

eForm 5 Submission Guide (multiple transferors from FFL)

January 2025

Form 5

This guide is to provide information to the ATF eForms user on how to successfully file the eForm 5 for transfer from FFL to a government entity. Every FFL licensee that is engaging in the business of NFA weapons to Import, Manufacture, and Deal, must have an active SOT for every license from which they plan to do NFA business. This also includes any FFL that is planning to go out of business or not renew their SOT license. **All transfers must be complete before FFL/SOT expire.**

As of right now, the eForms system is only set up to accept eForm 5 transfers from an active FFL/SOT holder, however the Form 5 is used for several different reasons, and a paper Form 5 can still be submitted to nfafax@atf.gov for processing until the eForms system is able to accept the form for all relevant reasons. The Form 5 can also be used to transfer weapons from a government entity to another government entity or from a government entity to an active FFL/SOT holder. This form is also used to transfer non serviceable weapons, any transfers for repairs, and admin purposes of transferring inventory from an old FFL/SOT holder (but still active) to a new FFL/SOT holder within the same company.

For example: If an FFL has acquired a new FFL/SOT and would like to conduct business from the new FFL/SOT through eForms, the FFL will **only** be able to see his already existing inventory in eForms if he transfers the entire inventory from his old FFL/EIN to his new FFL/EIN. Otherwise, the new FFL/EIN will not show any available inventory on the eForms site.

- **Select Form**

- After logging into your eForms account, please click on the Form 5 icon, located on your dashboard, to select it.



- **Intended Use of Form**

- Review the information. Then click the Next button to proceed.

ATF Form 5 (5320.5) - Application for Tax Exempt Transfer and Registration of Firearms [Click here for instructions](#) **All Draft Forms will be deleted after 90 days**

Save Cancel View PDF Go Home

eForm ID:

Form 5320.5 Application Transferor Alternate Address Transferee Line Item Electronic Documents Certify

Intended Use of Form

This form is to be used to apply for the tax exempt transfer of an NFA firearm or firearms. To submit it electronically, the transferor must be an active Federal firearms licensee who has paid the NFA special tax for the current tax year. If the firearm is unserviceable, the transferee may only be a legal entity, such as a corporation or trust, where fingerprints, photographs, or the Law Enforcement Certification are not required. Otherwise, the transfer can only be to a Federal, State or local government agency.

If the transferee is a legal entity, the transferor must provide documentation of the existence of the entity, such as the article of incorporation for a corporation or the trust documents.

If the transferee is a government agency, the identification of the agency for entry into the eForms system will be guided by the agency's Originating Agency Identification Number (ORI). The submitter will need this information before submission. Be aware that all government agencies do not have an ORI. If the government agency does not have an ORI, then the transfer application must be submitted as a hard copy application.

Any required documentation must be submitted electronically with the eForms application. The system provides an attachment function for each application. The typical types of attachments are identified in a drop-down menu within the system. If the type of attachment is not identified in the drop-down, select "OTHER" and describe the type of documentation in the corresponding field.

The transferor will be selecting the firearm or firearms to be transferred from current inventory. If the transferor is unable to find the firearm or firearms in the inventory, please contact the NFA Branch at (304) 616-4500.

Back Next

Note: Notice that once you click “next” on the intended use of form, the eForms system will then create an eForms id (located in the top right-hand corner of the screen). See highlighted section below.

ATF Form 5 (5320.5) - Application for Tax Exempt Transfer and Registration of Firearms [Click here for instructions](#) **All Draft Forms will be deleted after 90 days**

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eForm ID: 53205 1437

Form 5320.5 Application Transferor Alternate Address Transferee Line Item Electronic Documents Certify

Select License

FFL Exp. Date EIN SOT Class

Select FFL/EEL

User must have an association with an FFL/SOT EIN in order to view that FFL's available inventory. (please see 'My Profile => FFL/AECA/EIN Access' to submit an association request)

Application

Type of Transfer: Tax Exempt

I Believe That I am Entitled to Exemption From the Payment of the Transfer Tax Imposed By Section 5811 (26 U.S.C. Chapter 53) on the Firearm Described Herein for the Following Reason (See Instruction 2B):

* ☐ Firearm is unserviceable and is being transferred as a Curio or Ornament

☐ Firearm is being transferred to a Government Entity

☐ Firearm is being transferred from a Government Entity

Internal Control Number

Back Next

- **Application**

- Choose the FFL from the drop-down menu. Once chosen, the expiration, EIN and SOT class will auto fill.
- Please choose the type of transfer.
- Click Next.

