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| Company logo or name herearwydd neu enw Unrhyw Gwmni |  |  |
|  |  | Instruction to your bank or building society to pay by Direct Debit |
|  |  |
| 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: |  | Cyfarwyddyd iʼch Banc neu Gymdeithas Adeiladu i daludrwy Ddebyd Uniongyrchol |
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| A N Company Any Street Any Town Anywhere AB1 2CD | Unrhyw Gwmni Unrhyw Stryd Unrhyw Dref SirAB1 2CD |

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|  |
|  | Service user number / Rhif Defnyddiwr Gwasanaeth |
|  |  |  |  |  |  |  |  |  |  |
| Name(s) of account holder(s) / Enw(au) Deiliad/deiliaid y cyfrif |  | Reference / Cyfeirnod |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Instruction to your bank or building society**Please pay (A N Company) 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 (A N Company) and, if so, details will be passed electronically to my bank/building society.**Cyfarwyddyd i’ch banc neu gymdeithas adeiladu**A fyddech cystal â thalu (Unrhyw Gwmni) oʼr cyfrif a nodir ar y cyfarwyddyd hwn yn amodol ar y mesurau a sicrheir gan y diogelwch Gwarant Debyd Uniongyrchol. Deallaf y gall y cyfarwyddyd hwn aros gyda (Unrhyw Gwmni) ac, os felly, anfonir manylion yn electronig iʼm Banc/Cymdeithas Adeiladu. |
| Bank/building society account numberRhif y cyfrif banc/cymdeithas adeiladu |  |
|  |  |  |  |  |  |  |  |  |  |
| Branch sort code / Cod didoli cangen |  |
|  |  |  |  |  |  |  |  |  |  |
| Name and full postal address of your bank or building society Enw a chyfeiriad post llawn eich banc/cymdeithas adeiladu |  |
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| To: The Manager At: Y Rheolwr | Bank/building society Banc/cymdeithas adeiladu |
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| Address / Cyfeiriad |  |
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| Signature(s) / Llofnod(ion) |
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|  | Postcode / Cod post |
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| Date / Dyddiad |
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| Banks and building societies may not accept Direct Debit Instructions for some types of accountGall Banciau/Cymdeithasau Adeiladu wrthod derbyn cyfarwyddiadau i dalu Debydau Uniongyrchol o rai mathau o gyfrifon | DDI 9 5/15 |
|  |  |  |
| This guarantee should be detached and retained by the payer. Dylai’r talwr ddatgysylltu a chadw’r gwarant hwn |  |  |
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| The Direct Debit Guarantee Gwarant Debyd Uniongyrchol |  |
| * This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
* Maeʼr Warant hon yn cael ei chynnig gan bob banc a chymdeithas adeiladu syʼn derbyn cyfarwyddiadau i dalu Debyd Uniongyrchol
* If there are any changes to the amount, date or frequency of your Direct Debit (insert your organisation name) will notify you (insert number of) working days in advance of your account being debited or as otherwise agreed. If you request (insert your organisation name) 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 (Unrhyw Gwmni) yn rhoi gwybod i chi (nifer iʼw ychwanegu) diwrnod gwaith cyn iʼch cyfrif gael ei ddebydu, neu fel y cytunwyd fel arall. Os byddwch chiʼn gofyn i (Unrhyw Gwmni) gasglu taliad, bydd cadarnhad oʼr swm aʼr dyddiad yn cael ei roi i chi pan wneir y cais
* If an error is made in the payment of your Direct Debit, by (insert your organisation name) 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 (Unrhyw Gwmni) 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 oʼr 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 (insert your organisation name) asks you to– Os byddwch chiʼn derbyn ad-daliad nad oedd gennych yr hawl iʼw dderbyn, maeʼn rhaid i chi ei dalu yn ôl pan fydd (Unrhyw Gwmni) 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 âʼch banc neu gymdeithas adeiladu. Efallai y bydd angen cadarnhad ysgrifenedig. Rhowch wybod i ninnau hefyd, os gwelwch yn dda.
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