



Date/Dyddiad:

☎ 01639 686843

Reference/Rhif Cyfrif:

## Business Rates – Direct Debit Form

In the event of a query please provide your contact telephone number \_\_\_\_\_

### Instruction to your Bank or Building Society to Pay Direct Debits

Neath Port Talbot County Borough Council  
 Cyngor Bwrdeistref Sirol Castell-Nedd Port Talbot

### Cyfarwyddyd I'ch Banc Neu'ch Cymdeithas Adeiladu I Dalu Debydau Uniongyrchol

1. Name and full postal address of your Bank/Building Society branch  
 Enw a chyfeiriad post llawn cangen eich Banc neu'ch Cymdeithas Adeiladu

To: The Manager At: Y Rheolwr _____	Bank/Building Society Banc/Cymdeithas Adeiladu
Address _____ _____ _____	
Postcode/Cod Post _____	

2. Name(s) of the account holder(s)  
 Enw(au) deila(i)d y cyfrif

3. Branch Sort Code (from the top right hand corner of your cheque)  
 Cod Didoli'r Banc (ar gornel dde teipiedig eich llyfr siec)

--	--	--	--	--	--	--

4. Bank or Building Society account number  
 Rhif Cyfrif Banc/Cymdeithas Adeiladu

--	--	--	--	--	--	--	--	--	--



**Direct Debit**

Originators Identification Number **997527**  
 Rhif Adnabod y Cychwynnydd

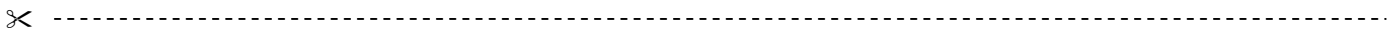
#### Instruction to your Bank or Building Society

Please pay Neath Port Talbot County Borough Council Direct Debits from the Account detailed on this instruction subject to the safeguards assured by The Direct Debit Guarantee. I understand that this instruction may remain with Neath Port Talbot County Borough Council and, if so, details will be passed electronically to my Bank/Building Society.

#### Cyfarwyddyd I'ch Banc neu'ch Cymdeithas Adeiladu

Telwch i Gyngor Bwrdeistref Sirol Castell-nedd Port Talbot Ddebydau Uniongyrchol o'r cyfrif y ceir manylion amdano ar y Cyfarwyddyd hwn, yn ddarostyngedig i'r mesurau diogelu a sicrhau gan y Warrant Debyd Uniongyrchol. Deallaf y gall y Cyfarwyddyd hwn aros gyda Chyngor Bwrdeistref Sirol Castell-nedd Port Talbot ac os felly, bydd y manylion yn cael eu hanfon yn electronaidd at fy Manc/Cymdeithas Adeiladu.

Signature(s) Llofnod(ion) _____	
Date/Dyddiad _____	



### The Direct Debit Guarantee

This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits. If there are any changes to the amount, date or frequency of your Direct Debit Neath Port Talbot County Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Neath Port Talbot County Borough Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request. If an error is made in the payment of your Direct Debit by Neath Port Talbot County Borough Council 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. If you receive a refund you are not entitled to, you must pay it back when Neath Port Talbot County Borough Council asks you to. 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.

### Gwarantiaid y Debyd Uniongyrchol

Cynigir y Warrant hon gan bob banc a chymdeithas adeiladu sy'n derbyn cyfarwyddiadau i dalu debydau uniongyrchol. Os bydd unrhyw newidiadau i swm, dyddiad neu amlder eich debyd uniongyrchol, bydd Cyngor Bwrdeistref Sirol Castell-nedd Port Talbot yn eich hysbysu 10 diwrnod gwaith cyn i'ch cyfrif gael ei ddebydu neu fel y cytunwyd fel arall. Os byddwch yn gofyn i Gyngor Bwrdeistref Sirol Castell-nedd Port Talbot gasglu taliad, byddwch yn derbyn cadarnhad o'r swm a'r dyddiad adeg y cais. Os bydd gwall yn nhaliad eich debyd uniongyrchol oherwydd Cyngor Bwrdeistref Sirol Castell-nedd Port Talbot neu eich banc neu gymdeithas adeiladu, mae hawl gennych gael ad-daliad llawn ar unwaith o'r swm a dalwyd o'ch banc neu gymdeithas adeiladu. Os byddwch yn derbyn ad-daliad nad oes hawl gennych ei dderbyn, rhaid i chi ei dalu yn ol pan fydd Cyngor Bwrdeistref Sirol Castell-nedd Port Talbot yn gofyn i chi wneud. Gallwch ganslo debyd uniongyrchol ar unrhyw adeg drwy gysylltu a'ch banc neu'ch cymdeithas adeiladu. Efallai y bydd angen cadarnhad ysgrifenedig amoch. Rhowch wybod i ni hefyd.

**You can ask for a copy of this document in Welsh and/or large print.**  
**Gallwch ofyn am gopi o'r ddogfen hon yn Gymraeg a/neu mewn print bras.**

☎ 01639 763917