

1 Overview

Selling an NFA item — a suppressor, an SBR, an SBS, an AOW, or a destructive device — works differently than a regular firearm sale. The item has to be registered to the buyer on an ATF form and the transfer can't be completed until that form is approved, which takes time. FFL Boss's **NFA module** manages that wait for you: it **reserves** the item for the customer, generates the right **ATF form**, and keeps the item locked in your bound book until the stamp comes back. This guide walks through a suppressor sale to a customer, but the same steps cover any NFA item.

Where the money is handled: deposits, layaway, and the final balance all run through the **TacticalPay POS**, not the reservation. The reservation tracks the paperwork; the POS tracks the payment.

Important — not legal, tax, or compliance advice: this guide reflects how the software records an NFA transfer. NFA rules and ATF form requirements vary by situation and change over time; confirm your transfer, registration, and recordkeeping obligations with your ATF rep / IOI or qualified counsel before you rely on any workflow.

2 Before You Begin

A few things should be in place before you reserve an NFA item:

- **NFA module enabled.** It's built into **Pro accounts**. Not on Pro? You can add it yourself from the Marketplace in a minute — see Step 3. You'll know it's on when the **NFA Dashboard** shows in the left-hand menu.
- **The suppressor already acquired** — the item must already be in your bound book and in stock before you can reserve it.
- **Know your form.** A tax-paid transfer to a customer is an **ATF Form 4 (5320.4)**. A dealer-to-dealer transfer is a Form 3. FFL Boss generates both.

Contents

PART ONE · RESERVE & FILE THE FORM

Add the NFA Module (If Not on Pro)	Page 1
Open the NFA Reservations Dashboard	Page 2
Start a Reservation for the Customer	Page 2
Add the Suppressor to the Reservation	Page 3
Confirm Customer & Maker Info, Save	Page 4
Generate the ATF Form	Page 4

PART TWO · PAY, APPROVE & TRANSFER

Take Payment in the POS	Page 6
Release the Reservation on Approval	Page 6
Complete the Disposition	Page 7
Quick Reference	Page 7

PART ONE · RESERVE THE SUPPRESSOR & FILE THE FORM

3 Add the NFA Module (If You're Not on Pro)

Pro accounts already include the NFA module — skip to Step 4. If you're not on Pro, you can add it yourself: open the **Marketplace** (left-hand menu, or the account menu at the top right), find the **NFA Module**, and click **Subscribe**. The module generates the ATF forms, records NFA rentals, and reserves NFA firearms so they can't be sold or transferred while a form is waiting on ATF approval. Once it's added, the **NFA Dashboard** appears in the left-hand menu.

