



CTF Online Service

**VALIDATION
of**

BUSINESS RULES

For

CTF Schedule Schema v1.3

Document v1.8

1. DOCUMENT HISTORY	5
2. INTRODUCTION	6
3. GENERAL VALIDATION RULES	7
4. CTF SCHEDULE	8
4.1 ProviderID	8
4.2 PeriodEnd	9
4.3 DefaultCurrency	10
4.4 InstructionSchedule	11
4.5 RAA	12
4.6 ChildName	13
4.7 Ttl	14
4.8 Fore	15
4.9 Sur	16
4.10 Correspondence Name	17

4.11	Ttl.....	18
4.12	Fore	19
4.13	Sur	20
4.14	Address.....	21
4.15	Line.....	22
4.16	Postcode.....	23
4.17	Country	24
4.18	Amount	25
4.19	Endowment.....	26
4.20	Type.....	27
4.21	Amount	28
4.22	CloseAccount.....	29
4.23	ChildDeath	30
4.24	Terminallllness.....	31
4.25	DOBchange	32
4.26	ReturnSchedule	33
4.27	PytRqstRef.....	34

4.28	Payment	35
4.29	Rejection	36
4.30	Reason	37
4.31	URN	39
4.32	DOB	41
4.33	Ref	42

1. Document History

Version	Date	Changes
1.0	July 2004	Baselined
1.1	3 rd September 2004	Update to instruction to open a Revenue Allocated Account
1.2	October 2004	<ul style="list-style-type: none"> • Updates to the format of rejection reason codes • Update to the date of birth change instruction description • Added document history section • Updates from version 1.2 of schema
1.3	December 2004	<ul style="list-style-type: none"> • Update to ChildDeath description. The information provided for the child's death is deemed to be correct.
1.4	September 2005	<ul style="list-style-type: none"> • 4.18 Definition of amount format clarified • 4.1 Definition of Provider id format clarified • 4.20 Definition of 'endowment' clarified . • 4.27 Update to PytRqstRef reference composition (from October 05) • 4.33 Example of Ref provided
1.5	October 2005	<ul style="list-style-type: none"> • General Validation Rules page 7, 'unless specified otherwise' added. • 4.2 PeriodEnd example updated. • 4.17 Example clarified and updated. • 4.27 Cancellation of update to PytRqstRef reference composition. • 4.31 Format or URN clarified.
1.6	November 2005	<ul style="list-style-type: none"> • Endowment types expanded-now 0 to 9
1.7	November 2006	<ul style="list-style-type: none"> • CTfnameStructure amended (impacting ChildName and CorrespondenceName – change permitted character values to include all alpha-numeric and special characters including spaces • Change element 'Fore' to Optional • Increase permitted Address lines to 5 plus Country plus Postcode. • Increase length of Postcode to 10 characters
1.8	September 2009	<ul style="list-style-type: none"> • Page 27, Item 4.20: Type updated to refer to the FAQ document instead of duplicating descriptions of the endowment types in the business rules

2. Introduction

Purpose of this document

This document is intended to illustrate the structure, format and validation requirements, necessary for the electronic delivery of Incoming forms.

The Structure and Format, in which electronic delivery of forms can be received by submitters is:

- XML

The validation requirements are driven by the business requirements of HM Revenue & Customs. Within this document is a listing of all data required for the electronic CTF Schedule.

This document refers to **version 1.3** of the **CTF schedule schema**.

3. General Validation Rules

The following rules apply globally:

- 1 Alpha (A) is defined as A-Z upper and lower case unless specified otherwise .
- 2 Numeric (N) is defined as 0-9
- 3 Alpha-Numeric (AN) is defined as the combination of Alpha and Numeric fields

4. CTF Schedule

4.1 ProviderID		
Also known as	Provider ID	
X-Path	CTFschedule/ProviderID	
Structure and format	Mandatory / Optional	M
	Data Type	AN
	Length	7
Validation / Processing	N/A	
Description	<ul style="list-style-type: none"> • This is the unique Provider ID that is allocated by the system at the point of the provider's approval. • This number must be used on communication to the CTF core system. • The format is 3 x alpha & 4 x numerical characters 	
Example	CTF1234	

4.2 PeriodEnd		
Also known as		Period End
X-Path		CTFschedule/PeriodEnd
Structure and format	Mandatory / Optional	Mandatory
	Data Type	xsd:date
	Length	10
Validation / Processing		CCYY-MM-DD
Description		<p>Returns submitted on time (by the last date of the filing window following the period end):</p> <p>The PeriodEnd date will be the final day of the return period for which the schedule relates.</p> <p>Late Returns:</p> <p>A schedule will be sent following the end of the allocated filing window. In such cases the PeriodEnd date will be dated the day after the actual return period end.</p>
Example		<p>On time - 2005-05-15</p> <p>Late – 2005-05-16</p>

