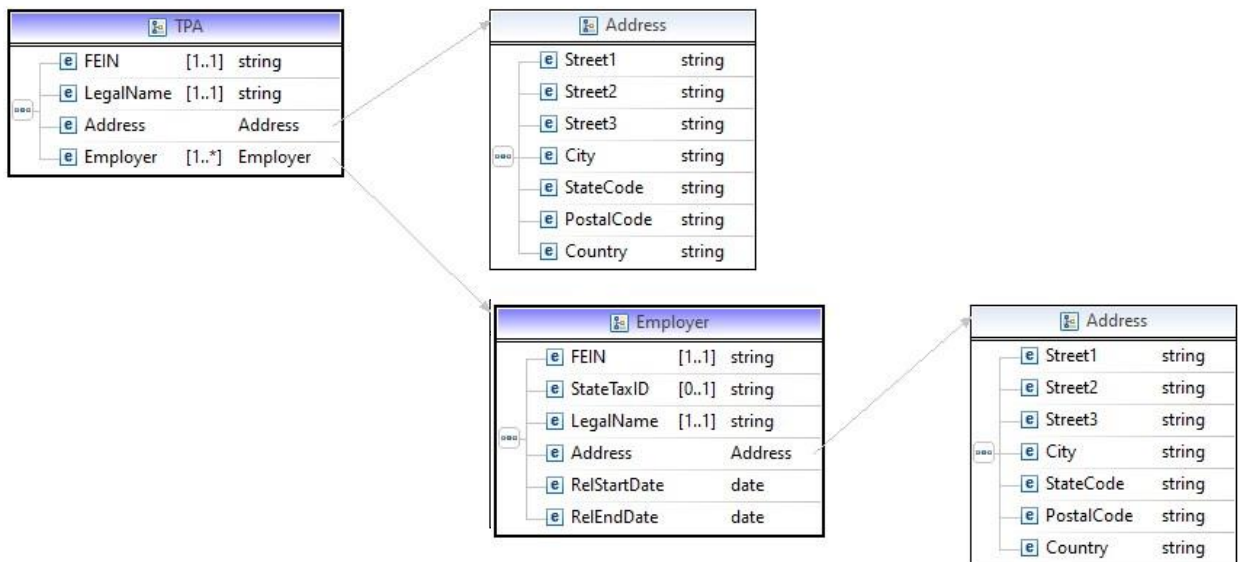
Format: XML

Frequency: Monthly

Purpose: The Enrollment file conveys the association between a given Third Party administrator and the Companies the TPA provides services to. The file requires Federal Employer Identification Numbers (FEIN) as identifiers for the participating companies and records the starting and potentially ending dates of the company to company relationships. For active relationships, no ending date will be supplied.

Graphic View:

Enrollment Version 0.2.1



Text View – Enrollment.xsd (Schema):

```

<?xml version="1.0" encoding="UTF-8"?>
<schema xmlns="http://www.w3.org/2001/XMLSchema" targetNamespace="http://www.example.org/Enrollment"
xmlns:tns="http://www.example.org/Enrollment" elementFormDefault="qualified">
  <complexType name="TPA">
    <annotation>
      <documentation>Version 0.2.1 - 10/20/2020</documentation>
    </annotation>
    <sequence>
      <element name="FEIN" type="string" maxOccurs="1" minOccurs="1">
        <annotation>
          <documentation>The Federal Employer IDentification Number assigned to the
TPA company.</documentation>
        </annotation></element>
      <element name="LegalName" type="string" maxOccurs="1" minOccurs="1">
        <annotation>
          <documentation>The Registered Legal Name of the TPA Company
</documentation>
        </annotation></element>
      <element name="Address" type="tns:Address">
        <annotation>
          <documentation>The Location of the TPA Company.</documentation>
        </annotation></element>
      <element name="Employer" type="tns:Employer" maxOccurs="unbounded" minOccurs="1"></element>
    </sequence>
  </complexType>

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

  <complexType name="Employer">
    <sequence>
      <element name="FEIN" type="string" maxOccurs="1" minOccurs="1">
        <annotation>
          <documentation>The Federal Employer Identification number assigned to the
Client Company</documentation>
        </annotation></element>
      <element name="StateTaxID" type="string" maxOccurs="1" minOccurs="0">
        <annotation>
          <documentation>The State Tax ID for this company used to communicate with
CT Department of Revenue Services (DRS).</documentation>
        </annotation></element>
      <element name="LegalName" type="string" maxOccurs="1" minOccurs="1">
        <annotation>
          <documentation>The Registered Legal Name of the Client Company
</documentation>