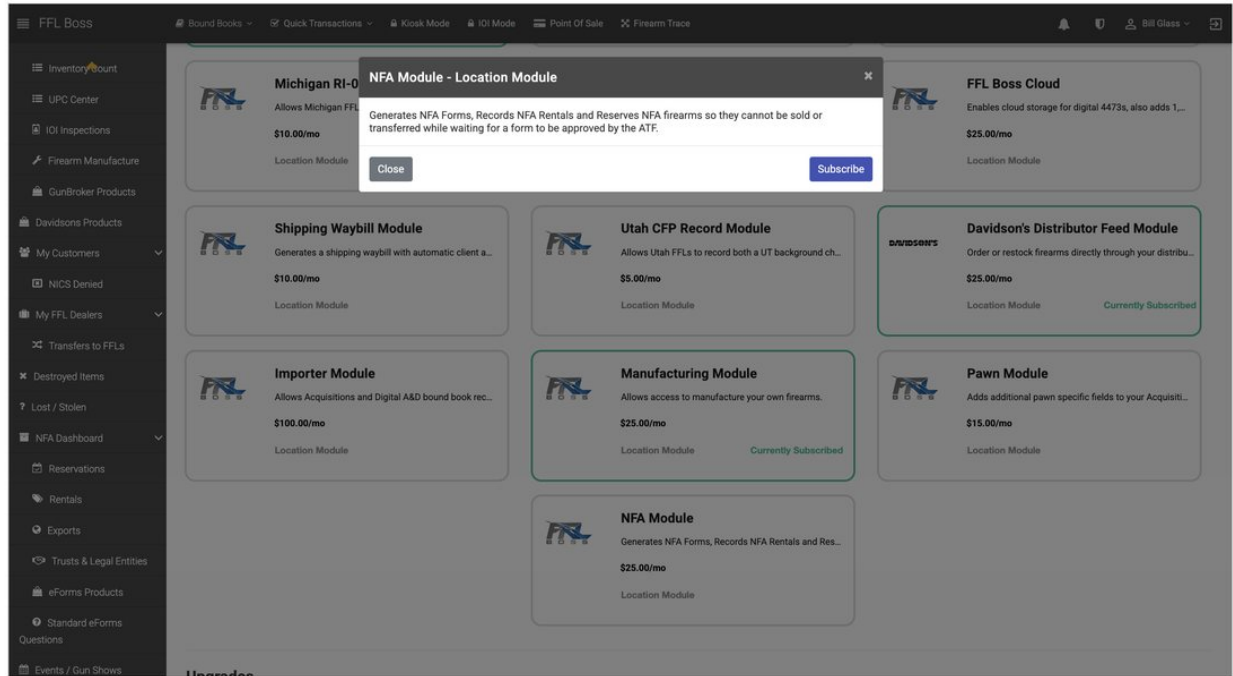


Fig. 3 — Marketplace → NFA Module → Subscribe. Adds the NFA Dashboard, ATF forms, and reservations to your account.

4 Open the NFA Reservations Dashboard

In **FFL Boss**, open the **NFA Dashboard** in the left-hand menu and choose **Reservations**. This is where every in-process NFA transfer lives. Click **Add Reservation** at the top right to start a new one.

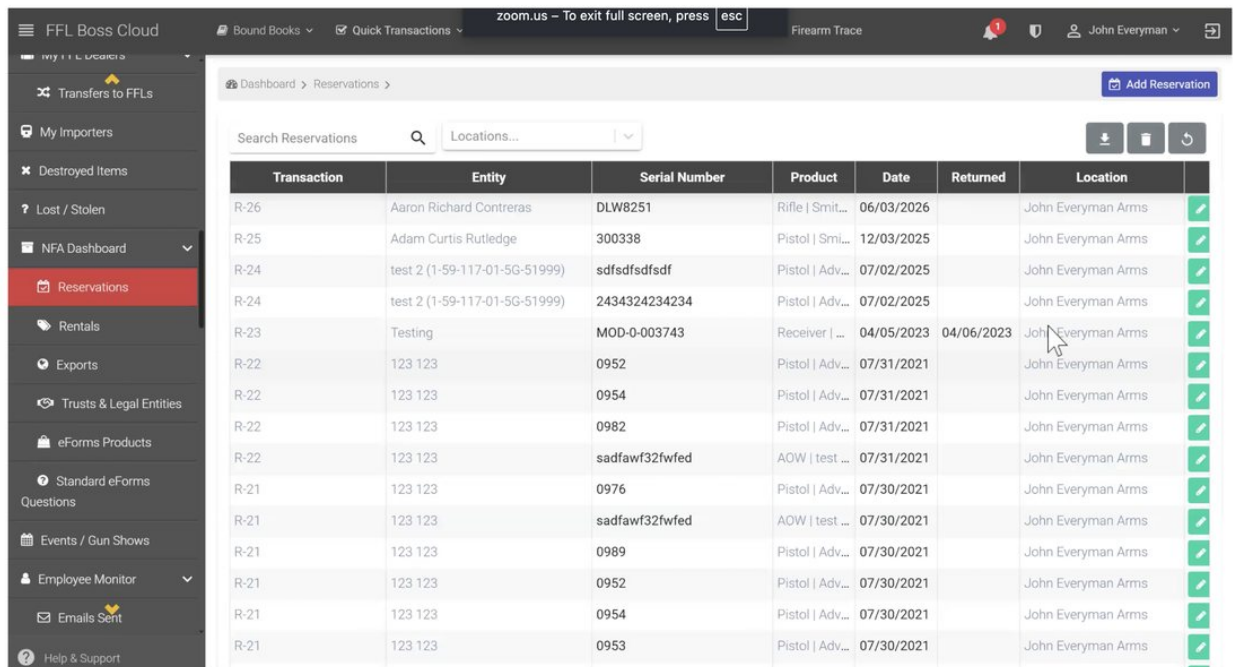


Fig. 4 — NFA Dashboard → Reservations: every in-process NFA transfer, with Add Reservation at the top right.

5 Start a Reservation for the Customer

Set the **Reserver** to **Customer**, then start typing the buyer's name to select them. (You can also reserve for a **Dealer**, **Trust / Legal Entity**, or **Exporter** — pick whichever matches the transferee.) Your **Location** is already set.

Add Reservation

Reservation Status

Date: 06/12/2026

Reservation Item(s) Notes

Details

Location: John Everyman Arms

Reserver: Dealer Customer Trust / Legal Exporter

Customer: + Customer

The customer name and address are event the customers name changes

First Name: Ahlysa Mckinney

Last Name: Ahlysa Mckinney

Street 1: Ahlysa Mckinney

City: Alan Eades

State: Alabama

Zip:

Items

0 Total Items

Fig. 5 — Set Reserver to Customer and select the buyer. Use Trust / Legal Entity if the suppressor is going to a trust.