4.3 DefaultCurrency		
Also known as		Default Currency
X-Path		CTFSchedule/DefaultCurrency
Structure and format	Mandatory / Optional	Optional
	Data Type	A
	Length	N/A
Validation / Processing		Must be GBP.
Description		The default currency for this Schedule.
Example		GBP

4.4 InstructionSchedule		
Also known as		Instruction Schedule
X-Path		CTFschedule/Uncompressed/InstructionsSchedule
Structure and format	Mandatory / Optional	Optional
	Data Type	N/A
	Length	N/A
Validation / Processing		N/A
Description		Instructions to be carried out by a Provider.
Example		N/A

4.5 RAA		
Also known as	Revenue Allocated Account	
X-Path	CTFschedule/Uncompressed/InstructionsSchedule/RAA	
Structure and format	Mandatory / Optional	Optional
	Data Type	Extension
	Length	N/A
Validation / Processing	<p>If present must include:</p> <ul style="list-style-type: none"> • URN • DOB • Ref • Child surname • Amount <p>Optional:</p> <ul style="list-style-type: none"> • Child forename • CorrespondenceName • Address 	
Description	This is the instruction for the Provider to open a revenue allocated account for the child	
Example	N/A	

4.6 ChildName		
Also known as		Revenue Allocated Account Child Name
X-Path		CTFSchedule/Uncompressed/InstructionsSchedule/RAA/ChildName
Structure and format	Mandatory / Optional	Mandatory if RAA is present
	Data Type	N/A
	Length	N/A
Validation / Processing		Must include: <ul style="list-style-type: none"> • Sur Optional <ul style="list-style-type: none"> • Ttl • Fore
Description		The name of the child to which this account belongs
Example		N/A

4.7 Ttl		
Also known as	Revenue Allocated Account Child Name Title	
X-Path	CTFschedule/Uncompressed/InstructionsSchedule/RAA/ChildName/Ttl	
Structure and format	Mandatory / Optional	Optional
	Data Type	Alpha-numeric (A-Za-z0-9) including spaces
	Length	Minimum 1 Maximum 35
Validation / Processing	N/A	
Description	The title of child to which this account belongs	
Example	Mr	

4.8 Fore		
Also known as	Revenue Allocated Account Child Name Forename	
X-Path	CTFSchedule/Uncompressed/InstructionsSchedule/RAA/ChildName/Fore	
Structure and format	Mandatory / Optional	Optional
	Data Type	Alpha-numeric (A-Za-z0-9) including spaces
	Length	Minimum 1 Maximum 35 If present must include <ul style="list-style-type: none"> • Fore (min1 – max2)
Validation / Processing	N/A	
Description	The first Forename of the child to which this account belongs The second Forename of the child to which this account belongs	
Example	Jay Jay (first Forename) or Jay-Jay (first Forename) or John (first Forename) Jay (second Forename)	

4.9 Sur		
Also known as	Revenue Allocated Account Child Name Surname	
X-Path	CTFSchedule/Uncompressed/InstructionsSchedule/RAA/ChildName/Sur	
Structure and format	Mandatory / Optional	Mandatory if ChildName present
	Data Type	Alpha-numeric (A-Za-z0-9) including spaces
	Length	Minimum 1 Maximum 35
Validation / Processing	N/A	
Description	The Surname of the child to which this account belongs	
Example	Smith Andrews or Smith-Andrews	

4.10 Correspondence Name		
Also known as	Revenue Allocated Account Correspondence Name	
X-Path	CTFschedule/Uncompressed/InstructionsSchedule/RAA/CorrespondenceName	
Structure and format	Mandatory / Optional	Optional
	Data Type	N/A
	Length	N/A
Validation / Processing	Must include: <ul style="list-style-type: none"> • Sur Optional <ul style="list-style-type: none"> • Ttl • Fore 	
Description	The name of the person with parental responsibility.	
Example	N/A	

4.11 Ttl		
Also known as	Revenue Allocated Account Correspondence Name Title	
X-Path	CTFschedule/Uncompressed/InstructionsSchedule/RAA/ CorrespondenceName/Ttl	
Structure and format	Mandatory / Optional	Optional
	Data Type	Alpha-numeric (A-Za-z0-9) including spaces
	Length	Minimum 1 Maximum 35
Validation / Processing	N/A	
Description	The title of the person with parental responsibility.	
Example	Mrs	

