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Overview

When you transfer more than one qualifying firearm to the same person, ATF requires a **multiple-sale report**. FFL Boss detects this automatically from the disposition and prompts you to file the correct form:

- **ATF 3310.4** — two or more pistols or revolvers (handguns).
- **ATF 3310.12** — two or more of certain rifles.

This guide covers the one-time CLEO setup, what triggers the form, how to generate it, and where everything is recorded.

How Submission Works — Read This First

FFL Boss submits multiple-sale reports to the **ATF automatically**, and that submission **cannot be turned off**. Separately, it can also send the report to your **CLEO** (Chief Law Enforcement Officer) automatically — that piece has its own Yes/No toggle, because some dealers prefer to submit to their CLEO themselves. Because generating the form can send it, treat **Generate** as a real filing, not a draft.

Important — not legal, tax, or compliance advice: This guide explains how the multiple-sale workflow behaves in FFL Boss. It is not a statement of your reporting obligations. Multiple-sale rules vary by jurisdiction and change over time — confirm your specific situation with your ATF rep or attorney before acting.

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PART ONE · SETUP

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Enter Your CLEO Information (One-Time)

Until your CLEO is on file, every qualifying disposition warns you that the form is required, and you won't be able to complete multiple-sale reporting cleanly. Set it up once:

- 1 On a disposition that needs it, you'll see a yellow **No CLEO Information** banner. Click **“Click here to fix this.”** (You can also go to **Bound Books > Locations**, open your location, and select the **DETAILS** tab.)
- 2 In the **CLEO Information** section, fill in **Officer Name**, **Agency Name**, **Email**, and **Address**.
- 3 Set **Auto Send to CLEO** to **Yes** to have FFL Boss send the report to your CLEO automatically, or **No** if you'll submit to your CLEO yourself.
- 4 **Save** the location. Once the CLEO is saved, the recurring warning stops.

No CLEO Information - The location "STIKINE SPORTING GOODS" does not contain CLEO information, and that is needed in order to process 4473s and Multiple Sale forms. Click here to fix this.

Fig. 2a — The No CLEO Information banner. Click “Click here to fix this” to jump straight to the CLEO fields.

CLEO Information

Officer Name

Agency Name

Email

Address

Auto Send to CLEO

YesNo

Fig. 2b — The location's DETAILS tab: the CLEO Information fields and the Auto Send to CLEO toggle.

Tip: This is legal-reporting configuration — enter the CLEO details and set the toggle yourself rather than delegating it. Remember that **Auto Send to CLEO** only controls the CLEO copy; the ATF submission happens automatically either way.

PART TWO · FILING A MULTIPLE SALE

3 Start the Disposition & Add the Firearms

Go to **Dispositions > Start 4473** (the One Page 4473 screen) and confirm the **Date**, **Location**, and **Kiosk** at the top. Then, in **Section A**, click **Add Items**.

In the **Add In Stock Products** window, search your inventory and click the **+** beside each firearm to move it into **Selected Product(s)**. There's also a sequential serial-number tool if you're adding a run of consecutive serials. Add **two or more** qualifying firearms, then click **Add In Stock Products**.

Fig. 3a — Add In Stock Products: click + to move each firearm into Selected Product(s). Adding two or more qualifying firearms is what triggers the report.

Back on the form, the firearms appear in Section A with **Manufacturer**, **Model**, **Serial**, **Type**, and **Caliber**, and **Total Number of Firearms** (field 6) fills in automatically.

Fig. 3b — Section A populated. Total Number of Firearms fills in automatically; the Type column decides which form applies.

Check the Type column before you continue. Type is what determines which form FFL Boss requires — **pistols/revolvers** drive the **ATF 3310.4**, and **certain rifles** drive the **ATF 3310.12**. A firearm typed incorrectly will drive the wrong form.

4 Send to Kiosk & Complete the 4473

Click **Send to Kiosk**. The transaction appears under **Dispositions > Pending 4473s** in the **Kiosk Editing 4473s** list. Click **Launch Kiosk** to have the customer complete **Section B** (their information and the eligibility questions). After the customer submits, the transaction moves to the review list below; once you review and approve it, it becomes a completed disposition (D-#).

ID	Date	Kiosk	Name	Address	Product(s)	Birth Date	DL Scan
0004-1890336	07/01/2026	STIKINE SPORTING GOO...			1094	-	DL Scan

Fig. 4 — Kiosk Editing 4473s: click **Launch Kiosk** to hand the transaction to the customer for Section B.

