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ST

**C**ity and **C**ounty of **S**wansea

**D**inas a **S**ir **A**bertawe

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Business** **address** **(if different):** |  |
| **Home Telephone Number** |  |
| **Mobile Telephone Number** |  |

 Enquiries to: Accounts Receivable

 Telephone/Ffon: 01792 - 635847

**PAYMENT BY DIRECT DEBIT**

**TALU TRWY DDEBYD UNIONGYRCHOL**

As part of the Street Trading application all payments are to be made either in full or by Direct Debit, which is the easiest and most convenient method of payment.

All you have to do is complete the instruction overleaf and return it with your application

Fel rhan o’r cais Masnachu ar y Stryd, mae’n rhaid gwneud pob taliad naill ai’n llawn neu drwy Ddebyd Uniongyrchol, sef y dull talu hawsaf a mwyaf cyfleus.

Y cyfan mae angen i chi ei wneud yw cwblhau’r cyfarwyddyd drosodd a’i ddychwelyd erbyn

**FINANCE DEPARTMENT/ADRAN GYLLID**

The Guildhall, Swansea, SA1 4NR

Neuadd Y Ddinas, Abertawe, SA1 4NR

(01792) 635847 (01792) 636457 http://www.swansea.gov.uk



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|  |  | Instruction to yourbank or building societyto pay by Direct Debit |
| **Please fill in the whole form using a ball point pen and send it to:****Cwblhewch y ffurflen gyfan gan ddefnyddio pen inc, ac anfonwch hi at:** |  | Cyfarwyddyd i’ch Banc neu Gymdeithas Adeiladu i dalu drwy Ddebyd Uniongyrchol |
| Accounts ReceivableCity and County of SwanseaRoom 407, The GuildhallSwanseaSA1 4NR |  |
|  |
|  |  |
|  |  |
|  | **Service user number / Rhif Defnyddiwr Gwasanaeth** |
|  | **9** | **4** | **2** | **6** | **4** | **9** |  |  |  |
|  |
| **Name(s) of account holder(s) / Enw(au) Deiliad/deiliaid y cyfrif** |  | **Reference / Cyfeirnod (For Office Use Only /At Ddefnydd y Swyddfa’n Unig)** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Instruction to your bank or building society**Please pay the 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 the City and County of Swansea and, if so, details will be passed electronically to my bank/building society.**Cyfarwyddyd i'ch banc neu gymdeithas adeiladu** A fyddech cystal â thalu Dinas a Sir Abertawe o’r cyfrif a nodir ar y cyfarwyddyd hwn yn amodol ar y mesurau a sicrheir 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. |
| **Bank/building society account numberRhif y cyfrif banc/cymdeithas adeiladu** |  |
|  |  |  |  |  |  |  |  |  |  |
| **Branch sort code / Cod didoli cangen** |  |
|  |  |  |  |  |  |  |  |  |  |
| **Name and full postal address of your bank or building societyEnw a chyfeiriad post llawn eich banc/cymdeithas adeiladu** |  |
| To: The ManagerAt: Y Rheolwr | Bank/building societyBanc/cymdeithas adeiladu |  |
|  |
| Address / Cyfeiriad |  | Signature(s) / Llofnod(ion) |
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|  |  |  |
|  |  |  |
|  | Postcode / Cod post |  | Date / Dyddiad |
|  |  |  |
|  |  |  |
| Banks and Building Societies may not accept Direct Debit Instructions for some types of accountDDI9Gall Banciau/Cymdeithasau Adeiladu wrthod derbyn cyfarwyddiadau i **dalu** Debydau Uniongyrchol o rai mathau o gyfrifon |

This guarantee should be detached and retained by the payer.

Dylai'r talwr ddatgysylltu a chadw'r gwarant hwn

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| --- |
| DdlogolThe Direct Debit GuaranteeGwarant Debyd Uniongyrchol |
| This Guarantee is offered by all banks and building societies that accept instructions to pay Direct DebitsMae’r Warant hon yn cael ei chynnig gan bob banc a chymdeithas adeiladu sy’n derbyn cyfarwyddiadau i dalu Debyd Uniongyrchol |
| If there are any changes to the amount, date or frequency of your Direct Debit the 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 requestOs 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 an error is made in the payment of your Direct Debit, by the 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 societyOs 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 you receive a refund you are not entitled to, you must pay it back when the City and County of Swansea asks you toOs 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
* 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.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.
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