4.12 Fore		
Also known as	Revenue Allocated Account Correspondence Name Forename	
X-Path	CTFSchedule/Uncompressed/InstructionsSchedule/RAA/CorrespondenceName/Fore	
Structure and format	Mandatory / Optional	Optional
	Data Type	Alpha-numeric (A-Za-z0-9) including spaces
	Length	Minimum 1 Maximum 35 If present must include <ul style="list-style-type: none"> • Fore (min1 – max2)
Validation / Processing	N/A	
Description	The first Forename of the person with parental responsibility. The second Forename of the person with parental responsibility.	
Example	Sally Ann (first Forename) or Sally-Ann (first Forename) or Sally (first Forename) Ann (second Forename)	

4.13 Sur		
Also known as	Revenue Allocated Account Correspondence Name Surname	
X-Path	CTFSchedule/Uncompressed/InstructionsSchedule/RAA/CorrespondenceName/Sur	
Structure and format	Mandatory / Optional	Mandatory if Correspondence Name present
	Data Type	Alpha-numeric (A-Za-z0-9) including spaces
	Length	Minimum 1 Maximum 35
Validation / Processing	N/A	
Description	The surname of the person with parental responsibility.	
Example	Smith Andrews or Smith-Andrews	

4.14 Address		
Also known as	Revenue Allocated Account Address	
X-Path	CTFschedule/Uncompressed/InstructionsSchedule/RAA/Address	
Structure and format	Mandatory / Optional	Optional
	Data Type	N/A
	Length	N/A
Validation / Processing	<p>If present must include:</p> <ul style="list-style-type: none"> • Line (Min 1- Max 5) <p>Optional:</p> <ul style="list-style-type: none"> • PostCode • Country (Will not be present if 'UK') 	
Description	The address of the person with parental responsibility. This will not be present if the address is RLS. (Returned Letter Service – letters returned undelivered by Royal Mail)	
Example	N/A	

4.15 Line		
Also known as		Revenue Allocated Account Address Line
X-Path		CTFschedule/Uncompressed/InstructionsSchedule/RAA/Address/Line
Structure and format	Mandatory / Optional	Mandatory if Address present
	Data Type	AN
	Length	Minimum 1 Maximum 35
Validation / Processing		N/A
Description		The first line of the address of the person with parental responsibility
Example		N/A

4.16 Postcode		
Also known as	Revenue Allocated Account Address Postcode	
X-Path	CTFschedule/Uncompressed/InstructionsSchedule/RAA/Address/Postcode	
Structure and format	Mandatory / Optional	Optional
	Data Type	AN
	Length	Minimum 1 Maximum 10
Validation / Processing	N/A	
Description	The postcode of the address of the person with parental responsibility.	
Example	T56 7YO	

4.17 Country		
Also known as	Revenue Allocated Account Address Country	
X-Path	CTFSchedule/Uncompressed/InstructionsSchedule/RAA/Address/Country	
Structure and format	Mandatory / Optional	Optional
	Data Type	A
	Length	Minimum 1 Maximum 35
Validation / Processing	N/A	
Description	The country of the address of the person with parental responsibility.	
Example	Eire (<Country> will only be present if outside the United Kingdom)	

4.18 Amount		
Also known as	Revenue Allocated Account Amount	
X-Path	CTFschedule/Uncompressed/InstructionsSchedule/RAA/Amount	
Structure and format	Mandatory / Optional	Mandatory if RAA is present
	Data Type	N
	Length	TBC
Validation / Processing		
Description	<ul style="list-style-type: none"> This is the amount of money that the CTF system is instructing the Provider to open the CTF account with.. All values will be in Pounds sterling. 	
Example	250.00	

4.19 Endowment		
Also known as	Endowment	
X-Path	CTFSchedule/Uncompressed/InstructionsSchedule/Endowment	
Structure and format	Mandatory / Optional	Optional
	Data Type	Extension
	Length	N/A
Validation / Processing	<p>If present must include:</p> <ul style="list-style-type: none"> • URN • DOB • Ref • Type • Amount 	
Description	This is the instruction for the Provider to apply an endowment to the CTF account for this child.	
Example	N/A	

4.20 Type		
Also known as	Endowment Type	
X-Path	CTFschedule/Uncompressed/InstructionsSchedule/Endowment/Type	
Structure and format	Mandatory / Optional	Mandatory when endowment present
	Data Type	Extension
	Length	1
Validation / Processing	Single numeric in the range 0 to 9	
Description	A number between 0 and 9 indicating the endowment type, please refer to the FAQ document for a list of what the different numbers signify	
Example	"0"	