```

> Enrollment File - XML



```
        </annotation></element>
    <element name="Address" type="tns:Address">
        <annotation>
            <documentation>The Location of the Client Company.</documentation>
        </annotation></element>
    <element name="ReLStartDate" type="date">
        <annotation>
            <documentation>
Starting Date of the Relationship between a TPA and a given Employer
            </documentation>
        </annotation>
    </element>
    <element name="ReLEndDate" type="date">
        <annotation>
            <documentation>
Ending Date of the Relationship between a TPA and a given Employer. Will be null for active relationships.
            </documentation>
        </annotation>
    </element>
</sequence>
</complexType>

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

> Enrollment File - XML



Sample XML:

```
<?xml version="1.0" encoding="UTF-8"?>
<tns:TPA xmlns:tns="http://www.example.org/Enrollment" xmlns:xsi="http://www.w3.org/2001/XMLSchemaInstance"
xsi:schemaLocation="http://www.example.org/Enrollment Enrollment.xsd ">
  <tns:FEIN>39-4313328</tns:FEIN>
  <tns:LegalName>Third Party Administrator</tns:LegalName>
  <tns:Address>
    <tns:Street1>Your Street Address</tns:Street1>
    <tns:Street2>Optional Address Info</tns:Street2>
    <tns:Street3>Optional Address Info</tns:Street3>
    <tns:City>Your City</tns:City>
    <tns:StateCode>CT</tns:StateCode>
    <tns:PostalCode>06016</tns:PostalCode>
    <tns:Country>USA</tns:Country>
  </tns:Address>
  <tns:Employer>
    <tns:FEIN>55-5136907</tns:FEIN>
    <tns:StateTaxID>876543200</tns:StateTaxID>
    <tns:LegalName>Client Company</tns:LegalName>
    <tns:Address>
      <tns:Street1>Their Street Address</tns:Street1>
      <tns:Street2>Optional Address Info</tns:Street2>
      <tns:Street3>Optional Address Info</tns:Street3>
      <tns:City>Their City</tns:City>
      <tns:StateCode>CT</tns:StateCode>
      <tns:PostalCode>06111</tns:PostalCode>
      <tns:Country>USA</tns:Country>
    </tns:Address>
    <tns:RelStartDate>2019-10-02</tns:RelStartDate>
    <tns:RelEndDate></tns:RelEndDate>
  </tns:Employer>
</tns:TPA>
```

Note that Employers will repeat * times

If the relationship is Active, there will be no end date for RelEndDate

> Enrollment File - CSV



Format: CSV

Frequency: Monthly

Purpose: The Enrollment file conveys the association between a given Third Party administrator and the Companies the TPA provides services to. The file requires Federal Employer Identification Numbers (FEIN) as identifiers for the participating companies and records the starting and potentially ending dates of the company to company relationships. For active relationships, no ending date will be supplied.

While the preferred format for Enrollment Files are XML, this Alternate CSV format can be used by Payroll Processors who, for some reason, cannot work with XML.

File Layout:

The File will contain each named field separated from the next by a comma. Strings containing commas must be enclosed in double quotes. All other strings may optionally be enclosed in double quotes.

The file will contain a header record. The record layout follows, but is shown vertically rather than horizontally for ease of readability:

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

Within Each Return File submitted, the fields prefixed with TPA must be identical on each record. There will be a unique set of values for the set of fields prefixed with Emplr. That will create a file with the record count equal to the number of Client Companies (Employers) being enrolled.

As our process will first convert the CSV format to XML, it is important that these constraints be strictly adhered to.

> Acknowledgement File



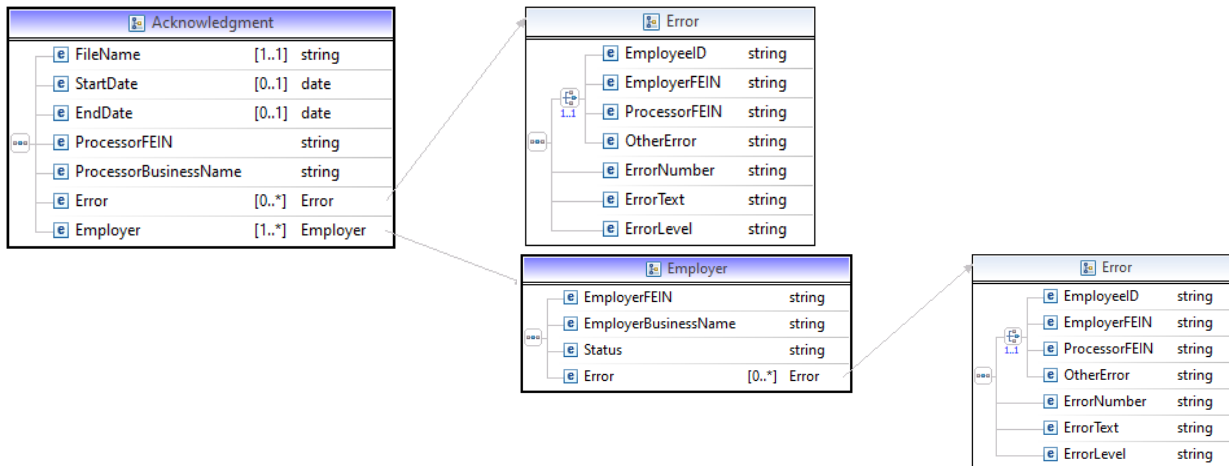
