Social Sciences Career Placement Information Form
CANADA REVENUE AGENCY (CRA)

Please read this page carefully and keep for your information.

Placement Details
Experiential Education (EE) and the Canada Revenue Agency are pleased to offer a five (5) week job shadow experience that will provide students with exposure to various professions in the government/finance field. No work tasks or projects will be completed during the placement – this is a job shadow learning experience only.

There are up to ten (10) student spaces available. Successful applicants will spend time each week meeting and interacting with professionals in the following department areas:

- Program Services
- Call Centre
- Audit
- Revenue Collections
- Legislative Policy & Regulatory Affairs
- Scientific Research & Experimental Development

For successful applicants only: CRA security screening/clearance is required. Security clearance will involve presenting, in person, original documents including a valid passport, driver’s licence, birth certificate as well as fingerprints. The required screening will take place at the CRA office at 55 Bay Street, North Hamilton on Thursday, September 20, 2018. Further details will be provided.

Students are required to attend, in full, all scheduled placement times. The placement will take place on Thursdays from 1:00 – 4:00pm on the following dates: October 25, November 1, November 8, November 15, and November 22.

Students must submit a reflection paper and evaluation within two weeks after the final placement date. Further information, including an outline for the reflection will be provided.

To Apply
Please follow the instructions listed on the application form (found here: http://experiential-ed.mcmaster.ca/students/career-placements) and submit your application electronically before the deadline of 4:00pm on September 12, 2018.

Statement of Interest Information:
All applications require a statement of interest. It is different from a cover letter. This statement should focus on why/how this experience would be beneficial for you. Consider the following questions:

- Why am I interested in this placement?
- What do I expect to learn from this placement?
- How will this placement be beneficial to me? my education? my career?
- How does this placement link to things I’ve already completed or am planning on doing? (e.g. volunteer placement, specific courses, graduate school, etc.)

The statement of interest should be typed, approximately one page in length (single spaced) and written in the first person.
Canada Revenue Agency Department Descriptions

Please review each department summary and identify up to 2 areas that are of most interest to you on the application form. You will have the opportunity to visit all departments, but may be able to spend additional time in the area(s) you select as most interesting.

**Scientific Research & Experimental Development Program:** The Scientific Research and Experimental Development (SR&ED) program is a federal tax incentive program to encourage Canadian businesses of all sizes and in all sectors to conduct research and development (R&D) in Canada that will lead to new, improved, or technologically advanced products or processes. The SR&ED program is the largest single source of federal government support for industrial research and development.

**Audit:** The Audit Division conducts audits on taxpayers’ returns and information to confirm and enforce compliance. Agents complete desk reviews of taxpayer files, identify issues, correspond and meet with taxpayers and their representatives and prepare completed audit files. Agents may also complete field audits on International Tax, Large Case Files, Compliance Audit and Aggressive Tax Planning to name a few.

**Program Services:** The Program Services division is responsible for ensuring the daily operation of the tax services office run smoothly. This includes supporting the Director’s Office, Senior Management Team, divisional and program priorities, as well as corporate initiatives and corporate services.

**Legislation Policy and Regulatory Affairs:** This division has three programs: GST/HST Rulings, CPP/EI Rulings and Excise Duty. GST/HST Rulings is the centre of technical expertise on the goods and services tax/harmonized sales tax (GST/HST) in the Canada Revenue Agency (CRA). Through our rulings and interpretations program, we give our clients timely, accurate, and accessible technical information on their entitlements and obligations under the Excise Tax Act and related regulations. CPP/EI Rulings officers are determining whether a claimant for CPP/EI benefits is or was an employee engaged in an employer-employee relationship, or a self-employed individual who is engaged in the performance of contracted work as an independent contractor. The Excise Duty Program is responsible for administering the Excise Act, the Excise Act, 2001, the Importation of Intoxicating Liquors Act, and the Air Travellers Security Charge Act. As a result, this program deals with a large array of commodities such as spirits, wine, beer and tobacco products.

**Revenue Collections:** Collections is a range of activities the CRA can undertake to recover unpaid amounts from individuals and businesses. Recovery options range from voluntary payment plans to legal action. The Collections Officers recover debt related to individual income tax, GST/HST remittances, payroll deductions, corporation income tax, customs, excise, and other levies, and benefit overpayments (Canada child tax benefit, universal child care benefit, GST/HST credit).

**Call Centre:** Taxpayer Services Call Centre’s are dynamic work environments that provide guidance and support to Canadians about their personal and business accounts. The national telephone programs supported relate to: Canada Child and Tax Benefit, Universal Child Care Benefit, Goods and Services Tax / Harmonized Sales Tax (GST/HST) credit, Individual Income Tax, Business, e-services Helpdesk, and International and Non-Resident enquiries.