4.21 Amount		
Also known as	Endowment Amount	
X-Path	CTFschedule/Uncompressed/InstructionsSchedule/Endowment/Amount	
Structure and format	Mandatory / Optional	Mandatory if Endowment is present
	Data Type	N
	Length	TBC
Validation / Processing	.	
Description	This is the amount of money that the CTF system is instructing the Provider to credit to the CTF account with.	
Example	250.00	

4.22 CloseAccount		
Also known as	CloseAccount	
X-Path	CTFSchedule/Uncompressed/InstructionsSchedule/CloseAccount	
Structure and format	Mandatory / Optional	Optional
	Data Type	Extension
	Length	N/A
Validation / Processing	<p>If present must include:</p> <ul style="list-style-type: none"> • URN • DOB • Ref 	
Description	This is the instruction for the Provider to close a CTF account that they have already opened. This would only be used when an account was found to have been opened in error.	
Example	N/A	

4.23 ChildDeath		
Also known as	ChildDeath	
X-Path	CTFschedule/Uncompressed/InstructionsSchedule/ChildDeath	
Structure and format	Mandatory / Optional	Optional
	Data Type	Extension
	Length	N/A
Validation / Processing	<p>If present must include:</p> <ul style="list-style-type: none"> • URN • DOB • Ref <p>Optional:</p> <ul style="list-style-type: none"> • DOD 	
Description	This is the notification to the Provider that CTF has been notified of the child's death. The Provider can act on this signal with confidence, as the information provided is deemed to be correct.	
Example	N/A	

4.24 Terminalllness		
Also known as	Terminal Illness	
X-Path	CTFschedule/Uncompressed/InstructionsSchedule/Terminalllness	
Structure and format	Mandatory / Optional	Optional
	Data Type	Extension
	Length	N/A
Validation / Processing	If present must include: <ul style="list-style-type: none"> • URN • DOB • Ref 	
Description	This is the instruction to inform the Provider that this CTF account relates to a child with a terminal illness. This allows funds to be withdrawn from the account.	
Example	N/A	

4.25 DOBchange		
Also known as	DOBchange	
X-Path	CTFSchedule/Uncompressed/InstructionsSchedule/DOBchange	
Structure and format	Mandatory / Optional	Optional
	Data Type	Extension
	Length	N/A
Validation / Processing	<p>If present must include:</p> <ul style="list-style-type: none"> • URN • DOB • Ref • NewDOB 	
Description	Notification of a new date of birth for the child.	
Example	N/A	

4.26 ReturnSchedule		
Also known as	Return Schedule	
X-Path	CTFSchedule/Uncompressed/ReturnSchedule	
Structure and format	Mandatory / Optional	Optional
	Data Type	N/A
	Length	N/A
Validation / Processing	<p>If present must include:</p> <ul style="list-style-type: none"> • PytRqstRef <p>Optional</p> <ul style="list-style-type: none"> • Payment • Rejection 	
Description	This contains the responses to the FReturn	
Example	N/A	

4.27 PytRqstRef		
Also known as	Return Schedule	
X-Path	CTFSchedule/Uncompressed/ReturnSchedule/PytRqstRef	
Structure and format	Mandatory / Optional	Mandatory if ReturnSchedule present
	Data Type	AN
	Length	18
Validation / Processing	N/A	
Description	The payment request reference of the BACS payment. One payment per PROVIDER Return.	
Example	<p>DBCTF1234150920050</p> <ul style="list-style-type: none"> • DB – payment identifier for CTF • CTF1234000 – Provider reference • 15092005 – period ending • 0 – internal payment identifier 	

4.28 Payment		
Also known as		Payment
X-Path		CTFschedule/Uncompressed/ReturnSchedule/Payment
Structure and format	Mandatory / Optional	O
	Data Type	Extension
	Length	N/A
Validation / Processing		<p>If present must include:</p> <ul style="list-style-type: none"> • URN • DOB <p>Optional:</p> <ul style="list-style-type: none"> ▪ Ref
Description		This is the confirmation that the amount requested by the PROVIDER for this CTF account has been paid.
Example		N/A