Format: XML

Frequency: Monthly

Purpose: The Acknowledgement file is used to communicate processing results for Enrollment files or Return Files back to the submitter. It will document the status of the submitted file after processing and communicate any processing errors encountered.

Graphic View

Acknowledgement Version 0.2.1



> Acknowledgement File



Text View

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

  <complexType name="Employer">
    <sequence>
      <element name="EmployerFEIN" type="string"></element>
      <element name="EmployerBusinessName" type="string"></element>
      <element name="Status" type="string">
        <annotation>
          <documentation>The Overall Status of the Employer in regard to processing
(Accepted/Rejected)
</documentation>
        </annotation></element>
      <element name="Error" type="tns:Error" maxOccurs="unbounded" minOccurs="0">
        <annotation>
          <documentation>A listing of any error messages, including warnings and
informational messages encountered during processing.</documentation>
        </annotation></element>
    </sequence>
  </complexType>

  <complexType name="Error">
    <annotation>
      <documentation>Within a given Employer, 0 to many error conditions may be detected and logged.
Procedurally, it is desired to identify all errors within an Employer before rejecting the employer to
minimize the number of round trips this data needs to take
between the payroll processor and the Authority. If any errors are detected within an Employer, the
Employer is rejected
but the remainder of the return file (All accepted Employers) can be processed.
</documentation>
    </annotation>
    <sequence>
      <choice maxOccurs="1" minOccurs="1">
        <annotation>
          <documentation>The Object this error is associated with. </documentation>
        </annotation>
        <element name="EmployeeID" type="string"></element>
        <element name="EmployerFEIN" type="string"></element>
        <element name="ProcessorFEIN" type="string"></element>
        <element name="OtherError" type="string"></element>
      </choice>
      <element name="ErrorNumber" type="string"></element>
      <element name="ErrorText" type="string"></element>
      <element name="ErrorLevel" type="string"></element>
    </sequence>
  </complexType>

  <complexType name="Acknowledgment">
    <annotation>
      <documentation>Version 0.2.1 - 10/20/2020</documentation></annotation>
    <sequence>
      <element name="FileName" type="string" minOccurs="1"
maxOccurs="1">
        <annotation>
          <documentation>
            This is the filename of the return file being
            acknowledged.
          </documentation>
        </annotation>
      </element>
    </sequence>
  </complexType>
</schema>
```

```

        </annotation>
    </element>
    <element name="StartDate" type="date" maxOccurs="1"
        minOccurs="0">
        <annotation>
            <documentation>
                For Returns, The Start Date of the Reporting
                Period
            </documentation>
        </annotation>
    </element>
    <element name="EndDate" type="date" maxOccurs="1"
        minOccurs="0">
        <annotation>
            <documentation>
                For Returns, The End Date of the Reporting
                Period
            </documentation>
        </annotation>
    </element>
    <element name="ProcessorFEIN" type="string"></element>
    <element name="ProcessorBusinessName" type="string"></element>
    <element name="Error" type="tns:Error" maxOccurs="unbounded" minOccurs="0"></element>
    <element name="Employer" type="tns:Employer"
        maxOccurs="unbounded" minOccurs="1">
    </element>
</sequence>
</complexType>

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

