

Office of the Maricopa County
School Superintendent

To all School District:

Your Governing Board has designated the Office of the Maricopa County School Superintendents (MCSS) as your Chief Disbursing Officer for garnishment purposes. Your payroll department knows the status of your former and current employees at your school district. It is extremely important to advise the garnishments desk of the status of your school district employees. You may not waive or disclaim liability for timely response and follow-up to garnishment actions.

The following garnishments that your school district can accept are:

Child Support

Bankruptcies

Default Student Loans

Social Security Administration

Tax Levies – Internal Revenue Service and Arizona Department of Revenue

The Garnishment form **MUST** accompany all garnishments listed above. These garnishments should be sent immediately to MCSS along with the filled out top portion of the garnishment information sheet upon receipt. It is your responsibility to get the releases and/or correspondences to MCSS in a timely matter.

When a terminated employee or an employee does not work at your school district and you have received the above garnishment, **do not** send it to MCSS. The district payroll office should reply to the creditor agency by acknowledging their form and returning their documents accordingly.

(Pilot Districts – Will need to accept all forms of creditor's phone calls as this office is unable to answer without access to your system. Any issues that you are not familiar with please do not hesitate to contact this office and we will assist with any questions the creditor has.

Remember you **CANNOT** accept a Writ of Garnishment served by a process server or mailed to you. It must be served at:

**Office of the Maricopa County School Superintendent
4041 N Central Ave., Suite 1200
Phoenix, AZ 85012**

Any questions please email me at garnishments@maricopa.gov or call me at (602) 372-4833.

Thank you,

Garnishment Division