4.29 Rejection		
Also known as		Rejection
X-Path		CTFschedule/Uncompressed/ReturnSchedule/Rejection
Structure and format	Mandatory / Optional	O
	Data Type	<i>Extension</i>
	Length	N/A
Validation / Processing		<p>If present must include:</p> <ul style="list-style-type: none"> • URN • DOB • Reason <p>Optional:</p> <ul style="list-style-type: none"> • Ref
Description		This is the notification that one of the items in the FIReturn could not be processed.
Example		N/A

4.30 Reason		
Also known as		Reason
X-Path		CTFreturnSchedule/Uncompressed/Rejection/Reason
Structure and format	Mandatory / Optional	Mandatory when the following is present: Rejection
	Data Type	AN
	Length	1

<p>Validation / Processing</p>	<p>“1” - No CTF with that URN and date of birth is held on the CTF System</p> <p>“2” - A CTF with that URN and date of birth is held on the CTF system, but our records show the CTF record as closed</p> <p>“3” - A CTF with that URN and date of birth is held on the CTF system, but no claim is outstanding for this type of endowment</p> <p>“4” - A CTF with that URN and date of birth is held on the CTF system, but the amount claimed on the return does not match the amount to be claimed for this endowment</p> <p>“5” - A CTF with that URN and date of birth is held on the CTF system, but the information you have sent does not match an instruction sent to you</p>
<p>Description</p>	<p>The reason for the rejection (code).</p>
<p>Example</p>	<p>“5”</p>

4.31 URN		
Also known as	Unique Reference Number	
X-Path	CTFschedule/Uncompressed/InstructionsSchedule/RAA/URN CTFschedule/Uncompressed/InstructionsSchedule/Endowment/URN CTFschedule/Uncompressed/InstructionsSchedule/CloseAccount/URN CTFschedule/Uncompressed/InstructionsSchedule/ChildDeath/URN CTFschedule/Uncompressed/InstructionsSchedule/Terminalllness/URN CTFschedule/Uncompressed/InstructionsSchedule/DOBchange/URN CTFschedule/Uncompressed/ReturnSchedule/Payment/URN CTFschedule/Uncompressed/ReturnSchedule/Rejection/URN	
Structure and format	Mandatory / Optional	Mandatory if any of the following are present: <ul style="list-style-type: none"> • RAA • Endowment • CloseAccount • ChildDeath • Terminalllness • DOBchange • Payment • Rejection
	Data Type	AN
	Length	9
Validation / Processing	Must be 9 characters UPPER CASE First 2 characters must be alpha Next 6 characters must be numeric Final character can be A, B, C, D, or space UPPER CASE	

Description	The child reference number used to match a CTF case.
Example	AB123456C

4.32 DOB	
Also known as	Date of Birth
X-Path	CTFschedule/Uncompressed/InstructionsSchedule/RAA/DOB CTFschedule/Uncompressed/InstructionsSchedule/Endowment/DOB CTFschedule/Uncompressed/InstructionsSchedule/CloseAccount/DOB CTFschedule/Uncompressed/InstructionsSchedule/ChildDeath/DOB CTFschedule/Uncompressed/InstructionsSchedule/Terminalllness/DOB CTFschedule/Uncompressed/InstructionsSchedule/DOBchange/DOB CTFschedule/Uncompressed/ReturnSchedule/Payment/DOB CTFschedule/Uncompressed/ReturnSchedule/Rejection/DOB
Structure and format	Mandatory / Optional
	Data Type
	Length
Validation / Processing	
Description	
Example	

4.33 Ref		
Also known as	Ref	
X-Path	CTFschedule/Uncompressed/InstructionsSchedule/RAA/Ref CTFschedule/Uncompressed/InstructionsSchedule/Endowment/Ref CTFschedule/Uncompressed/InstructionsSchedule/CloseAccount/Ref CTFschedule/Uncompressed/InstructionsSchedule/ChildDeath/Ref CTFschedule/Uncompressed/InstructionsSchedule/Terminalllness/Ref CTFschedule/Uncompressed/InstructionsSchedule/DOBchange/Ref CTFschedule/Uncompressed/ReturnSchedule/Payment/Ref CTFschedule/Uncompressed/ReturnSchedule/Rejection/Ref	
Structure and format	Mandatory / Optional Mandatory if any of the following are present: <ul style="list-style-type: none"> • RAA • Endowment • CloseAccount • ChildDeath • Terminalllness • DOBchange Optional: <ul style="list-style-type: none"> • Payment • Rejection 	
	Data Type	AN
	Length	Minimum 1 – Max 19
Validation / Processing	Should correspond to a unique ref sent with a schedule instruction	
Description	The unique reference. This will match the reference sent to the PROVIDER on an instruction (will not be present for Voucher payments).	
Example	1234567	