```

Sample XML

```
<tns:Acknowledgment xmlns:tns="http://www.example.org/ReturnAck" xmlns:xsi="http://www.w3.org/2001/XMLSchema-
instance" xsi:schemaLocation="http://www.example.org/ReturnAck ReturnAck.xsd ">
  <tns:FileName>The Filename of the submitted XML File</tns:FileName>
  <tns:StartDate>2021-01-01</tns:StartDate>
  <tns:EndDate>2021-03-31</tns:EndDate>
  <tns:ProcessorFEIN>99-9999999</tns:ProcessorFEIN>
  <tns:ProcessorBusinessName>Your Company Name</tns:ProcessorBusinessName>
  <tns:Error>
    <tns:EmployeeID>1234567</tns:EmployeeID>
    <tns:ErrorNumber>20012007</tns:ErrorNumber>
    <tns:ErrorText>Input file type was invalid. Expected XML or CSV</tns:ErrorText>
    <tns:ErrorLevel>E</tns:ErrorLevel>
  </tns:Error>
  <tns:Employer>
    <tns:EmployerFEIN></tns:EmployerFEIN>
    <tns:EmployerBusinessName></tns:EmployerBusinessName>
    <tns:Status></tns:Status>
    <tns:Error>
      <tns:EmployeeID></tns:EmployeeID>
      <tns:ErrorNumber></tns:ErrorNumber>
      <tns:ErrorText></tns:ErrorText>
      <tns:ErrorLevel></tns:ErrorLevel>
    </tns:Error>
  </tns:Employer>
</tns:Acknowledgment>
```

Errors can occur at several levels. In this acknowledgement, a non-conforming file format was encountered.

> Return File



Format: XML

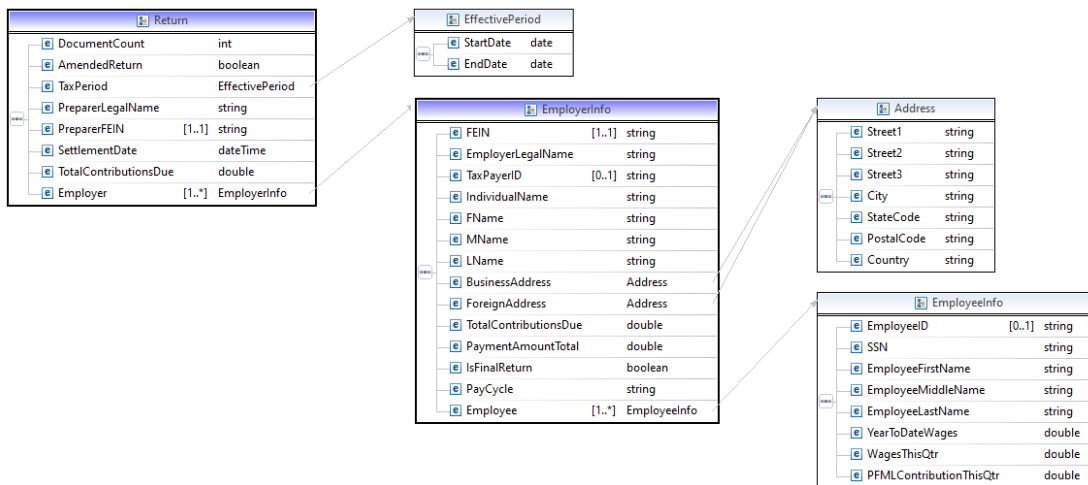
Frequency: Quarterly

Purpose: The Return File will convey information about contributions made on behalf of Employers, itemized down to the Employee Level. It will be submitted by Payroll Providers, who's return will consist of multiple Employers. Returns will be reviewed at the employee level and accepted or rejected at the Employer level.

> Return File

Graphic View:

Return Version 0.2.1



Text View:

