

ALLEN ARMS

TACTICAL

SILENCER DISTRIBUTION

ATF Form 4 Instruction Sheet

- Block 1) Select the type of Transfer. AOW's are the only NFA item that are a \$5 transfer tax. All other NFA items are a \$200 transfer tax.
- Block 2a) If individual, transferee's full name. If trust or other legal entity, the entire name of the entity exactly as it appears on the legal documents.
- Block 2b) The County in which the individual resides, or address at which the legal entity is registered.
- Block 3a) Your premises address.
- Block 3b) Your email address you want the NFA Branch to email you at.
- Block 3c) Your telephone number.
- NOTE: For all blocks under number 4, that information can be found on the Form 3 if incoming from a distributor/ manufacturer.
- Block 4a) Name and address of the Manufacturer of the NFA item you are transferring. Note: Name, City, and State will suffice.
- Block 4b) Type of Firearm you are transferring: Silencer, SBR, SBS, AOW, Machine Gun, or Destructive Device.
- Block 4c) Caliber or Gauge of the device you are transferring.
- Block 4d) Model as listed on Form 3
- Block 4e) Length of barrel, if applicable (not applicable to silencers).
- Block 4f) Overall length of item.
- Block 4g) Serial number of item as appears on the Form 3.
- Block 5 & 6) Not applicable if the item is already in your possession as an SOT. A Form 3 would be used.
- Block 7 & 8) Your FFL & SOT information.
- Block 9) Your signature
- Block 10) Your name and title.
- Block 11) Today's date.
- Block 12) The Chief Law Enforcement Officer (CLEO) information for the jurisdiction in which the transferee resides. As a note, we find listing the head of state police easiest. This way you do not have to deal with multiple Chiefs of Police, County Sheriffs, etc for different customers.
- Block 13) Only applicable if the item being transferred is NOT a silencer or AOW. If a silencer or AOW, you may skip.
- Block 14-17) Only to be completed if transferee is an individual. If a trust or other legal entity, the Responsible Person Questionnaire will need to be completed by each RP associated with the legal entity.
- Regardless of transferee type, the Transferee Certification must be signed and dated.
- Block 18: The number of RP's associated with the legal entity, if a trust or legal entity transfer.
- Block 19) List the full name of each RP, if applicable.
- Block 20) What method of payment you and your customer prefer.

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Responsible Person Questionnaire (RPQ) Instruction Sheet

- Block 1) If selling from your inventory to an individual/ legal entity, you will choose 'Form 4'. Form 1 is a non-SOT holder making their own NFA item. This is most commonly used for individuals/ legal entities registering their own SBR. Form 5 is for LE Transfers and transfers from a deceased person to a lawful heir.
- Block 2) The same address and name as listed on the Form you have just completed.
- Block 3a) The ACTUAL name and residence of the RP.
- Block 4) All sub-blocks must match exactly the information entered on the Form 4.
- Block 5) The CLEO as listed on the Form 4.
- Block 6, 7, & 8) Your customer must complete this portion.

When sending in your Form 4, be sure you have the following items in the envelope to BATFE:

- 1) Both copies of the Form 4 to ATF.
- 2) A check, money order, or the payment information on page 3 is completely filled out.
- 3) All applicable finger print cards, in duplicate.
- 4) All applicable photographs in the correct spot.
- 5) The address to send the Form 4 to is: NFA Branch, BATFE P.O. Box 530298 Atlanta, GA 30353

Be sure to separate the ATF copies from the CLEO copies. When sending in the CLEO copy, be sure any RPQ's, if applicable, are sent to their corresponding CLEO's.