



INSTRUCTION TO YOUR BANK/BUILDING SOCIETY TO PAY DIRECT DEBITS
CYFARWYDDYD ICH BANC/CYMDEITHAS ADEILAU DALU DEBYDAU UNIONYRCHOL
 ORIGINATORS IDENTIFICATION NUMBER 990878
 RHIF ADNABOD Y CYCHWYNNYDD

1	To the Manager, I Rheolwr	Bank/Building Society Banc/Cymdeithas Adeilau
	Address Cyfeiriad	
		Post Code

2	Name(s) of Account Holder (s) Enw(au) Deila/Deiliaid y Cyfrif

5	Your Business Rates Account No Eich Rhif Cyfrif y Cyfradd Busnes

3	Branch Sort Code (from the top right hand corner of your cheque) Cod Didoli Cangen (Ar Gornel Dde Teipiedig Eich Llyfr Siec)			
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6 Instruction to your Bank or Building Society
Cyfarwyddyd i'ch Banc neu'ch Cymdeithas Adeiladu.

Please pay the City and County of Swansea Direct Debits from the Account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. Teiwch os gwelwch yn dda I Dinas a Sir Abertawe Ddebydau uniongyrchol or cyfrif y ceir manylion amdano ar y cyfarwyddyd hwn yn ddarostyngedig ir mesurau diogelu a sicrheir gan y waranteb debyd uniongyrchol.

4	Bank or Building Society Account Number Rhif Cyfrif Banc neu Gymdeithas Adeiladu								
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Signature
Llofnod _____

Date
Dyddiad _____

After Signature, please return this complete form to:
Wedi ai harwyddo, dychwelwch y ffurflen gyfan hon at:

THE FINANCE DEPARTMENT CITY & COUNTY OF SWANSEA THE GUILDHALL SWANSEA SA1 4NR	ADRAN GYLLID DINAS A SIR ABERTAWA NEUADD Y DDINAS ABERTAWA SA1 4NR
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Banks and Building Societies may refuse to accept Instructions to pay Direct Debits from some types of Account. Gali Banciau a chymdeithasau adeiladu wrthod derbyn Gorchmynnion I dalu debydau uniongyrchol o rhai Mathau o gyfrif.

<p>The Direct Debit Guarantee</p> <ul style="list-style-type: none"> * This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank & Building Society. * If the amounts paid or the payment dates change, The City & County of Swansea will notify you 14 working days in advance of your account being debited or as otherwise agreed. * If an error is made by The City & County of Swansea <p>or by your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.</p> <ul style="list-style-type: none"> * You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of the letter to us. 	<p>Warant Debyd Uniongyrchol</p> <ul style="list-style-type: none"> * Cynigir y warant hon gan yr holl Fanciau a Chymdeithasau Adeiladu sy'n cymryd rhan yn y Cynllun Debyd Uniongyrchol. Mae effeithlonrwydd a diogelwch y Cynllun yn cael eu monitro a'u gwarchod gan eich Banc neu Gymdeithas Adeiladu. * Os yw'r swm i'w dalu neu ddyddiadau'r taliad yn newid bydd Dinas Sir Abertawe yn eich hysbysu 14 diwrnod gwaith cyn debydu'ch cyfrif neu fel y trefnir yn wahanol. * Os bydd camgymeriad yn cael ei wneud gan Ddinas <p>a Sir Abertawe neu eich Banc neu Gymdeithas Adeiladu, byddwch yn cael ad-daliad llawn yn syth wrth eich cangen am y swm a dalwyd.</p> <ul style="list-style-type: none"> * Gallwch ganslo Debyd Uniongyrchol ar unrhyw adeg trwy ysgrifennu at eich Banc neu Gymdeithas Adeiladu. A wnewch chi anfon copi o'r llythyr atom ni hefyd.
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