

NON DOMESTIC RATE CHARGES
TALIADAU TRETH FASNACHOL
DIRECT DEBIT / DEBYN UNIONGYRCHOL



ADDRESS OF PROPERTY / CYFEIRIAD YR EIDDO

REF /CYF:

ALL ENQUIRIES PLEASE QUOTE
POB YMHOLIAD DYFYNNWCH

PHONE /FFÔN (029) 20871491 / 20871492

DIRECT DEBIT -
A better way to pay

- Direct Debit is the modern, simple and most convenient way of paying your Rate Charge each month.
- You are saved the time of writing cheques, queuing at cash counters and the cost of postage.
- You will always have complete control - you may cancel by writing direct to your Bank / Building Society and The City and County of Cardiff - at any time.
- Your Bank or Building Society will make an immediate refund should a payment be made which breaks the terms of your instructions.
- You will always be advised in advanced of any change in amounts due and payment dates.

DEBYD UNIONGYRCHOL -
Gwell ffordd i dalu

- Debyd Uniongyrchol yw'r ffordd fodern, syml a mwyaf cyfleus o dalu eich Taliad Treth bob mis.
- Fe arbedir i chi'r amser ar drafferth o ysgrifennu sieciau, aros wrth gownteri talu a thalu cost y post.
- Bydd gennych reolaeth lwyr bob amser - gallwch ddileu hwn drwy ysgrifennu'n uniongyrchol at eich Banc I Cymdeithas Adeiladu a Dinas a Sir Caerdydd - unrhyw bryd.
- Bydd eich Banc neu eich Cymdeithas Adeiladu yn eich ad-dalu ar unwaith os gwneir taliad sy'n groes i delerau eich cyfarwyddiadau.
- Fe roir gwybod i chi ymlaen llaw bob tro am unrhyw newid yn y symiau sy'n ddyledus ac yn y dyddiadau talu.

PLEASE ACT NOW, AND COMPLETE THE INSTRUCTION OVERLEAF.

GWEITHREDWCH AR UNWAITH A LLENWCH Y FFURFLEN GYFARWYDDYD DROSODD





NON DOMESTIC RATE CHARGES
TALIADAU TRETH FASNACHOL
DIRECT DEBIT / DEBYN UNIONGYRCHOL



Originator's Identification Number
 Rhif Adsnabod y Dechreuwr

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**INSTRUCTION TO YOUR
 BANK / BUILDING SOCIETY
 TO PAY DIRECT DEBITS**

**CYFARWYDDYD I'CH BANC /
 CYMDEITHAS ADEILADU I DALU
 DEBYDAU UNIONGYRCHOL**

Please fill in the whole form and send it to : Customer Accounts Management Section, P.O.Box 9000, Cardiff, CF10 3WD.

Llenwch y ffurflen gyfan ac anfonwch hi i : Adran Rheoli Cyfrifon Cwsmeriad, Blwch S.P. 9000, Caerdydd, CF10 3WD

Name and full postal address of your Bank or Building Society branch
 Ew a chyfeiriad post llawn y gangen o'ch Banc neu'ch Cymdeithas Adeiladu.

To the Manager / At y Rheolwr	Bank/Building Society Banc/Cymdeithas Adeiladu.
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.....	
.....	
Post Code / Cod Post.....	

Cardiff County Council Non Domestic Rate number
 Rhif Treth Annomestig Cyngor Sir Caerdydd

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FOR CITY AND COUNTY OF CARDIFF OFFICIAL USE ONLY
 This is not part of the instruction to your Bank / Building Society

Do you want your instalments extended to March?
 Ydych chi eisiau estyn eich rhandaliadau i fis Mawrth?

Unless you choose to extend your instalments to March they will generally run to January in accordance with the Statutory Instalment Scheme.

Oni bai eich bod yn dewis estyn eich rhandaliadau i fis Mawrth byddant fel arfer yn cael eu cymryd tan Ionawr yn unol â'r Cynllun Rhandaliadau Statudol.

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

Instruction to your Bank or Building Society

Branch sort code (from the top right hand corner of your cheque)
 Cod didol'r gangen (ar y gornel dde ar frig eich siec).

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Bank or Building Society account number
 Rhif cyfrif y Banc neu'r Gymdeithas Adeiladu.

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Please pay Cardiff County Council Debts from the accounts detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with the Cardiff County Council and if so, details will be passed electronically to my bank / building society.

Cyfarwyddiadau i'ch Banc neu'ch Cymdeithas Adeiladu.
 Talwch ddebydau o'r cyfrif a enwir ar y cyfarwyddyd hwn i Gyngor Sir Caerdydd yn ddarostyngedig i'r amddiffyniadau a sicrheir drwy'r Warant Debyd Uniongyrchol. Yr wyf yn deall y gall y cyfarwyddyd hyn aros gyda Chyngor Sir Caerdydd ac os felly, caiff y cyfarwyddiadau eu trosglwyddo'n electronig i'n banc/cymdeithas adeiladu.

SIGNATURE(S) LLOFNOD(ION)
DATE/DYDDIAD
_____	_____



THIS GUARANTEE SHOULD BE DETACHED AND RETAINED BY THE PAYER.

DYLAIR TALWR DYNNU A CHADW'R WARANT HON



The Direct Debit Guarantee

The 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 or Building Society.
 If the amounts to be paid or the payment dates change, Cardiff County Council will notify you 14 days in advance of your account being debited or as otherwise agreed. If an error is made by Cardiff County Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to Cardiff County Council.



Gwarant Debyd Uniongyrchol

Cynigir y Warant hon gan Banc a Chymdeithas Adeiladu sy'n cymryd rhan yn y Cynllun Debyd Uniongyrchol Eich Banc neu'ch Cymdeithas Adeiladu eich hun fydd yn monitro ac yn diogelu effeithlonrwydd a diogelwch y Cynllun.
 Os bydd newid i'r symiau i'w talu neu ddyddiadau'r taliadau, bydd Cyngor Sir Caerdydd yn eich hysbysu chi 14 diwrnod cyn i'r arian gael ei dynnu 'o'ch cyfrif neu fal a gytunir fel arall. Os bydd Cyngor sir Caerdydd neu eich Banc neu'ch Cymdeithas Adeiladu yn gwneud camgymeriad yn hyn o beth, yna gwarentir y cewch chi ad-daliad llawn o'r swm a dalwyd ar unwaith. A fydddech crystal ag anfon copi o'ch llythyr at Gyngor Sir Caerdydd hefyd