



Maricopa County

Superintendent of Schools

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District Responsibilities

Your district has designated the County Schools Superintendent as your Chief Disbursing Officer for garnishment purposes. Only your payroll department knows who is employed, who gets paid and who is terminated. When a terminated employee has been served a tax Levy/default student loan **Do Not** send it to the County Schools Office. The schools district should acknowledge it them-selves. It is extremely important to advise garnishments of the status of your garnished employees. This office cautions districts contracting with the County Superintendent; you may not waive or disclaim liability for timely response and follow-up to garnishment actions.

Remember you CAN NOT accept a Writ of Garnishment Served by a Process server or mailed to you. That must be served at 4041 N Central, Suite 1100

Defaulted Student Loans and Tax Levies are the only things you can accept.

The DSL & TI form **MUST** accompany all defaulted student loans and tax levies when they are submitted to the garnishment division. Both of these will be mailed to your district and should be sent immediately to the County Schools Office. Any releases will also be sent to your district. It is your District's responsibility to get the release to the county timely. Cutoff date is Tuesday before your pay. Pilot Districts – Pay warrants must be delivered to the garnishment division by Tuesday noon time.) **You should notify your employee your district will be picking up the revised warrant from the County. Pay warrants are reissued and available for district pickup on Wednesday after 1PM. All Monday Holidays delay this till Thursday after 1PM.** It is your district's responsibility to get your garnished employees revised warrants back to them. Please sort the garnished employees to the beginning or back of the pass. Any questions, please call me.

Kathy Wheeler 602-506-3533 Fax 602-372-8589

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