



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

Please fill in the whole form including official use box using a ball point pen and send it to:

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Residential Services  
Penmaen Residence  
Swansea University  
Singleton Park  
Swansea  
SA2 8PG

Originator's Identification Number

9 3 0 4 4 6

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society  
Address  
  
Postcode

## ACCOMMODATION FEES 2018-2019 Session

Student Name \_\_\_\_\_

Date of Birth (dd/mm/yyyy) \_\_\_\_\_

**Instruction to your Bank or Building Society**

Please pay Swansea University 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 Swansea University and if so, details will be passed electronically to my Bank/Building Society.

Signatures(s)

Date

**Please complete your University Student Number here (6 Digit normally begins with 8 or 9)**

A C C

Banks and Building Societies may not accept Direct Debit Instructions for some types of account  
This guarantee should be detached and retained by the Payer.

DD11

## 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 Swansea University will notify the tenant at least 7 working days in advance of your account being debited or as otherwise agreed. If you request Swansea University 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 Swansea University 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 Swansea University 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 dalu drwy Ddebyd Uniongyrchol

Llenwch y ffurflen gyfan, gan gynnwys y blwch at ddefnydd swyddogol, â beiro, a'i dychwelyd i'r:

Llenwch y ffurflen gyfan, gan gynnwys y blwch at ddefnydd swyddogol, â beiro, a'i dychwelyd i'r:

Gwasanaethau Preswyl  
Llety Penmaen  
Prifysgol Abertawe  
Parc Singleton  
Abertawe  
SA2 8PG

Rhif Adnabod yr Awdur

9	3	0	4	4	6
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Enw(au) Deilia(i)dd y Cyfrif


Rhif Cyfrif Banc/Cymdeithas Adeiladu

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Côd Didoli'r Gangen

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Enw a chyfeiriad post llawn eich Banc neu Gymdeithas Adeiladu

At sylw: Y Rheolwr	Banc/Cymdeithas Adeiladu
Cyfeiriad	
Côd Post	

**FFIOEDD LLETY**  
**Sesiwn 2018-2019**

Enw'r Myfyriwr \_\_\_\_\_

Dyddiad Geni (dd/mm/bbbb) \_\_\_\_\_

Cyfarwyddyd i'ch Banc neu Gymdeithas Adeiladu

Talwch Ddebydau Uniongyrchol Prifysgol Abertawe o'm cyfrif fel y manylir yn y Cyfarwyddyd hwn, yn amodol ar drefniadau diogelu'r Warrant Debyd Uniongyrchol. Deallaf y gallai'r Cyfarwyddyd hwn aros gyda Phrifysgol Abertawe, ac os felly, caiff y manylion eu trosglwyddo'n electronig i'm Banc/Cymdeithas Adeiladu.

Llofnod(ion)
Dyddiad

**Rhowch eich Rhif Myfyriwr y Brifysgol yma (chwe digid, fel arfer yn dechrau ag 8 neu 9)**

A	C	C					
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Efallai na fydd Banciau neu Gymdeithasau Adeiladu'n derbyn Cyfarwyddyd Debyd Uniongyrchol ar gyfer rhai mathau o gyfrif. Dylai'r Talwr gadw'r warrant hon.

DD11

## Y Warrant Debyd Uniongyrchol



- Cynigir y Warrant hon gan bob banc a chymdeithas adeiladu sy'n derbyn cyfarwyddiadau i dalu debydau uniongyrchol.
- Os bydd unrhyw newidiadau i swm, dyddiad neu amlder eich Debyd Uniongyrchol, bydd Prifysgol Abertawe'n Bydd rhoi gwybod i'r denantiaeth o leia 7 niwrnod gwaith cyn y tynnir eich arian o'ch cyfrif neu fel y cytunwyd fel arall. Os gofynnwch i Brifysgol Abertawe gasglu taliad, cewch gadarnhad o'r swm a'r dyddiad adeg y cais.
- Os bydd Prifysgol Abertawe neu eich banc/cymdeithas adeiladu'n gwneud camgymeriad gyda thalu'ch Debyd Uniongyrchol, bydd gennych hawl i ad-daliad llawn ar unwaith o'r swm a dalwyd gan eich banc neu gymdeithas adeiladu.
- Os byddwch yn derbyn ad-daliad nad oes gennych hawl iddo, rhaid i chi ei dalu'n ôl pan fydd Prifysgol Abertawe'n gofyn i chi wneud hynny.
- Gallwch ganslo Debyd Uniongyrchol ar unrhyw adeg drwy gysylltu â'ch banc neu gymdeithas adeiladu. Efallai y bydd angen cadarnhad ysgrifenedig. Cofiwch hefyd roi gwybod i ni.