Q2a: How does the user print the forms for all of their Employers/Employees within the batch?

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Once the Employers (Companies) have been added to the batch, the user is able to print in bulk by checking the box for "Print" at the top of the screen, which selects all Employers within the batch. The user will need to select the print option of Single File (one .pdf containing all 1094/1095s); ZIP: One file per Company (a ZIP folder that has one .pdf for each Employer (Company) within the batch containing their 1094/1095s); or ZIP: One folder per Company, One file per form (a ZIP folder that has a folder for each Employer (Company) within the batch; each Employer folder contains a separate .pdf file for the 1094 and 1095s).