



Epicor FFL Compliance Manager™

12 Practical Tips to Help You Achieve ATF Compliance With Epicor FFL Compliance Manager

These tips were developed to help FFLs prevent common errors in A&D logging and can help you save time and increase customer satisfaction.

1

Stay in a routine

ATF regulations establish the requirements for timeliness of recording firearms transactions. Know them and then set a routine time for entering firearms transactions in your bound book—and stick to your routine. It helps.

5

Remember the middle

A Form 4473 isn't valid unless the customer completely enters their middle name. If the customer has no middle name, ask him/her to write "NMN" (no middle name) in the box. Check to make sure it's there.

2

A place for everything

Be sure to keep your Form 4473s in alphabetical (by name of purchaser), chronological (by date of disposition), or numerical order (by transaction serial number). Also, remember to keep and segregate Form 4473s for those where no transfer occurred (denials, canceled sales, etc.)

6

Look for a signature

A Form 4473 without signatures won't pass muster during an inspection. Be sure that both you and your customer have signed in the appropriate places.

3

If it comes in, it goes in

Firearms left in your possession from one business day to another belong in your bound book just as much as those you've acquired for other reasons. Enter those acquisitions during your routine "bound book time."

7

Groups deserve special treatment

Complete a multiple handgun-sale-form and always report multiple handgun sales to both the ATF and the chief law enforcement official (CLEO) in your area the same day the sale occurred (whether on the same day or within five consecutive business days.) Consider adding Multiple Long Gun Sales Form (ATF F3310.12) for qualifying firearms in Southern border states.

4

If it goes out, it goes in

You sold it. You sent it out for repair. You destroyed it. Doesn't matter why—get that disposition entry into your bound book.

8

Dealing globally? Take names

When you import firearms, remember to record the names of the manufacturer and the U.S. importer both in the bound book and on Form 4473.

9

Stay in control

Keep your firearms inventory secured at all times and make sure the wrong people don't have access to it.

11

Stay in-the-know

Staying up to speed on current and future ATF and State regulations and knowing your products and how they align to the Gun Control Act and the National Firearms Act are essential. What you don't know, can hurt your business.

10

Two is not a crowd

Consider adding a review step - have a qualified employee double-check every ATF Form 4473 before the sale is complete. Consider adding double check of every ATF F4473 before the sale is completed by a qualified employee.

12

Should it stay or can it go?

Before you shred or purge those documents, find out how long you need to keep paper or electronic records, including the A&D Book, Licenses, 4473s, Multiple Sales forms, and more. Record retention requirements can be found in the ATF regulations.

Bonus
Tip

Practice makes perfect

The best way to be ready for an ATF inspection is to practice. Routinely perform an independent ATF mock inspection to identify any compliance challenges, and then correct them.

About Epicor

Epicor Software Corporation drives business growth. We provide flexible, industry-specific software that is designed around the needs of our manufacturing, distribution, retail, and service industry customers. More than 40 years of experience with our customers' unique business processes and operational requirements is built into every solution—in the cloud or on premises. With a deep understanding of your industry, Epicor solutions spur growth while managing complexity. The result is powerful solutions that free your resources so you can grow your business. For more information, [connect with Epicor](#) or visit www.epicor.com.



Contact us for more information on Epicor Products and Services

+1.888.463.4700 fflcm@epicor.com epicor.com/fflcompliance

Corporate Office

804 Las Cimas Parkway
Austin, TX 78746

USA

Toll Free: +1.888.448.2636

Direct: +1.512.328.2300

Fax: +1.512.278.5590

Latin America and Caribbean

Bldv. Antonio L. Rodriguez #1882 Int. 104
Plaza Central, Col. Santa Maria

Monterrey, Nuevo Leon, CP 64650

Mexico

Phone: +52.81.1551.7100

Fax: +52.81.1551.7117

Europe, Middle East and Africa

No. 1 The Arena
Downshire Way

Bracknell, Berkshire RG12 1PU

United Kingdom

Phone: +44.1344.468468

Fax: +44.1344.468010

Asia

238A Thomson Road #23-06
Novena Square Tower A

Singapore 307684

Singapore

Phone: +65.6333.8121

Fax: +65.6333.8131

Australia and New Zealand

Suite 2 Level 8,
100 Pacific Highway

North Sydney, NSW 2060

Australia

Phone: +61.2.9927.6200

Fax: +61.2.9927.6298

These tips are for our suggestions to help improve compliance. These tips in and of themselves will not guarantee compliance. Rules and regulations are constantly changing. Consult your attorney or regulatory expert for specific advice. The contents of this document are for information purposes only and are subject to change without notice. Epicor FFL Compliance Manager is a software as a service application licensed by Epicor Software Corporation. This application has been designed, in conjunction with Orchid Advisors, LLC, a leading Firearm Industry expert, to be used by a company engaged in the firearms business to help track and manage important information related to firearms acquisition and disposition. Using the Epicor FFL Compliance Manager service will not guarantee that you will be in compliance with all applicable firearms rules and regulations. If you want specific legal and/or regulatory advice, you should consult with your attorney and/or the experts at Orchid Advisors, LLC. December 2016. The use of the Epicor FFL Compliance Manager is subject to and governed by the terms and conditions of your Epicor Master Customer Agreement. Epicor Software Corporation makes no guarantee, representations, or warranties with regard to the information contained herein and specifically disclaims, to the full extent of the law, any applicable implied warranties, such as fitness for a particular purpose, merchantability, satisfactory quality or reasonable skill and care. Epicor is a registered trademark of Epicor Software Corporation in the United States, certain other countries, and/or the EU. Orchid Advisors, LLC is a company that is separate and independent from Epicor Software Corporation. All other trademarks mentioned are the property of their respective owners. Copyright 2016 Epicor.