



# Instruction to your Bank or Building Society to pay by Direct Debit Council Tax



Originator's Identification Number

9 9 1 3 9 5

Please fill in the whole form in BLOCK CAPITALS and send it to:  
Council Tax, PO Box 886, Newport NP20 4LU

6 Instruction to your Bank or Building Society

Please pay Newport City Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee.

I understand that the details on this instruction may be passed electronically to my Bank/Building Society.

1 Name and full postal address of your Bank or Building Society branch

To: The Manager .....

..... Bank or Building Society

Address.....

..... Post Code.....

FOR NEWPORT CITY COUNCIL USE ONLY  
**COUNCIL TAX PAYER PLEASE CIRCLE YOUR PREFERRED INSTALMENT DATE FROM OPTIONS BELOW**

**PAYMENT DATE**

We wish to pay monthly on or just after the date (circle preferred date)

**1st                      5th                      12th                      20th**

2 Name(s) of Account holder(s)

.....

Signature(s)

.....

.....

Date .....

3 Branch sort code (from the top right hand corner of your cheque)

4 Bank or Building Society Account Number

7 Property Address

.....

5 Council Tax Account Number

.....

BANK AND BUILDING SOCIETIES MAY NOT ACCEPT DIRECT DEBIT INSTRUCTIONS FROM SOME TYPES OF ACCOUNT

## 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, Newport City Council will notify you at least 14 days in advance of your account being debited or as otherwise agreed. If you request Newport City 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 Newport City 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 Newport City 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.





# Cyfarwyddyd i'ch Banc neu Gymdeithas Adeiladu i dalu'r Dreth Gyngor trwy Ddebyd Uniongyrchol



Rhif Adnabod y Cychwynnydd

9 9 1 3 9 5

A wnewch chi gwblhau'r ffurflen gyfan newn LLYTHRENNAU BRAS a'i danfoni: Dreth y Cyngor, Blwch SP 886, Casnewydd, NP20 9LU

## 6 Cyfarwyddyd i'ch Banc neu Gymdeithas Adeiladu

A wnewch chi dalu Cyngor Dinas Casnewydd o'r cyfrif a fanylir ar y cyfarwydd hwn yn amodol ar y mesurau diogelwch a sicrheir dan Warant y Debyd Uniongyrchol.

### 1 Enw a chyfeiriad post llawn cangen eich Banc neu Gymdeithas Adeiladu

At: Y Rheolwr .....

..... Gymdeithas Adeiladu neu Fanc

Cyfeiriad .....

..... Côt Post .....

AT DDEFNYDD CYNGOR DINAS CASNEWYDD YN UNIG  
**TALWR Y DRETH GYNGOR A WNEWCH CHI  
GYLCHU'R DYDDIAD TALU'R RHANDAL SY'N  
WELL GENNYCH O'R OPSYNAU ISOD**

#### DYDDIAD TALU

Yr ydym dymunu talu ar neu'n union wedi'r ddydiad (rhowch gylch o gwmpas y dyddias y dyddiad sy'n well gennyh)

Iaf                      5ed                      12fed                      20fed

### 2 Enw/au Deiliad/Deiliad y Cyfrif

Llonfnod(ion)

.....

Dyddiad .....

### 3 Côt didoli'r gangen (o gornel top llaw dde eich siec)

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### 4 Rhif Cyfrif y Banc neu'r Gymdeithas Adeiladu

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### 5 Rhif Cyfeirnod

MAE'N BOSIBL NA FYDD BANCAU A CHYMDEITHASAU ADEILADU YN DERBYN CYFARWYDDIADAU DEBYD UNIONGYRCHOL ODDI WRTH RAI MATHAU O GYFRIFON

## Gwarant y Debyd Uniongyrchol

- Cynigur y Warant hon gan bob Banc a Chymdeithas Adeiladu sy'n cymryd rahn yng nghynllun y Debyd Uniongyrchol. Monitrir a gwarchodir effeithlonrwydd a sicrwydd y cynllun gan eich Banc neu Gymdeithas Adeiladu eich hunan.
- Os yw'r symiau sydd i'w talu neu'r dyddiadau talu yn newid, mi'ch hysbysir chi 14 o leiaf diwrnod ymlaen llaw fel cytunwyd.
- Os gwneir camsynia dgan Cyngor Dinas Casnewydd neu eich Banc neu eich Cymdeithas Adeiladu, gwarantir ad-adliad llawn ac asr unwaith i chi o'r swm a dalwyd odd wrth eich cangen.
- Gallwch ganslo Debyd Uniongyrchol unrhyw bryd trwy ysgrifennu at eich banc neu Gymdeithas Adeiladu. A wnewch chi hefyd ddanfoni copi o'ch llythyr atom.

