



Preparing for transition - cardholder template

TEMPLATE INSTRUCTIONS

- Copy and paste the text below into a new email.
- Personalize the <text> in the email below and remove any content that is not applicable to your program. Refer to the dates in the email you received from us to populate the date fields.
- Copy and paste the subject line in the email: **[Action Required] Transitioning to your new U.S. Bank card**
- Add your signature block (if applicable) to the email and send.

To: <cardholder email>

Subject: Preparing for your new U.S. Bank card

Dear <cardholder first name>

As previously communicated, <insert organization name here> will transition its Union Bank <card program> to U.S. Bank as our paymentsolution provider for <insert one or more of the following as appropriate: purchasing cards, travel cards, one cards>.

To facilitate a smooth transition, please complete the following before <date>:

- Review and validate your account information/settings
- Keep account reconciliations up to date
- <include additional cardholder readiness tasks>

As a reminder, your Union Bank accounts(s) cannot be used after xxxxxxxx. The new U.S. Bank accounts can be used as soon as they are received and activated. Please keep the following dates in mind:

U.S. Bank card issuance begins: <XX/XX/XXXX>

Union Bank accounts no longer valid: <XX/XX/XXXX>

Begin using your U.S. Bank cards: <XX/XX/XXXX>

If you have any questions, please contact <name/contact info>.

Thank you,

[PA signature block]