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

  <complexType name="Return">
    <annotation>
      <documentation>This is the Return Filed by a Payroll Preparer on behalf of one or more Employers. Each
Employer will have one or More Employees.
Version 0.2.1 - 10/20/2020</documentation>
    </annotation>
    <sequence>
      <element name="DocumentCount" type="int">
        <annotation>
          <documentation>Total Number of Employees referenced in this return</documentation>
        </annotation></element>
      <element name="AmendedReturn" type="boolean">
        <annotation>
          <documentation>If True, this is an amended return submission, and replaces prior
data.</documentation>
        </annotation></element>
      <element name="TaxPeriod" type="tns:EffectivePeriod">
        <annotation>
          <documentation>THE beginning and ending date of the tax period covered by this
return.</documentation>
        </annotation></element>
      <element name="PreparerLegalName" type="string"></element>
      <element name="PreparerFEIN" type="string" maxOccurs="1" minOccurs="1"></element>
      <element name="SettlementDate" type="datetime">
        <annotation>
          <documentation>The date this return was submitted</documentation>
        </annotation></element>
      <element name="TotalContributionsDue" type="double">
        <annotation>
          <documentation>Payment Amount for all employers referenced in the return</documentation>
        </annotation></element>
      <element name="Employer" type="tns:EmployerInfo"
        maxOccurs="unbounded" minOccurs="1">
      </element>
    </sequence>
  </complexType>

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

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

  <complexType name="EffectivePeriod">
```

```

        <sequence>
            <element name="StartDate" type="date"></element>
            <element name="EndDate" type="date"></element>
        </sequence>
    </complexType>

    <complexType name="EmployerInfo">
        <annotation>
            <documentation>These are Employer Level Attributes</documentation>
        </annotation>
        <sequence>
            <element name="FEIN" type="string" minOccurs="1"
                maxOccurs="1">
                <annotation>
                    <documentation>
                        Every Employer Serviced by a Third Party Payroll
                        Administrator will be required to have a Federal
                        Employer Identification Number (FEIN).
                    </documentation>
                </annotation>
            </element>
            <element name="EmployerLegalName" type="string"></element>
            <element name="TaxPayerID" type="string" maxOccurs="1" minOccurs="0">
                <annotation>
                    <documentation>
                        Needed if Sole Proprietor
                    </documentation>
                </annotation>
            </element>
            <element name="IndividualName" type="string">
                <annotation>
                    <documentation>Sole Proprietor</documentation>
                </annotation>
            </element>
            <element name="FName" type="string">
                <annotation>
                    <documentation>Sole Proprietor</documentation>
                </annotation>
            </element>
            <element name="MName" type="string">
                <annotation>
                    <documentation>Sole Proprietor</documentation>
                </annotation>
            </element>
            <element name="LName" type="string">
                <annotation>
                    <documentation>Sole Proprietor</documentation>
                </annotation>
            </element>
            <element name="BusinessAddress" type="tns:Address"></element>
            <element name="ForeignAddress" type="tns:Address"></element>
            <element name="TotalContributionsDue" type="double">
                <annotation>
                    <documentation>
                        The Calculated Amount Owed for this Employer's
                        PFML Obligation.
                    </documentation>
                </annotation>
            </element>
            <element name="PaymentAmountTotal" type="double">
                <annotation>
                    <documentation>
                        The Amount Paid for this Employer. On a full
                        payment, Contributions Due = Payment Amount.
                    </documentation>
                </annotation>
            </element>
            <element name="IsFinalReturn" type="boolean">
                <annotation>
                    <documentation>
                        If True, this is the final return for this Employer as they have

```

ceased operations.

```

        </documentation>
    </annotation>
</element>
<element name="PayCycle" type="string">
    <annotation>
        <documentation>How often Payroll occurs. Values are : Weekly,BiWeekly,Semi-
monthly,Monthly, Other
</documentation>
    </annotation></element>
<element name="Employee" type="tns:EmployeeInfo"
    maxOccurs="unbounded" minOccurs="1">
</element>
</sequence>
</complexType>