ATF Form 5 (5320.5) - Application for Tax Exempt Transfer and Registration of Firearms All Draft Forms will be deleted after 90 days eForm ID: [REDACTED]

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Form 5320.5 Application Transfer Alternate Address Transferee Line Item Electronic Documents Certify

Select License

FFL Exp. Date EIN SOT Class

Applicant FFL is a required field.

User must have an association with an FFL/SOT EIN in order to view that FFL's available inventory. (please see 'My Profile => FFL/AICA/EIN Access' to submit an association request)

Application

Type of Transfer: Tax Exempt

I Believe That I am Entitled to Exemption From the Payment of the Transfer Tax Imposed By Section 5811 (26 U.S.C. Chapter 53) on the Firearm Described Herein for the Following Reason (See Instruction 2b):

☐ Firearm is unserviceable and is being transferred as a Curio or Ornament

☐ Firearm is being transferred to a Government Entity

☐ Firearm is being transferred from a Government Entity

Internal Control Number

Back Next

Transferor *(The FFL that the weapons are being transferred from; current possession)*

- The transferor information is auto populated based on the FFL selection in the previous screen. Once the information has been confirmed, please click the Next button to proceed.

ATF Form 5 (5320.5) - Application for Tax Exempt Transfer and Registration of Firearms All Draft Forms will be deleted after 90 days eForm ID: [REDACTED]

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Form 5320.5 Application Transfer **Transferor** Alternate Address Transferee Line Item Electronic Documents Certify

Transferor

License Name / Corporation / Other Legal Entity

Country

Address

Zip Code City County State

Telephone Ext. Email

The above-named and undersigned transferor hereby makes application as required by Section 5812 of the National Firearms Act to transfer and register the firearm described below to the transferee.

Back Next

- **Alternate Address**

- If the FFL has an alternate address that they may want to add, they can do so here.
- Click Next

- **Transferee** (The FFL or government entity that is receiving the weapon)

- Click Add/Edit Transferee.
- You may search by name/ORI (for weapons going to a government agency) or zip code by clicking the radio button at the top.
- Once information has been entered, click verify transferee.
- Click Next.

- Verification of Transferee.
- Verify that all information is correct. If not, you may click on the button at the top that states “the information listed is not correct”. This option will allow the fields to open for editing. Click next; the pop up will then ask for specified documentation to make the change request.
- If the information is correct, click finish, as shown below.

- Click next

● Line Item

- **Note:** Do not enter any firearm information on this screen in the boxes below as it will not save your information. (viewing purposes only)

- Click the “Add Firearm” button

ATF Form 5 (5320.5) - Application for Tax Exempt Transfer and Registration of Firearms

Save Cancel View PDF Go Home

Form 5320.5 Application Transfer Alternate Address Transfers Line Item Electronic Documents Certify

Line Item

To add a firearm click on the "Add Firearm" button below:

Add Firearm Print Line Items

Maximum number of line items for this form: 5000

View

ID	Serial Number	Manufacturer	Product Type	Caliber	Model	Barrel Length	Overall Length	Actions
No data to display								

Total records: 0

Back Next

- Once the “add firearm” button has been clicked, a pop up will appear with your available inventory.

Note: If you have previously transferred a weapon or have a weapon that is currently pending on a previously entered form, the specific weapon will not appear in your available inventory.

ATF Form 5 (5320.5) - Application for Tax Exempt Transfer and Registration of Firearms

Save Cancel View PDF Go

Form 5320.5 Application Transfer

Line Item

To add a firearm click on the "Add Firearm" button below:

Add Firearm Print Line Items

Maximum number of line items for this form: 5000

View

How to filter by serial numbers

Prefix Starting Number Ending Number Suffix

Filter By Serial Number Range Clear Range Filter Add All Within Range

View

SERIAL NUMBER	MANUFACTURER	PRODUCT TYPE	CALIBER	MODEL	BARREL LENGTH	OVERALL LENGTH

Total records: 18

* Gray line items have already been added to this form.