6 Add the Suppressor to the Reservation

Open the **Items** panel and click to add an in-stock product. Search by model or serial, select the suppressor, and add it. You can add more than one serial at a time, and the **Sequential Serial Numbers** tool lets you pull a whole range at once for a batch.

Add In Stock Products

Search Products

ID	Manufac...	Model	Serial	Type	Location	Status
10329494	Smith & W...	10	123456	Revolver	Bearded D...	In Stock
10329491	FN	M16	M16CE04...	Rifle	Bearded D...	In Stock
10329474	Smith & W...	10	173456AD	Revolver	Josh's Hou...	In Stock
10210583	Advantage...	JD-4323	345	Pistol	Bearded D...	In Stock
9250131	A.R.M.S. In...	asdfsdf	xcv448	DD	Josh's Hou...	In Stock
9250128	A.R.M.S. In...	asdfsdf	xcv445	DD	Josh's Hou...	In Stock
9250127	A.R.M.S. In...	asdfsdf	xcv444	DD	Josh's Hou...	In Stock
9250122	A.R.M.S. In...	asdfsdf	xcv439	DD	Josh's Hou...	In Stock
9250120	A.R.M.S. In...	asdfsdf	xcv437	DD	Josh's Hou...	In Stock
9250119	A.R.M.S. In...	asdfsdf	xcv436	DD	Josh's Hou...	In Stock

Sequential Serial Numbers

Start Range: End Range: Calculate

Selected Product(s)

Page 1 of 439

Previous 5 rows Next

Cancel Add In Stock Products

Fig. 6a — Add In Stock Products: search and select the NFA item. Use Sequential Serial Numbers to add a range.

The item now shows in the **Items** panel on the reservation.

Fig. 6b — The suppressor on the reservation, with the customer's details captured for the form.

7 Confirm Customer & Maker Info, Then Save

Scroll down and confirm the rest of the form fields — the customer's address and the **Form 4: 4a** maker / manufacturer / importer address carry the details onto the ATF form. When everything looks right, click **Add Reservation** to save it.

Fig. 7 — Confirm the customer and Form 4 (4a) maker address, then click Add Reservation to save.

8 Generate the ATF Form

Once the reservation is saved, open it and use **Generate E-Form** or **Generate Paper Form** at the top right. For a tax-paid transfer to a customer, you'll generate a **Form 4 (5320.4)**.

FFL Boss Cloud

Bound Books Quick Transactions Kiosk Mode IOI Mode Point Of Sale Firearm Trace

Dashboard > Reservations > R-27

Generate E-Form Generate Paper Form

RESERVATION ELIGIBILITY FORMS CHANGE LOG

Reservation Status

Date: 06/11/2026

Returned: Yes No

Reservation Item(s) Notes

Details

Location: John Everyman Arms

Reserver: Dealer Customer Trust / Legal Entity Exporter

Customer: Ahlysa Mckinney

The customer name and address are stored with the transaction to preserve past Bound Book records in the event the customers name changes or they move to a new address.

First Name: Ahlysa Middle: Shicole

Last Name: Mckinney Suffix:

Street 1: 835 Orchid Springs Dr Street 2:

Items

xcpv448

DD

A.R.M.S. Inc. | asdfasf | .357 Magnum (.357 S&W Magnum)

1 Total Items

Fig. 8a — The saved reservation, with Generate E-Form and Generate Paper Form at the top right.

E-Form supports ATF Forms 1, 2, 3, and 4. If you file electronically through the ATF eForms portal, this is the one you'll use.

FFL Boss Cloud

Bound Books Quick Transactions Kiosk Mode IOI Mode Point Of Sale Firearm Trace

Dashboard > Reservations > R-27

Generate E-Form

General Forms

- ATF Form 1 (5320.1) - Application to Make and Register a Firearm
- ATF Form 2 (5320.2) - Notice of Firearms Manufactured or Imported
- ATF Form 3 (5320.3) - Application for Tax Exempt Transfer of Firearm and Registration to Special Occupational Taxpayer (NFA)
- ATF Form 4 (5320.4) - Application for Tax Paid Transfer and Registration of Firearm

Reservation Status

Date: 06/11/2026

Returned:

Reservation Item(s) Notes

Details

Location: John Everyman Arms

Reserver: Dealer Customer Trust / Legal Entity Exporter

Customer: Ahlysa Mckinney

The customer name and address are stored with the transaction to preserve past Bound Book records in the event the customers name changes or they move to a new address.

First Name: Ahlysa Middle: Shicole

Last Name: Mckinney Suffix:

Street 1: 835 Orchid Springs Dr Street 2:

Items

1 Total Items

Fig. 8b — Generate E-Form supports ATF Forms 1, 2, 3, and 4. Choose Form 4 for a tax-paid transfer to a customer.

