



Instruction to your Bank or Building Society to pay 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 to:
 Cwblhewch y ffurflen gyfan gan ddefnyddio pen inc, ac anfonwch hi at:

Head of Corporate Finance
 Pennaeth Cyllid Corfforaethol
 Caerphilly County Borough Council
 Cyngor Bwrdeistref Siriol Caerffili
 Penallta House / Tŷ Penallta
 Tredomen Park / Parc Tredomen
 Ystrad Mynach
 Hengoed, CF82 7PG

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

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

Branch sort code (from the top right hand corner of your cheque)
 Cod didoli cangen (ar gornel dde uchaf eich sic)

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

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

Service user number / Rhif Defnyddiwr Gwasanaeth

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| 6 | 2 | 4 | 8 | 1 | 2 |
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Reference (Council Tax reference) / Cyfeirnod (Rhif Cyfrif Treth y Cyngor)

| | | | | | | | |
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FOR CCBC OFFICIAL USE ONLY. This is not part of the instruction to your Bank Or Building Society.
AT DDEFNYDD SWYDDOGOL CBSC YN UNIG. Nid yw hwn yn rhan o'r gorchymyn i'ch banc neu eich cymdeithas adeiladu.
 I/We wish to pay on (please tick appropriate box below)
 Rydw i/Rydym ni eisiau talu ar (ticiwch y blwch priodol isod)

| | | | |
|---------------------|-----------------------|-----------------------|----------------------|
| 5 th /ed | 15 th /fed | 25 th /ain | of the month/o'r mis |
|---------------------|-----------------------|-----------------------|----------------------|

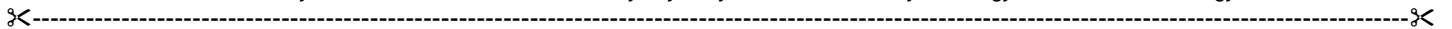
Council Tax Payer's Name and Address
 Enw a chyfeiriad y person sy'n talu'r Treth y Cyngor

Instruction to your bank or building society
 Please pay Caerphilly 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 Caerphilly County Borough Council and, if so, will be passed electronically to my Bank/Building Society.

Cyfarwyddiadau i'ch banc neu gymdeithas adeiladu
 A fydddech cystal â thalu Cyngor Bwrdeistref Siriol Caerffili o'r cyfrif a nodir ar y cyfarwyddyd hwn yn amodol ar y mesurau a sicrhewir gan y diogelwch Gwarant Debyd Uniongyrchol. Deallaf y gall y cyfarwyddyd hwn aros gyda Chyngor Bwrdeistref Siriol Caerffili ac, os felly, anfonir manylion yn electroneg 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 accounts.
 Gall Banciau/Cymdeithasau Adeiladu wrthod derbyn cyfarwyddiadau i dalu Debyd 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 Warrant 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 Caerphilly County Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Caerphilly County Borough 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 amlder eich Debyd Uniongyrchol, bydd Cyngor Bwrdeistref Siriol Caerffili 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 Cyngor Bwrdeistref Siriol Caerffili 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 Caerphilly 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 Caerphilly County Borough Council asks you to
Os bydd Cyngor Bwrdeistref Siriol Caerffili 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
 - 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 Cyngor Bwrdeistref Siriol Caerffili 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. Rhwch wybod i ninnau hefyd, os gwelwch yn dda.