

INTEROFFICE MEMO



County of San Bernardino

DATE: November 4, 2014**PHONE:** 386-9000**FROM:** 
OSCAR VALDEZ,
Assistant Auditor-Controller/Treasurer/Tax Collector**TO:** COUNTY EMPLOYEES USING ACCELAPAY CARD

SUBJECT: NEW FOCUS CARDS HAVE BEEN MAILED

On September 30, 2014, we notified you that the County's pay card vendor, U.S. Bank, is undergoing a mandatory upgrade of the AccelaPay Card to a new pay card, U.S. Bank Focus Card.

U.S. Bank mailed the new Focus Card on November 3, 2014 to all County of San Bernardino employees who currently have an AccelaPay card; you should receive your card in about one week. Your card will arrive in a plain white envelope with an Indianapolis, Indiana return address. If you do not receive your new card by November 12, 2014, please call U.S. Bank at 877-474-0010.

We ask that after receiving your Focus Card, you promptly take the following actions:

- Activate the card following instructions provided by U.S. Bank, and;
- Use EMACS Self-Service to change your direct deposit from AccelaPay to your new Focus Card.

It is imperative that you take the actions described above so that your direct deposit will not be interrupted. Effective pay period 25/14, payday on December 10, 2014, U.S. Bank will only deposit to the Focus Card. To ensure a complete transition of all AccelaPay cardholders to the Focus Card, the last deposit to AccelaPay cards will be on November 26, 2014. Please rest assured however, that should your direct deposit be interrupted, you will receive a one-time payment by check. Future payments will be directed to your Focus Card.

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