Print Line Items

OK Cancel

- Click on the serial number that you are potentially transferring and click ok. If you are transferring multiple weapons (more than 1), hold down the control key on your keyboard and choose multiple weapons. Click ok.
- The chosen weapons will appear in the box as shown below. After verifying that the weapons that you chose are correct, click next.

ATF Form 5 (5320.5) - Application for Tax Exempt Transfer and Registration of Firearms All Draft Forms will be deleted after 90 days

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Form 5320.5 Application Transferor Alternate Address Transferee **Line Item** Electronic Documents Certify

Line Item

To add a firearm click on the "Add Firearms" button below:

Add Firearms Print Line Items

Maximum number of line items for this form: 5000

View

ID #	Serial Number	Manufacturer	Product Type	Caliber	Model	Barrel Length	Overall Length	Actions

Total records: 2

Back Next

Electronic Documents

- Enter any additional documents in this section that you may need to, such as an approved marking variance, any photos/markings of the firearm, or law letters. Choose the document type and click add document. Click Next when finished uploading. If there are no documents to upload, click next.

Save Cancel View PDF Go Home

Form 5320.5 Application Transferor Alternate Address Transferee Line Item **Electronic Documents** Certify

Electronic Documentation

Attachment restrictions:

1. 20 attachments per form
2. Each attachment can be no larger than 30MB
3. Total file size per submission can be no larger than 600MB
4. Allowed file types:
 - Word (.doc, .docx, .docm)
 - PDF (Portable Document Format)
 - Excel (.xls, .xlsx, .xlsm)
 - PowerPoint Presentation (.ppt, .pps, .potx, .potm)
 - JPG and JPEG (Joint Photographic Expert Group)
 - GIF (Graphics Interchange Format)

File

Choose file Browse

Each attachment can be no larger than 30MB

Document Type

Select a document type

Description

Add Document

View

ID #	FILE NAME	FILE SIZE (BYTES)	DOCUMENT TYPE	DOCUMENT DESCRIPTION
No data to display				

Total records: 0

Back Next

Certify

- This is the part of the application where the eForms system will perform a validation of the entered information to ensure that all required information has been entered on the form. You will notice a green banner (as listed below) that says, “The application has validated successfully.” If the system determines that there is missing information, a red banner will appear advising “the application has not been validated successfully and has errors.” It will also list the section of the application where the error occurs. If there are no errors, you may proceed. If there are errors, please be sure to click on the fields where the error is listed and correct before proceeding.
- Be sure to click the box that certifies that all the information that was entered is, to the best of your knowledge and belief, true, correct and complete under penalties of perjury. Click Sign and Submit.

ATF Form 5 (3.529.5) - Application for Tax-Exempt Transfer and Registration of Firearms All Draft Forms will be deleted after 90 days

Save Cancel View PDF Go Home eForm ID: [REDACTED]

Form 5120.5 Application Transfer Alternate Address Transferee Line Item Electronic Documents **Certify**

Summary and Confirm Submission

[Click here to view PDF of completed form.](#)

✓ The application has validated successfully.

Certification

* Certify
☐ Under Penalties of Perjury, I Declare that I have examined this application, and to the best of my knowledge and belief it is true, correct and complete, and that the transfer of the described firearm to the transferee and receipt and possession of it by the transferee are not prohibited by the provisions of Chapter 44, Title 18, United States Code; Chapter 53, Title 26, United States Code; or Title VII of the Omnibus Crime Control and Safe Streets Act, as amended; or any provisions of State or local law.

Sign & Submit

Confirmation

Your application is still in a state.

Back Next

- Once the sign and submit button is clicked, a pop-up box will appear asking for your PIN. This is the 4-digit PIN that was entered when registering your eForms account. Click Submit.
- The form is complete. The eForms system will let you know that your form was successfully submitted and will also give you your control number for your application.

