

Q2b: How does a user print the forms for just a few of their Employers/Employees within the batch?

12/03/2024 4:49 pm CST

If the user only wants to select a few of the Employers/Employees for printing, then they should select those Employers > Do with selected > Print. 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).

Batch: ACA-C
Year: 2019
Batch Name: StateTest1
Batch ID: 223380

Count: 4
Error:
E-File:
State:
Complete:

1095 Cnt: 48
Lock:
Fulfillment:
Print:

Batch Options
Edit Filenames: Level 1 | Level 2 | Level 3
Select States for E-File: ??

Company Name	EIN	Company ID	1095 Cnt	Error	E-File	Div
ACA State Testing Company A	55-8989898		12	<input checked="" type="checkbox"/>		
ACA State Testing Company B	66-8989898		12	<input checked="" type="checkbox"/>		
ACA State Testing Company C	77-8989898		12	<input checked="" type="checkbox"/>		
ACA State Testing Company D	88-8989898		12	<input checked="" type="checkbox"/>		

Print 2 selected items

Batch Print Status: Mark as Printed

Download Option: Single File

Single File

ZIP: One file per Company

ZIP: One folder per Company, One file per form

Print

Edit Checks

Remove

Do with selected: ▼

Current View Total: 4 / Number Selected: 2

Export current view to CSV