



To all School District:

Your Governing Board has designated the Maricopa County Education Service Agency (MCESA) 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:

- 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 MCESA upon receipt. It is your responsibility to get the releases and/or correspondences to MCESA in a timely matter. The cutoff date is the Tuesday before your payday.

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

**Maricopa County Education Service Agency
4041 N Central Ave., Suite 1200
Phoenix, AZ 85012**

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

Pay warrants are reissued and available for district pickup on Wednesday after 1PM. It is your district's responsibility to pick up and distribute the employees' revised warrants back to the employee. Please do not reinstate direct deposit until you have received the official release email from the garnishment desk.

(Pilot Districts – Import Files must be delivered to the garnishment division by Tuesday at 11:00AM)

Any questions please email me at garnishments@mcesa.maricopa.gov or call me at (602) 372-8425 or (602) 506-3533.

Thank you,
Garnishment Division