

**THE VALE OF GLAMORGAN COUNCIL
CYNGOR BRO MORGANNWG**

CIVIC OFFICES, HOLTON ROAD, BARRY, CF63 4RU.
SWYDDFEYDD DINESIG, HEOL HOLTON, Y BARRI, CF63 4RU.

Income Management Team Enquiries 01446 709239/40



Reference / Cyfeirnod

Customer No.

**Request to pay by Direct Debit / Cais i dalu drwy Ddebyd
Uniongyrchol**

Enclosed with this letter please find an instruction to your bank or building society to pay by Direct Debit.
Gyda'r llythyr hwn mae cyfarwyddyd i'ch banc neu gymdeithas adeiladu dalu drwy Ddebyd Uniongyrchol

We would be grateful if you could confirm some additional information that may be required in order to set up your request.

Byddem yn ddiolchgar petaech yn gallu cadarnhau gwybodaeth ychwanegol a all fod yn angenrheidiol i weinyddu eich cais.

If you are completing this form on behalf of the above named person, please confirm your relationship below by ticking the appropriate box below :-

Os ydych yn cwblhau'r ffurflen hon ar ran y person a enwir uchod, a fydddech gystal â chadarnhau eich perthynas ag ef neu hi isod drwy roi tic yn y blwch priodol:-

Power of Attorney – Please supply a copy of the full Power of Attorney documentation which confirms that someone else is able to sign on behalf of the customer.

Atwrneiaeth - A fydddech gystal â chyflwyno copi o'r ddogfennaeth Atwrneiaeth lawn sy'n cadarnhau bod rhywun arall yn gallu llofnodi ar ran y cwsmer.

A Third Party – By signing this form you confirm that you are making payments on behalf of the customer. Please specify your relationship in the box below.

Trydydd Parti – Drwy lofnodi'r ffurflen hon rydych yn cadarnhau eich bod yn gwneud taliadau ar ran y cwsmer. Nodwch eich perthynas ag ef neu hi yn y blwch isod.

Other – Please specify your relationship in the box below.
Arall - Nodwch eich perthynas ag ef neu hi yn y blwch isod.

In all cases, please confirm your name and address in the box below:-

Ym mhob achos, a wnewch chi gadarnhau eich enw a chyfeiriad yn y blwch isod:-

Name: / Enw: _____

Address: / Cyfeiriad: _____

Signature: / Llofnod : _____ Date: / Dyddiad: _____

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

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

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:

**Income Management Team
Exchequer Services
Vale of Glamorgan Council
Civic Offices
Holton Road
Barry
CF63 4RU**

Service user number / Rhif Defnyddiwr Gwasanaeth

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Reference / Cyfeirnod

Customer No.

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

Bank/building society account number
Rhif y cyfrif banc/cymdeithas adeiladu

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Branch sort code / Cod didoli cangen

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Name and full postal address of your bank or building society
Enw a chyfeiriad post llawn eich banc/cymdeithas adeiladu

To: The Manager At: Y Rheolwr	Bank/building society Banc/cymdeithas adeiladu
Address / Cyfeiriad	
Postcode / Cod post	

FOR VALE OF GLAMORGAN COUNCIL OFFICIAL USE ONLY
AT DDEFNYDD SWYDDOGOL VALE OF GLAMORGAN COUNCIL YN UNIG

This is not part of the instruction to your bank or building society.
Nid yw hwn yn rhan o'r gorchymyn i'ch banc neu eich cymdeithas adeiladu.

**IF YOU CURRENTLY PAY BY STANDING ORDER
PLEASE CANCEL THIS WITH YOUR BANK.**

**OS YDYCH YN TALU DRWY ARCHEB REOLAIDD AR
HYN O BRYD DYLECH OFYN I'CH BANC EI DILEU**

Instruction to your bank or building society

Please pay Vale of Glamorgan Council 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 Vale of Glamorgan Council and, if so, details will be passed electronically to my bank/building society.

Cyfarwyddyd i'ch banc neu gymdeithas adeiladu

A fydddech crystal â thalu Vale of Glamorgan Council 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 Vale of Glamorgan Council ac, os felly, anfonir manylion yn electronig i'm Banc/Cymdeithas Adeiladu.

Signature(s) / Llofnod(ion)

Date / Dyddiad

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

**The Direct Debit Guarantee
Gwarant Debyd Uniongyrchol**



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
Mae'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 Vale of Glamorgan Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Vale of Glamorgan Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request
Os bydd unrhyw newid yn symiau, dyddiadau neu amllder eich Debyd Uniongyrchol, bydd Vale of Glamorgan Council 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 Vale of Glamorgan Council 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 Vale of Glamorgan 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
Os bydd Vale of Glamorgan Council 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 Vale of Glamorgan Council asks you to
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 Vale of Glamorgan Council 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 gansto Debyd Uniongyrchol unrhyw bryd drwy gysylltu â'ch banc neu gymdeithas adeiladu. Efallai y bydd angen cadarnhad ysgrifenedig. Rhwngwch wybod i ninnau hefyd, os gwelwch yn dda.