

Cwblhewch y ffurflen gyfan gan ddefnyddio pen inc, ac anfonwch hi at:

Please fill in the whole form using a ball point pen and send it to:

**CITY & COUNTY OF SWANSEA
BUSINESS RATES SECTION
CIVIC CENTRE
SWANSEA
SA1 3SN**

Enw(au) Deiliad/deiliad y cyfrif/ Name(s) of account holder(s)

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Rhif y cyfrif banc/cymdeithas adeiladu

Bank/building society account number

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Cod didoli cangen / Branch sort code

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Enw a chyfeiriad post llawn eich banc/cymdeithas adeiladu

Name and full postal address of your bank or building society

At: Y Rheolwr
To: The Manager

Banc/cymdeithas adeiladu
Bank/building society

Cyfeiriad /Address

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Cod post / Postcode

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Cyfarwyddyd i'ch Banc neu Gymdeithas Adeiladu i dalu drwy Ddebyd Uniongyrchol

Instruction to your bank or building society to pay by Direct Debit

Rhif Defnyddiwr Gwasanaeth/ Service user number

9	9	0	8	7	8
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Cyfeirnod /Reference

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Cyfarwyddyd i'ch banc neu gymdeithas adeiladu

A fydddech crystal â thalu Dinas A Sir Abertawe o'r cyfrif a nodir ar y cyfarwyddyd hwn yn amodol ar y mesurau a sicreir gan y diogelwch Gwarant Bebyd Uniongyrchol. Deallaf y gall y cyfarwyddyd hwn aros gyda Dinas A Sir Abertawe ac, os felly, anfonir manylion yn electronig i'm Banc/Cymdeithas Adeiladu.

Instruction to your bank or building society

Please pay City and County of Swansea Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with City and County of Swansea and, if so, details will be passed electronically to my bank/building society.

Llofnod(ion)/ Signature(s) /

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Dyddiad /Date

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Gall Banciau/Cymdeithasau Adeiladu wrthod derbyn cyfarwyddiadau i dalu Debydau Uniongyrchol o rai mathau o gyfrifon

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

Dylai'r talwr ddatgysylltu a chadw'r gwarant hwn.

This guarantee should be detached and retained by the payer.

Gwarant Debyd Uniongyrchol The Direct Debit Guarantee



- Mae'r Warrant hon yn cael ei chynnig gan bob banc a chymdeithas adeiladu sy'n derbyn cyfarwyddiadau i dalu Debyd Uniongyrchol. This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- Os bydd unrhyw newid yn symiau, dyddiadau neu amlder eich Debyd Uniongyrchol, bydd Dinas A Sir Abertawe yn rhoi gwybod i chi 10 diwrnod gwaith cyn i'ch cyfrif gael ei ddebydu, neu fel y cytunwyd fel arall. Os byddwch chi'n gofyn i Dinas A Sir Abertawe gasglu taliad, bydd cadarnhad o'r swm a'r dyddiad yn cael ei roi i chi pan wneir y cais. If there are any changes to the amount, date or frequency of your Direct Debit, City and County of Swansea will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the City and County of Swansea to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- Os bydd Dinas A Sir Abertawe neu eich banc neu gymdeithas adeiladu, yn gwneud camgymeriad ynghylch talu eich Debyd Uniongyrchol, mae gennych yr hawl i dderbyn ad-daliad llawn ar unwaith o'r swm a dalwyd gan eich banc neu gymdeithas adeiladu. If an error is made in the payment of your Direct Debit, by City and County of Swansea or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- Os byddwch chi'n derbyn ad-daliad nad oedd gennych yr hawl i'w dderbyn, mae'n rhaid i chi ei dalu yn ôl pan fydd Dinas A Sir Abertawe yn gofyn i chi wneud hynny. If you receive a refund you are not entitled to, you must pay it back when City and County of Swansea asks you to.
- Gallwch ganslo Debyd Uniongyrchol unrhyw bryd drwy gysylltu â'ch banc neu gymdeithas adeiladu. Efallai y bydd angen cadarnhad ysgrifenedig. Rhowch wybod i ninnau hefyd, os gwelwch yn dda. You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.