<complexType name="EmployeeInfo">
    <sequence>
        <element name="EmployeeID" type="string" maxOccurs="1" minOccurs="0">
            <annotation>
                <documentation>EmployeeID may be an actual number assigned by the client company,
or it may be an identifier used by the payroll company. Although Optional, an EmployeeID is recommended as errors
that occur at the employee level will be reported on by EmployeeID. </documentation>
            </annotation></element>
            <element name="SSN" type="string">
                <annotation>
                    <documentation>
                        The full 9 digit Employee Social Security Number. For Display purposes, most users will only see the last 4
digits. If stored on an online datastore, encrypt at rest.
                    </documentation>
                </annotation>
            </element>
            <element name="EmployeeFirstName" type="string"></element>
            <element name="EmployeeMiddleName" type="string"></element>
            <element name="EmployeeLastName" type="string">
                <annotation>
                    <documentation>For Individuals with only 1 legal name, use the </documentation>
                </annotation></element>
            <element name="YearToDateWages" type="double">
                <annotation>
                    <documentation>To determine the individual's "total wages," the Authority must
include the individual's total earnings from their employer(s): salary or hourly wages, vacation pay, holiday pay,
tips, commissions, severance pay, etc. including the cash value of any "in-kind" payments.
This is the same definition of "total wages" that is used by - and reported by employers to the DOL - for the
purposes of Unemployment Insurance Compensation. Also referred to as FICA Wages</documentation>
                </annotation></element>
            <element name="WagesThisQtr" type="double">
                <annotation>
                    <documentation>To determine the individual's "total wages," the Authority must
include the individual's total earnings from their employer(s): salary or hourly wages, vacation pay, holiday pay,
tips, commissions, severance pay, etc. including the cash value of any "in-kind" payments.
This is the same definition of "total wages" that is used by - and reported by employers to the DOL - for the
purposes of Unemployment Insurance Compensation. Also referred to as FICA Wages</documentation>
                </annotation></element>
            <element name="PFMLContributionThisQtr" type="double">
                <annotation>
                    <documentation>The calculated PFML Contribution for this employee in
Dollars and Cents. Round up or down to the nearest penny using standard mathematical rounding (.5 cents or more
round up, else round down). If no contribution, specify zero.</documentation>
                </annotation></element>
        </sequence>
    </complexType>
</schema>

```

Sample XML:

```
<?xml version="1.0" encoding="UTF-8"?>
<tns:Return xmlns:tns="http://www.example.org/Return" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.example.org/Return Return.xsd ">
  <tns:DocumentCount>500</tns:DocumentCount>
  <tns:AmendedReturn>False</tns:AmendedReturn>
  <tns:TaxPeriod>
    <tns:StartDate>2021-01-01</tns:StartDate>
    <tns:EndDate>2021-03-31</tns:EndDate>
  </tns:TaxPeriod>
  <tns:PreparerLegalName>Your Company</tns:PreparerLegalName>
  <tns:PreparerFEIN>99-9999999</tns:PreparerFEIN>
  <tns:SettlementDate>2021-04-18T12:00:00</tns:SettlementDate>
  <tns:TotalContributionsDue>63860.00</tns:TotalContributionsDue>
  <tns:Employer>
    <tns:FEIN>37-9768568</tns:FEIN>
    <tns:EmployerLegalName>A Client Company</tns:EmployerLegalName>
    <tns:TaxPayerID>876543200</tns:TaxPayerID>
    <tns:IndividualName></tns:IndividualName>
    <tns:FName></tns:FName>
    <tns:MName></tns:MName>
    <tns:LName></tns:LName>
    <tns:BusinessAddress>
      <tns:Street1>Client Street Address</tns:Street1>
      <tns:Street2>Additional Address Info</tns:Street2>
      <tns:Street3>Additional Address Info</tns:Street3>
      <tns:City>Hartford</tns:City>
      <tns:StateCode>CT</tns:StateCode>
      <tns:PostalCode>06006</tns:PostalCode>
      <tns:Country>USA</tns:Country>
    </tns:BusinessAddress>
    <tns:ForeignAddress>
      <tns:Street1></tns:Street1>
      <tns:Street2></tns:Street2>
      <tns:Street3></tns:Street3>
      <tns:City></tns:City>
      <tns:StateCode></tns:StateCode>
      <tns:PostalCode></tns:PostalCode>
      <tns:Country></tns:Country>
    </tns:ForeignAddress>
    <tns:TotalContributionsDue>1952.27</tns:TotalContributionsDue>
    <tns:PaymentAmountTotal>1952.27</tns:PaymentAmountTotal>
    <tns:IsFinalReturn>False</tns:IsFinalReturn>
    <tns:PayCycle>BiWeekly</tns:PayCycle>
  </tns:Employer>
  <tns:Employee>
    <tns:SSN>954-42-3296</tns:SSN>
    <tns:EmployeeFirstName>Joe</tns:EmployeeFirstName>
    <tns:EmployeeMiddleName></tns:EmployeeMiddleName>
    <tns:EmployeeLastName>Proletarian</tns:EmployeeLastName>
    <tns:YearToDateWages>5696.42</tns:YearToDateWages>
    <tns:WagesThisQtr>5696.42</tns:WagesThisQtr>
    <tns:PFMLContributionThisQtr>28.48</tns:PFMLContributionThisQtr>
  </tns:Employee>
</tns:Return>
```

Both Employer and Employee Nodes will repeat as many times as needed.