



# 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.

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### 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.)

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### 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.

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### 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."

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### 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.

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### 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.

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### 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.

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### 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.

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### 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.

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### 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

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