

1 Overview

An **FFL-to-FFL transfer** is sending a firearm from your shop to another licensed dealer — a customer shipping a gun to an out-of-state seller, a return to a distributor, or a gun headed out for a gunsmith. In FFL Boss it's a fast, dedicated workflow that writes the firearm out of your bound book and (optionally) emails the receiving dealer a record. The **money side** — the transfer fee you charge the customer — is handled separately in the **TacticalPay POS**. This guide covers both.

Receiving a transfer instead? A firearm coming *in* from another FFL is just an acquisition followed by a disposition — see Step 9.

Important — not legal or compliance advice: a transfer to another FFL is, in the eyes of the ATF, a **disposition** — FFL Boss simply organizes transfers in their own table. Verify the receiving dealer's license and your own recordkeeping obligations before you ship. Confirm anything you're unsure of with your ATF rep / IOI.

2 Before You Begin

- **The firearm is already in your bound book.** You can only transfer out an item you've acquired and have in stock.
- **You have the receiving dealer's FFL.** Best practice is a copy of their license in hand; FFL Boss can verify the number for you (Step 4).
- **Know your fee.** Decide what you charge for the transfer — you'll ring it up in the POS in Part Two.

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PART ONE · SEND THE FIREARM (FFL BOSS)

3 Start the FFL-to-FFL Transfer

In **FFL Boss**, open the **Quick Transactions** menu at the top and choose **FFL To FFL Transfer**. (You can also reach it from **My FFL Dealers** → **Transfers to FFLs** and the blue **Add** button — both open the same window.) The **Add Transfer** window opens.

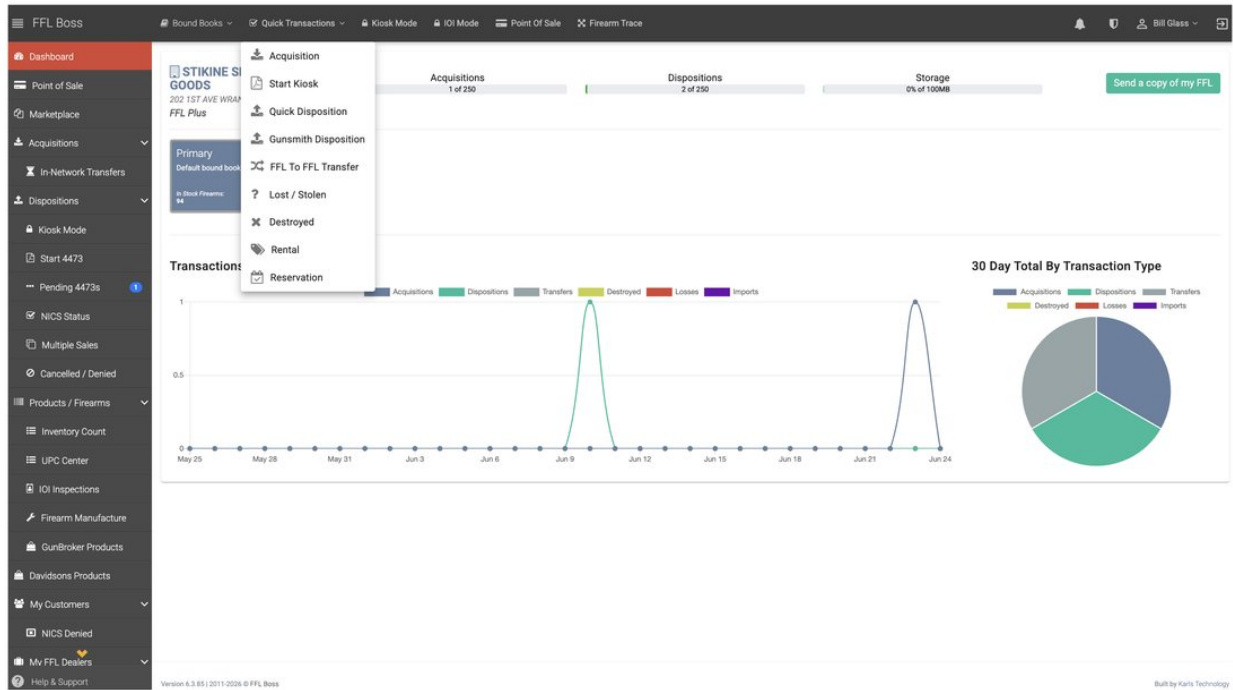


Fig. 3 — Quick Transactions → FFL To FFL Transfer. The same window opens from My FFL Dealers → Transfers to FFLs.

4 Choose the Receiving Dealer & Validate the FFL

Under **Transfer to FFL**, pick the receiving dealer (start typing to search your saved dealers, or add a new one). FFL Boss pulls in their **Dealer Name** and **FFL number** and checks it: a **green banner** confirms the license is valid and through what date, with a link to validate on **ATF eZ Check**. Set the **Location**, and an **Event** if the transfer happens at a gun show. Your own info is already filled from your login.

