



# Ordo Templi Orientis

U.S. Electoral College  
P.O. Box 1433  
Buffalo, NY 14225  
electoral\_college@oto-usa.org

## LOCAL BODY CLOSURE REQUEST

### NAME AND METROPOLITAN AREA OF OFFICIAL BODY TO BE CLOSED:

---

### NAME OF MASTER REQUESTING CLOSURE: \_\_\_\_\_

Private contact point for the Master (*not* the local body) that will survive the local body closure:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

On what date did you assume Mastership of this local body? \_\_\_\_\_

Briefly describe the reason for your request to close this body: \_\_\_\_\_

---

How many O.T.O. Initiates are currently members of this local body, or will be directly impacted by its closure? \_\_\_\_\_

Does the local body have a bank account balance or any other funds in its name? If so, how much? \$ \_\_\_\_\_

- *These funds must be used to settle any local debts or bills, and the remainder must be forwarded to the Grand Treasurer General with a final report on the local body's financial status.*

Does the local body have any outstanding bills that will not be settled by remaining local funds?

If so, what are they, and what is the total unsettled amount? \_\_\_\_\_

---

---

For Electoral College Use:

Date received: \_\_\_\_\_ Date considered: \_\_\_\_\_

Action taken: \_\_\_\_\_ Charter enclosed? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Does the local body own any physical assets (mass or initiation temple equipment, etc.)? If so, what?

---

---

- *These items need to be stored safely for the time being. The Electoral College will endeavor to find another local body that can take possession of these items and make use of them in the future. You will be contacted about this A.S.A.P. If you have a suggestion as to who might benefit from these items, please also note that here. Attach additional sheets if necessary.*

Does the local body possess any physical assets (book, appliances, robes, etc.) belonging to individuals? If so, what?

---

---

- *These items must be returned to the individuals who own them.*

Were there any resources unavailable to you which may have prevented the necessity of this request? If so, what were they? Use additional sheets if necessary.

---

---

**I acknowledge that it is my will to resign as Master of the above-described official body of Ordo Templi Orientis. Therefore, I have enclosed the original copy of the local body's Charter with this request form. I will remit and forward all financial and physical assets of the body to the appropriate O.T.O. offices as directed, return any privately-owned property, close the physical and internet contact points for the local body, terminate any contracts for rent and utilities which are in the name of the local body, and cease to sponsor events or to do business in the name of the O.T.O. under this local body Charter. I hereby request that the U.S. Electoral College of the O.T.O. confirm the closure of this local body.**

Signature of Master: \_\_\_\_\_ Date: \_\_\_\_\_