One 4473 per kiosk at a time. If you see “A pending 4473 is already in that Kiosk,” complete or clear the existing one before sending another.

5 Generate the Multiple-Sale Form

Open the completed disposition. On the **DISPOSITION** tab, banners at the top flag the form — one that it **has not been generated**, and one that it **has not been sent**. Each has its own **Generate** button.

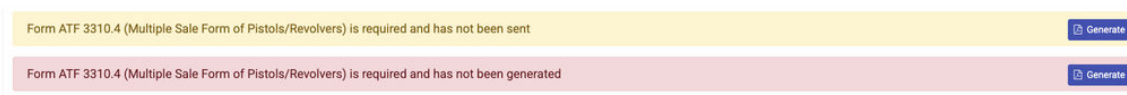


Fig. 5a — The multiple-sale banners on the disposition, each with a **Generate** button.

Generate it either from the banner's **Generate** button, or from the **Generate Form** menu at the top right. That menu lists **ATF 4473 (Disposition Form)**, **ATF 3310.12 (Multiple Sale Form of Certain Rifles)**, and **ATF 3310.4 (Multiple Sale Form of Pistols/Revolvers)**. Choose the one matching the firearms on the disposition.

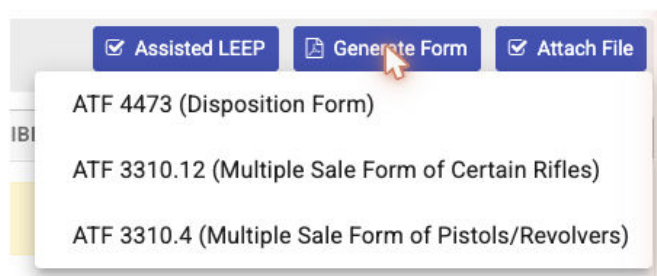


Fig. 5b — The **Generate Form** menu: the standard 4473 plus both multiple-sale forms.

Important — **Generate is a live filing.** Generating the form triggers the automatic **ATF submission** (and the CLEO submission, if Auto Send is on). It is **not a draft and cannot be cancelled**. Before you click, confirm your CLEO information is saved and the firearm **Types** in Section A are correct.

6 Verify in the Multiple Sales Report

Go to **Dispositions > Multiple Sales**. Every required form is tracked here, with columns for **Form**, **Status**, **Date**, **Customer**, **Location**, the linked **Disposition**, and the **Qualifying Firearms** that triggered it.

- **Missing** — the form is required but has not been generated yet.
- **Generated** — the form has been produced.

You can search and filter by location and date, export the list with the download button, and remove an entry with the red ✕.

Search Multiple Sales	Q	Locations...	On Or After Date	On Or Before Date			
Form	Status	Date	Customer	Location	Disposition	Qualifying Firearms	
ATF 3310.4	Missing	04/03/2026	John Smith	STIKINE SPORTING GOO...	D-12	Pistol Sig Sauer P365-X Macro Pistol Sig Sauer P365 X-MACR Pistol American Tactical P320i Pistol American Tactical P320i Pistol American 19 Gen5 123 Pistol 19 Gen5 12345678926	✕
ATF 3310.4	Generated	04/03/2026	John Smith	STIKINE SPORTING GOO...	D-12	Pistol Sig Sauer P365-X Macro Pistol Sig Sauer P365 X-MACR Pistol American Tactical P320i Pistol American Tactical P320i Pistol American 19 Gen5 123 Pistol 19 Gen5 12345678926	✕
ATF 3310.4	Generated	04/03/2026	John Smith	STIKINE SPORTING GOO...	D-11	Pistol Glock 19 Gen5 123456 Pistol American Tactical P320i Pistol American 19 Gen5 123	✕
ATF 3310.4	Generated	03/31/2026	John Smith	STIKINE SPORTING GOO...	D-8	Pistol Glock 19 Gen5 123456	✕

Fig. 6 — The Multiple Sales report: every required form, its status, and the qualifying firearms that triggered it.

Tip: Check this report before you close out. It's the authoritative list — the fastest way to confirm nothing required is still outstanding.

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Where Everything Lives

- **CLEO setup and the Auto Send toggle** — the location's **DETAILS** tab.
- **The trigger** — the **Start 4473** screen, when two or more qualifying firearms go to one customer.
- **The alerts and Generate buttons** — the disposition's **DISPOSITION** tab, plus the **Generate Form** menu.
- **The generated 4473 PDF** — the disposition's **Forms** tab.
- **Multiple-sale form status** — the **Multiple Sales** report (the authoritative status list).

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.