The screenshot shows the 'Add Transfer' window in FFL Boss. The window is divided into several sections. At the top, there's a 'Transfer to FFL' section with a 'Dealer' field containing 'Walmart Inc' and a 'FFL' field containing '9-92-130-01-7F-00142'. Below this, a green banner states 'The FFL is valid until 06/01/2027' with a link to 'Validate on EZ Check'. The 'Details' section includes 'Location' (STIKINE SPORTING GOODS), 'Event' (a dropdown menu), and 'Date' (06/24/2026). There's also a 'Notes' field. On the right, an 'Items' panel shows a list of items: 'Pistol' and 'Glock 19 9 mm'. At the bottom, there are 'Cancel' and 'Add Transfer' buttons. The background shows the FFL Boss dashboard with the 'Quick Transactions' menu open.

Fig. 4 — The Add Transfer window: pick the dealer, confirm the green FFL-valid banner, set location, and review the Items panel before saving.

Dealer not in your list yet? Click the **+** (**Add**) next to the dealer field to open **Add Dealer**. Enter their licensee / trade name, address, and FFL number — use **FFL Lookup** to pull and verify the license, and upload a copy of their FFL for your records. Be sure to add their **Email**: it's good practice, because it lets FFL Boss email them the shipping log / record of the transfer automatically. Click **Add Dealer** and they're selected for this transfer and saved for

next time.

Fig. 4b — Add Dealer: enter the FFL (use FFL Lookup to verify) and the dealer's email, then upload a copy of their license for your records.

Tip: don't ship against an expired license. If the banner isn't green, validate the dealer on ATF eZ Check and get a current copy of their FFL before the firearm leaves your shop.

5 Add the Firearm(s), Then Save

In the **Items** panel, click to add an in-stock firearm. Search by model or serial and select it — you can add **more than one** on the same transfer, and the **Sequential Serial Numbers** tool pulls a whole range at once for a batch. When the dealer, FFL, and items all look right, click **Add Transfer** to write the firearm(s) out of your bound book.

Fig. 5 — Add In Stock Products: search and select the firearm(s). Use Sequential Serial Numbers to add a range, then Add in Stock Products.

Notify the receiving dealer. If they're not on FFL Boss, you'll be asked for their email so the system can send them a shipping log / record of the transfer. Adding it is best practice — then ship the firearm. (If you skip it, choose Save Anyway.)

PART TWO · COLLECT THE TRANSFER FEE (POS)

6 Create the Transfer Fee

Switch to the **TacticalPay POS**. The fee is a **Service**, not inventory. Open **Products** → **Services**, click **Add Service**, name it **FFL Transfer Fee**, set the **price**, and mark it **Taxable** or **Non-Taxable** to match your state's rules. Save it once and it's there to reuse on every transfer.

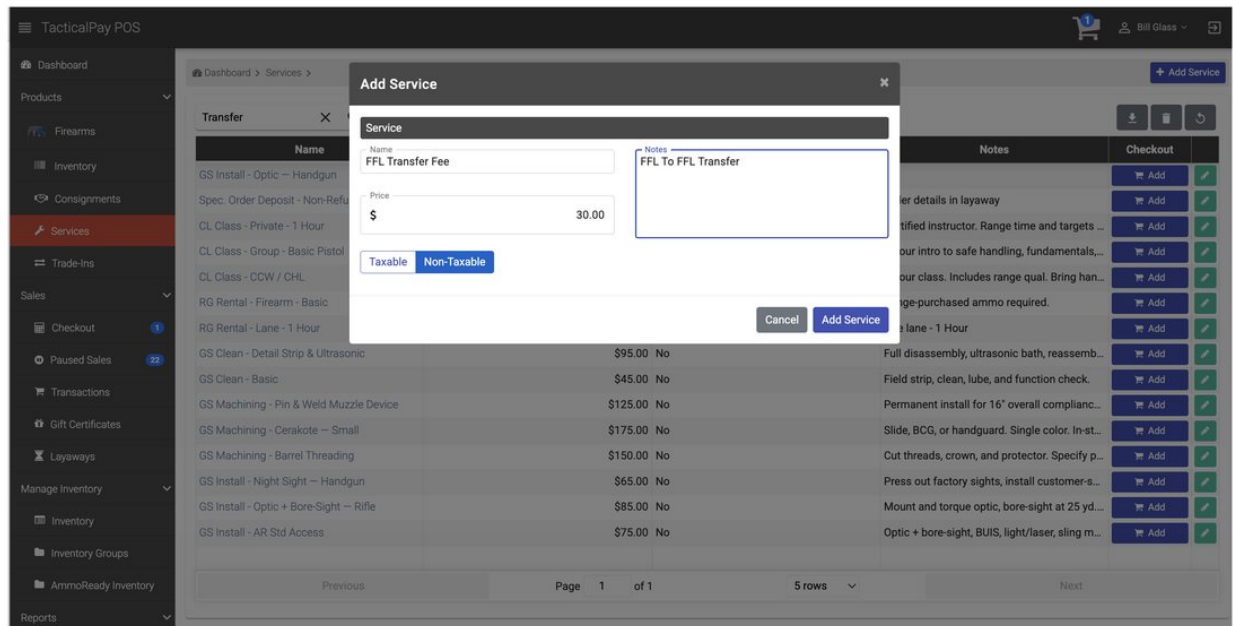


Fig. 6 — Add Service: name it FFL Transfer Fee, set the price, and choose Taxable / Non-Taxable. Save once and reuse it.

