



Maricopa County

Superintendent of Schools

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Phone: 602-506-3533
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Per Arizona Revised State Statutes all employees that are to be garnished **must** be notified within **3** days after a writ of garnishment has been served at Maricopa County School Superintendent. Tax Levies **must** be notified within **2** days. Default student loans also **must** be notified within **3** days. All new garnishments (whatever type) **must** start up within three days of the next pay. Every Friday is the cutoff date I use for all new garnishments for the next weeks pay.

When the school district receives a tax levy or a default student loan, send it right away to the garnishment division. I will prepare the notification letters and return it to your district the next day. If you receive something close to Friday's cutoff, you may fax my information sheet and a copy of the levy/default student loan to me. I can prepare the notification letter ahead of your runner coming down to the County.

The responsibility of actually giving the notification letter becomes the individual district job. It is imperative that all paper work be given out timely so any arrangements can be worked out by the employee prior to Tuesday pay week cutoff date.

If you have questions or concerns please call me.

Kathy Wheeler
Garnishment Division
602-506-3533
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