

Some of our Services

- ◆ **Bill Payments**
- ◆ **Bank Reconciliation**
- ◆ **Budget Management**
- ◆ **Medical Claim
Review**
- ◆ **Tax Preparation**
- ◆ **Sorting Mail**
- ◆ **Notary Public**
- ◆ **Referrals**

**Contact us for a free
consultation
or if you have questions**

Barbara Hundley



Member of



**My Personal Assistant
c/o Hundley & Associates, LLC.
PO Box 143126
Fayetteville, GA 30214**

**Phone: 678-817-6805
Fax: 866-770-5333 (Toll Free)**

Website: my-personal-assist.com

My Personal Assistant



**We offer
customized
programs to meet
individual needs
with daily
financial and
administrative
tasks**

My Personal Assistant offers assistance to those who can't or choose not to handle personal paperwork and daily money management tasks.

In today's world, more individuals are taking care of children as well as aging parents; therefore, leaving no time for leisure pursuits.

We can take care of a variety of personal business and paperwork tasks, thus providing more time to families for other pursuits. Differing levels of assistance can be provided as needed.

My Personal Assistant will meet with you to discuss the best way we can relieve you or your loved one of the daily tasks that have become a burden. You can have your bills sent to our office for payment or we can come to your location and prepare checks for your signature.

Some of our services include:

- ◆ Preparing bill payment checks for your signature
- ◆ Reconciling checking accounts
- ◆ Organizing tax documents
 - ◆ Budget Management
 - ◆ Review medical claims to ensure proper credit
 - ◆ Open & sort mail
- ◆ Tax preparation with Free Electronic Filing
 - ◆ Notary Public
- ◆ Referrals for other services



Barbara Hundley, Owner and Founder of ***My Personal Assistant***, has a business degree from UTC and 40 years of extensive experience with concentrations in Accounting and Human Resources. From 2000 to 2007, she worked for Townsend Tax Services of Morrow. She has children and grandchildren in the Fayette County area, is a member of the McDonough Road Baptist Church and was actively involved in the Henry County Community before relocating to Fayette County in 2006. Ms. Hundley has provided these services to family members and friends for years, before founding ***My Personal Assistant***.

Ms. Hundley is a Certified Senior Advisor and member of the American Association of Daily Money Managers (AADMM) and is committed to the Association Code of Ethics.