Tip: this is a one-time setup. If you've already created a Transfer Fee service, skip to Step 7 and just add it to the cart.

7 Ring It Up & Collect

Add the **FFL Transfer Fee** service to the cart at **Checkout**, confirm the amount, and take payment — cash, card, check, gift certificate, or send it to an invoice. That's the fee collected; the firearm already left your bound book in Part One.

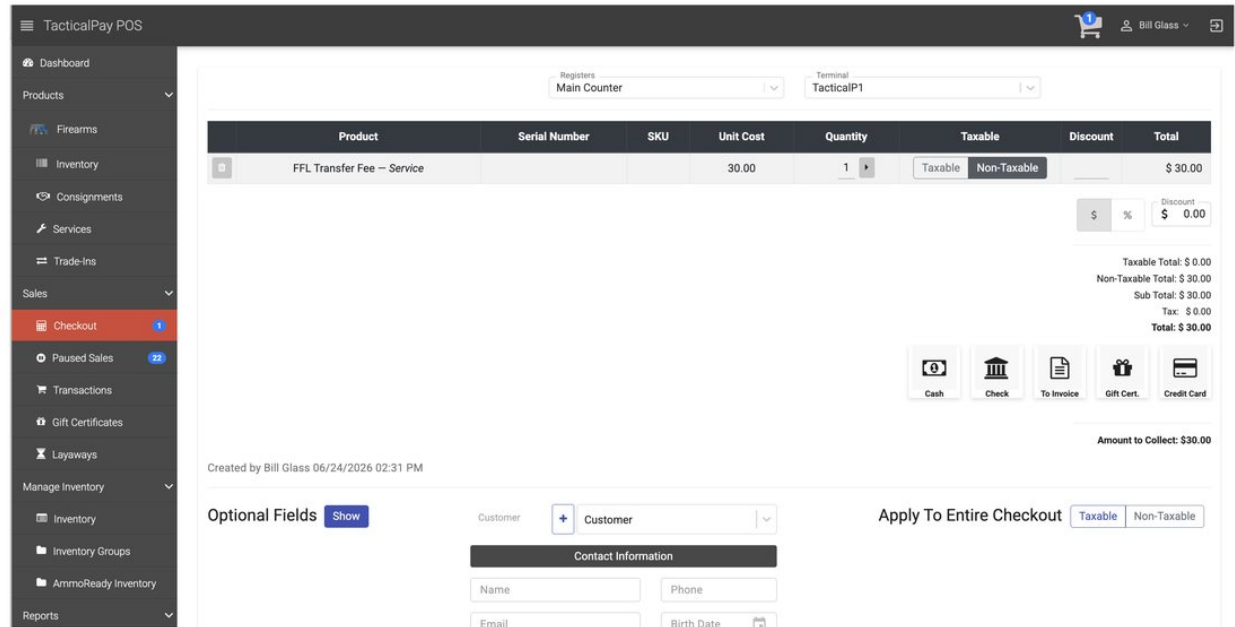


Fig. 7 — The FFL Transfer Fee on the checkout, ready to collect by cash, card, check, invoice, or gift certificate.

8 Receiving a Transfer In

A firearm coming *in* from another FFL isn't a separate feature — it's the normal two-step flow:

- 1 **Acquire it.** When it arrives (with the sending dealer's FFL copy in the box), log it as an acquisition from that FFL. See “**Firearm Acquisitions**” on tacticalpay.com/knowledge-base.
- 2 **Dispose it to the customer.** Once it's in your bound book, run the 4473 and dispose it like any sale. See “**Processing Firearm Dispositions.**” Charge your inbound transfer fee in the POS the same way as Part Two.

9 Quick Reference

Print this page and keep it by the workstation.

- **Start** — FFL Boss → **Quick Transactions** → **FFL To FFL Transfer** (or My FFL Dealers → Transfers to FFLs → Add).
- **Dealer** — pick the receiving FFL; confirm the **green FFL-valid banner** (validate on ATF eZ Check if it isn't green).
- **Items** — add the firearm(s) from in-stock; Sequential Serial Numbers for a range; **Add Transfer** to write them out.
- **Notify & ship** — add the dealer's email for the shipping log, then ship the firearm.
- **Fee — set up (one-time)** — POS → **Services** → **Add Service** → **FFL Transfer Fee** → price → Taxable/Non-Taxable.
- **Fee — collect** — add the service at **Checkout** and take payment.
- **Transfer in?** Acquire it, then dispose to the customer — see the Acquisitions and Dispositions guides.

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.