Paper Form covers a few more, including Form 23 (Responsible Person Questionnaire) and Form 9, grouped by transferee type.

Fig. 8c — Generate Paper Form covers more, including Form 23 and Form 9, grouped by transferee type.

The item is now locked. While it's on the reservation, the suppressor stays in your bound book but **can't be added to any disposition** until you release the reservation (Step 10). That's by design — it stops the item from being sold out from under an in-process transfer.

PART TWO · TAKE PAYMENT, THEN TRANSFER ON APPROVAL

9 Take Payment in the POS

All money for the sale runs through the **TacticalPay POS**, not the reservation. Because an NFA transfer takes time, customers usually pay a deposit or pay over the wait:

- **Layaway** — built into the POS. Take a deposit now and collect the balance at pickup.
- **Invoice** — bill the customer for the suppressor and settle when they come in.

Tip: tie the payment back to the paperwork. Drop the POS **invoice or layaway number** into the reservation's **Notes** field (e.g. "on invoice #1462") so the money and the transfer stay linked. For the full walkthrough, see our layaway guide on tacticalpay.com/knowledge-base.

10 Release the Reservation on Approval

When the approved stamp comes back from the ATF, open the reservation, set **Returned** to **Yes**, enter the **Returned Date**, add any notes, and click **Save**. That releases the item and makes it eligible to be added to a disposition.

The screenshot shows the FFL Boss Cloud interface. On the left is a sidebar with navigation options like 'Transfers to FFLs', 'My Importers', 'Destroyed Items', 'Lost / Stolen', 'NFA Dashboard', 'Reservations', 'Rentals', 'Exports', 'Trusts & Legal Entities', 'eForms Products', 'Standard eForms', 'Questions', 'Events / Gun Shows', 'Employee Monitor', 'Emails Sent', and 'Help & Support'. The main area is titled 'Dashboard > Reservations > R-27'. At the top right, there are tabs for 'RESERVATION', 'ELIGIBILITY', and 'FORM', with a 'Generate eForm' button. The 'Reservation Status' section includes fields for 'Date' (06/12/2026), 'Returned' (Yes/No), and 'Returned Date'. Below this is a 'Reservation Item(s) Notes' text area. The 'Details' section shows 'Location' as 'John Everyman Arms', 'Reserver' as 'Dealer', 'Customer' as 'Ahlysa Mckinney', and a note about customer name and address storage. The 'Items' section shows a single item 'xcv448' with details 'DD' and 'A.R.M.S. Inc. | asdfasdf | .357 Magnum (.357 S&W Magnum)'. A '1 Total Items' summary is at the bottom right.

Fig. 10 — Set Returned to Yes and enter the Returned Date to release the item for disposition.

11 Complete the Disposition

With the item released, dispose it to your customer in FFL Boss and run the **4473** as usual — with one NFA-specific difference on the form:

- 1 On the 4473, check the **NFA** box for the transfer.
- 2 If the only thing being transferred is the NFA item (nothing else serialized on the same 4473), checking that box **removes the NICS background-check section** — the ATF already vetted the buyer during the Form 4 approval. The same applies if the buyer has a qualifying permit.
- 3 Finish the disposition, collect any remaining balance in the POS, and hand over the suppressor.

Important — not legal or compliance advice: whether an NFA transfer is exempt from a NICS check, and which permits qualify, depends on the specific transfer and current ATF guidance. Confirm with your ATF rep / IOI before relying on the exemption.

12 Quick Reference

Print this page and keep it by the workstation.

- **Add the module** (non-Pro only) — **Marketplace** → **NFA Module** → **Subscribe**. Pro accounts already have it.
- **Reserve** — NFA Dashboard → **Reservations** → **Add Reservation** → set **Reserver = Customer** → select the buyer.
- **Add the item** — **Items** panel → add the suppressor by model or serial (Sequential Serial Numbers for a range).
- **Save** — confirm the customer and Form 4 (4a) maker address → **Add Reservation**.
- **File** — open the reservation → **Generate E-Form** (Forms 1–4) or **Generate Paper Form** (adds 23, 9) → **Form 4** for a customer transfer.
- **Get paid** — take a deposit / layaway / invoice in the **POS**; note the invoice # in the reservation.
- **Release** — stamp returns → open the reservation → **Returned = Yes + Returned Date** → **Save**.
- **Transfer** — dispose to the customer → 4473 with the **NFA box** checked (NFA-only transfer skips NICS) → collect the balance → hand it over.

Need help? More guides are at tacticalpay.com/knowledge-base. For questions on this workflow, email POS@TacticalPay.com — our in-house, Texas-based team will get back to you.